



## **Island County Planning and Community Development**

Physical Address: 1 NE 6th Street, Coupeville, WA 98239

121 N East Camano Drive, Camano Island, WA 98282

Mailing Address: 1 NE 7th Street, Coupeville, WA 98239

Phone: Whidbey 360-679-7339 | Camano 360-387-3443 | Fax 360-679-7306

<https://www.islandcountywa.gov/207/Planning-Community-Development>

### **Building Permit Application – Demolition Permit**

**All applications and supporting documents will be reviewed for completeness prior to acceptance. Allow for at least 60 minutes when submitting applications in person.**

Required for submittal:

- Complete application, signed and completed in ink.
- Universal Plot Plan – 11x17 preferred, drawn to a standard engineer's scale, not to exceed 1" - 60'. Indicate water lines, septic lines, septic reserve and drainfield, any buildings currently on the parcel and proposed building(s). Underground tanks must also be shown.
- Documentation from Northwest Clean Air Agency – see page 3 for specifics.

**In-person application submittal hours:**

**Coupeville**   Monday – Friday: 8:00 a.m. to 2:00 p.m.

**Camano**   Monday – Friday: 8:00 a.m. to 2:00 p.m.

A permit is an official document that gives a land owner permission to establish a use on or develop their property. Permits provide local government oversight of land use and development in order to protect the health, safety, and welfare of all its citizens. Permit applications are processed by County professionals to ensure proposals are consistent with local, state, and national regulations.

# MASTER BUILDING APPLICATION

**Owner/Applicant** \_\_\_\_\_

Phone \_\_\_\_\_

ADDRESS \_\_\_\_\_

Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**CONTACT/AGENT** \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**CONTRACTOR** \_\_\_\_\_

License # \_\_\_\_\_

Expiration \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

**NAME OF CONSTRUCTION LENDER OR BOND** \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**PROJECT ADDRESS** \_\_\_\_\_

## PROPERTY INFORMATION

City \_\_\_\_\_

Lot Size \_\_\_\_\_

Subdivision/Mobile Home Park \_\_\_\_\_

Space # \_\_\_\_\_

Zone \_\_\_\_\_

**Parcel #** \_\_\_\_\_

City \_\_\_\_\_

Has work started? \_\_\_\_\_

Space # \_\_\_\_\_

Adjoining Parcels you own \_\_\_\_\_

Zone \_\_\_\_\_

Is the property in a special tax program? \_\_\_\_\_

Is this property subject to a Moratorium? \_\_\_\_\_ Yes \_\_\_\_\_ No

Type \_\_\_\_\_

**RESIDENTIAL**  
One and Two Family  
dwelling & attached  
accessory structures

**OTHER**  
Plumbing/Mechanical  
 Flood Development

**BUILDING CODE**  
Non-Residential &  
Multi-Family Residential  
 Tenant Improvement or  
Change of use

**FIRE CODE**  
Temporary Operational Permit \*

Manufactured Home

Ebey's Landing Historical  
Reserve

Sign

Temporary Tents & canopies\*

Detached Accessory  
structure <3000 sq ft

Demolition

Sprinkler or Fire Alarm

Motor Vehicle fuel dispensing system

\*Temporary is 180 days or less.

The applicant warrants that all information in this application is truthful and complete. Permits may be suspended or revoked whenever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any provision of the code. **I have read and understand cover sheet instructions.**

\_\_\_\_\_  
**Applicant signature**

\_\_\_\_\_  
**Date**

## DEMOLITION PERMIT APPLICATION

Permit # \_\_\_\_\_

**Provide a site plan showing all existing structures, the structure proposed to be demolished, and all underground tanks.**

What was the use of the structure? \_\_\_\_\_

Is the structure to be demolished larger than 120 square feet? \_\_\_\_\_

If yes, you must contact Northwest Clean Air Agency (NWCAA) to see if a permit is required. NWCAA can be reached at 360-428-1617 or you may download their application packet at <http://nwcleanairwa.gov/forms/asbestos-demolition-application/>. Note that failure to file a notification with NWCAA could result in enforcement action.

