



## **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 – Detached Accessory Structure under 4,000 sqft.**

**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.
- 2 complete sets of building plans.
- 2 complete sets of engineers calculations (if applicable).
- If plumbing is proposed, An Approved WAV may be required
- If heated, completed Washington State Energy Code Worksheet
- 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).
- Provide any applicable land use documents: Geotechnical Reports, Wetland Reports, Shorelines, variances, RUD's, Clearing & Grading, ICN from DNR, etc.

**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 \_\_\_\_\_

## PROPERTY INFORMATION

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

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

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

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

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

Key # \_\_\_\_\_

Division \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

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

Was this ever an Owner Builder Building? \_\_\_\_\_

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

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

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

Type \_\_\_\_\_

## PROJECT INFORMATION

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

**OTHER**  
Plumbing/Mechanical  
 Flood Development

**BUILDING CODE**  
Non-Residential & Multi-Family Residential

**FIRE CODE**  
Temporary Operational Permit \*

Manufactured Home

Ebey's Landing Historical Reserve

Tenant Improvement or Change of use

Temporary Tents & canopies\*

Detached Accessory structure <3000 sq ft

Shoreline, bulkhead & docks  
 Demolition

Sign  
 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.**

/S/

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

\_\_\_\_\_  
Date

**DETACHED STRUCTURES LESS THAN 4000 SQ. FT.  
ACCESSORY TO RESIDENTIAL APPLICATION**

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

**1. Building**

What is the intended use of the building? \_\_\_\_\_

Will the building be plumbed?  Yes  No

Will the building be heated?  Yes  No

**Building Dimensions**

Main Floor \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

Second Floor \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

Deck \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft. Height above grade \_\_\_\_\_

Maximum Height of building \_\_\_\_\_ (measured from average natural grade to high point of building excluding antennas, chimneys or similar architectural features)

Will lot be accessed from a county or state maintained road?  Yes  No

Provide access permit # \_\_\_\_\_

Provide copy of septic permit or as-built approved by the Island County Health Department.

Septic permit # \_\_\_\_\_

Provide copy of the Water Availability Form approved by the Island County Health Department if required.

Approval Date \_\_\_\_\_

**Buildings with Heat**

Total Heated floor Area \_\_\_\_\_ sq. ft. Percentage of glazing \_\_\_\_\_

Type of heat? Electric resistance  Other \_\_\_\_\_

**2. Retaining Wall**

Height of wall from bottom of footing to top of wall \_\_\_\_\_

Height of unbalanced fill \_\_\_\_\_

Wall length \_\_\_\_\_ Wall material \_\_\_\_\_

**3. Fence**

Height of fence measured from lowest adjacent grade to top of fence \_\_\_\_\_

Length of fence \_\_\_\_\_ Fence material \_\_\_\_\_

**4. Miscellaneous Structures**

Description \_\_\_\_\_

Height of structure \_\_\_\_\_ Fair Market Value \$ \_\_\_\_\_

As you complete your construction plans, please use the following checklist to ensure all required information is provided.

**ALL ENGINEERING MUST BE PLACED ON DRAWINGS**

**Foundation Plan**

- Footings, piers, walls (including interior footings).
- Foundation, vents, posts and beams (sizes and spans), anchor bolt spacing.
- Floor joists (sizing and directions).
- Type and location of vapor barriers.
- Location and size of underfloor access.
- Location and size of all hold downs.

**Floor Plan(s)**

Show and label all levels, both existing and proposed, e.g. basement, main floor, second floor. This includes additions and remodels

- Room uses and sizes.
- Window, skylight, and door locations (sizes and types).
- Plumbing fixtures, smoke detectors, exhaust fans, and water heater locations.
- Stairway: rise, run, handrails, guardrails, height and baluster spacing.
- Provide floor plan sketch showing windows and doors with additions and remodels.
- Show all braced wall lines (BWL), braced wall panels (BWP), and alternate braced wall panels (Alt.BWP)

**Framing Sections**

Cross section through entire building

- Footing size and depth below finish grade.
- Foundation wall, height, width, reinforcement bars and anchor bolts.
- Thickness of concrete slab, floor joists, trusses, seismic anchors.
- Base Flood Elevations in flood zones.
- Vapor barriers (type and location).
- Framing to be used (Specify grade of lumber):
 

Standard	Intermediate	Advanced
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- Header dimensions, insulation, anchor bolts, and pressure treated plates.
- Form of lateral bracing compliance.
- Insulation material and R. – value in walls, floor, ceiling and slab.
- Sheet rock thickness (type and location).
- Roof sheathing, roofing material, roof pitch.

**Exterior Elevations**

Exterior views on all sides

- Windows, decks, steps, handrails, guardrails, chimneys, (with required heights).
- Finish grade, height of building.
- Exterior Lighting

**Energy/Ventilation**

For processing of applications under the State Energy and VIAQ Codes, it is important that submittals include:

- Completed energy calculations or system analysis.
- Location of whole house fan and controls.
- Location and size of all exhaust fans.
- Type of heat source and back-up.
- Windows: brand names, class, type and "U" value.
- All insulation R-Values in walls, floors, ceiling and slab.