Is the structure in the Ebey's Landing National Historical Reserve?  Yes  No  
(If yes see **Island County Code 17.04.090 for additional requirements**)

Are there any underground storage tanks associated with the structure?  Yes  No

If yes what are the tanks used for? \_\_\_\_\_

Describe your plans for the tanks. \_\_\_\_\_

Is there a septic tank for this building?  Yes  No

Describe your plans for the septic tank. \_\_\_\_\_

Describe how the debris from the structure will be disposed of. \_\_\_\_\_

---

---

**\*Co-mingled material from a demolished structure that is not separated on site for recycling is considered solid waste and must be disposed of at County designated transfer stations at Coupeville or Camano unless other arrangements are specifically made with the County Solid Waste Division. An exception would be if co-mingled construction debris (CD) is directed to a permitted/certified CD recycling facility.**

Describe how the site will be restored after the structure is removed. \_\_\_\_\_

---

---

## UNIVERSAL PLOT PLAN

### Basic Plot Plan Requirements

All building permit applications require a plot plan. Provide minimum of 1 plot plan drawn **not larger** than 11X17 (8 1/2" X 11" may be used if it is to scale and legible). As you draw your plot plan, please use the following Applicant Checklist to ensure all required information as shown.

Drawn to a standard engineering scale not to exceed 1" = 60'. Indicate the engineering scale and provide a bar scale. (Acceptable ranges include: 1"=20' to 1'=60')

Indicate North Arrow directional.

Boundaries, dimensions, and area of lot (square feet or acreage).

Land features: Show top and toe of all slopes, direction of slope, percentage of slope or slope angle, seasonal drainage ways and soggy areas, ditches, ravines, lakes, ordinary high water mark of shoreline, etc.

#### **\*\*NEW CHANGE TO CRITICAL AREAS\*\***

Critical Areas: Show protected species habitats, geologically hazardous areas, floodplains, aquifer recharge areas, streams, wetlands as well as all of their associated buffers onsite or off-site when they may affect the proposal. (note: if a feature is shown on the County's Critical Areas map it must be shown on the plot plan; if you do not believe that feature is present please describe).

Location, size, and purpose of all existing buildings (temporary or permanent) and proposed buildings. Label each as existing or proposed.

Location, dimensions and volume of all existing/proposed propane tanks, fuel tanks, etc. Label each as existing or proposed.

Location, dimensions of all decks, roof overhangs, porches, cantilevers, bay windows, retaining walls, patios and chimneys.

Distances from building to property lines and other buildings.

Location and width of existing and proposed driveways/accessible serving each structure and any parking areas. Access permit numbers, if assigned.

Width and name of road(s) bordering the property.

Indicate all easements (access, utility, drainage, etc.) on the property including their width. Label them with intended use and the Auditor File No.

Indicate location of septic tank, drain field, reserve area and tight line between house and septic tank. Show distance between drain field and reserve area to property lines. Indicate if hooked up to sewer.

Drainage: Location and description of all existing and proposed drainage features and systems, including natural drainage ways, culverts and ditches. Show the direction of water flow.

Grading Plans: Show existing and proposed finished grade contours for any cut or fill 2 feet or greater in height in plan view and cross sections. Indicate quantities of fill or excavation in cubic yards. For any material exported from the site, state quantity and where materials will be disposed. For any materials imported to the site, indicate quantity, source and type of materials.

Existing and proposed vegetation: Please be specific about the type, e.g. grasses, shrubs, types of trees, etc.

Clearing Limits: Show all areas where trees and brush currently exist and will be cut or removed.

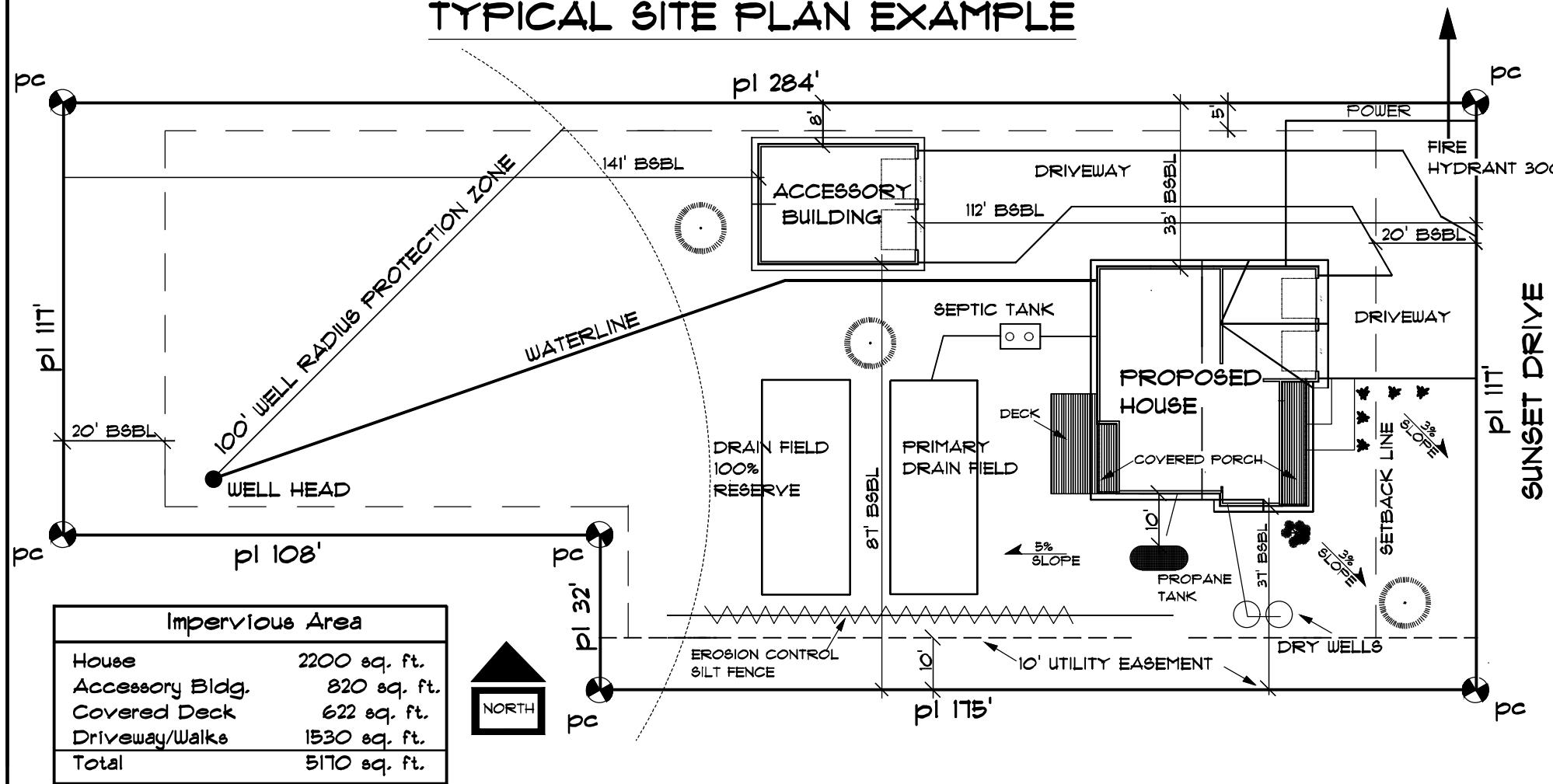
Erosion and sedimentation control plans: Show all areas where soil will be exposed along with measures to limit erosion and transport of silt and sediment.

Indicate location of water lines, well, and pollution control radius. Note; A pollution control radius around an off-site well may impact your project if it overlaps onto your parcel.

Road distances to nearest fire hydrant, if applicant has right to use fire hydrant.

Separate Existing Conditions map for large or complex projects. Show topography with contours at intervals no greater than 5' and all natural features.

# TYPICAL SITE PLAN EXAMPLE



NAME/  
MAILING ADDRESS:

JOHN C. DOE  
4268 RED ROCK ROAD  
BELLTOWN, WA 98555

SITE  
ADDRESS:

**DOE RESIDENCE SITE PLAN  
5394 SUNSET DRIVE  
GREENBANK, WA**

PROPERTY ID #:

TAX PARCEL# 55347-00-03004-0

SCALE:

$$1'' = 30'$$

DATE:

3/15/2005