## Narrative of Proposal

1. What is the current use of the site ( for example “vacant”, “single family residential” and “pasture”, etc.)?

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2. What is the purpose of the clearing and grading activities (e.g. “to clear for a home site”, “to harvest timber”, “to install a new driveway”)?

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3. All sites have storm water runoff from things such as gutters, driveways, roads, cleared areas, or new impervious surfaces. Describe how it will be managed. Please be specific (for example, “runoff from gutters and parking area to be infiltrated by a drywell located near SE corner of house” or “runoff from driveway to be captured in catch basin and routed in a tight line over the bluff and to the beach”). *Please NOTE: An answer of “No runoff” is not acceptable.* Attach additional pages or plans if necessary.

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4. What is the total estimated amount of excavated and fill material? (**NOTE:** The **total** amount includes all material relocated on site plus any material imported to or exported from the site.)  
\_\_\_\_\_ cubic yards

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5. If materials will be exported from the site, provide the amount if cubic yards, the address, parcel number(s), and location of disposed materials.

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6. What is the maximum height of cut or fill proposed for this site? \_\_\_\_\_ feet

# ISLAND COUNTY PLUMBING & MECHANICAL PERMIT

Coupeville - (360) 679-7339

Mailing Address: 1 NE 7<sup>th</sup> St., Coupeville, WA 98239

(360) 387-3443 - Camano Annex

121 N. East Camano Dr, Camano Island, WA 98282

Receipt #:	Issue Date:	Permit Number:	
Owner _____		Phone _____	
Mailing Address _____		Email _____	
City _____		State _____ Zip _____	
PROJECT ADDRESS _____ City _____			
Geographic ID/Parcel # _____		Property ID/Key # _____ Is this in a Flood Zone? _____	
Is this in Ebey's Landing National Historical Reserve? _____			
1. Type of Structure: _____ 2. Has this building been previously heated? _____ New or Replacement 3. Heat Type(Check all that apply): Electric Propane Natural Gas Other (describe) : 4. Draw a floor plan on the reverse side of this form or a separate sheet, with rooms labeled, indicating location of proposed fixtures. 5. Propane Tank(s) proposed? Yes No -If yes, how many? _____ # of Gallons _____ ASME Tank      DOT Tank      Above Ground      Under Ground <i>AND, draw a plot plan of the parcel indicating the location of the tank(s) including setbacks from property lines and structures.</i> 6. Is this for a manufactured home? _____ If yes, approval of an alteration permit from the Department of Labor and Industries is required for interior fixtures.			
Person doing work must meet all pertinent laws and ordinances.			
PLUMBING CONTRACTOR INFORMATION		MECHANICAL CONTRACTOR INFORMATION	
CONTRACTOR		CONTRACTOR	
License # _____	Exp _____	License # _____	Exp _____
Address _____		Address _____	
City, State, Zip _____		City, State, Zip _____	
Phone _____		Phone _____	
(Quantity)	Email _____	(Quantity)	Email _____
Back Flow Preventer		Exhaust Fans (bathroom/ laundry)	@ \$17.00 = _____
Bathroom Sink		Dryer Vent/Ducting	@ \$17.00 = _____
Bathtub/Shower Combo		Fireplace/Gas	@ \$34.00 = _____
Bidet and/or Urinal		Forced Air Furnace	@ \$34.00 = _____
Dishwasher		Gas/Propane Piping System 1-5	@ \$13.00 = _____
Floor Drain (Requires Trap Primer)		Piping system over 5 outlets (each)	@ \$3.00= _____
Hot Water Heater/Tankless Water Heater		Gas/Propane Stove (Unit heaters)	@ \$34.00 = _____
Kitchen Sink/Disposal		Gas/Propane Tank/Facilities	@ \$24.00 = _____
Laundry Washer		Generator	@ \$34.00 = _____
Miscellaneous Sink		Boiler Heat Piping <= 3 HP, 100k BTU	@ \$45.00 = _____
Other: _____		" " <= 15 HP or 500,000 BTU	@ \$69.00 = _____
Shower Stall		" " > 15 HP or 500,000 BTU	@ \$102.00 = _____
Spa/Jacuzzi Tub and/or Hot Tub		Insert	@ \$34.00 = _____
Toilet		Other: _____	@ \$34.00 = _____
\$ TOTAL number of fixtures above multiplied by \$17.00		Pump & Pressure Tank	@ \$24.00 = _____
\$ Hose bibs: Up to 5 bibs \$15.00 total. Each add'l bib is \$3.00		Range Hood	@ \$24.00 = _____
Total Plumbing Fixture Fees \$ _____		Heat Pump <=100,000 BTU	@ \$45.00 = _____
Basic Plumbing Permit Fee + \$50.00		Woodstove	@ \$34.00 = _____
<b>TOTAL PLUMBING FEE</b> = \$ _____			
		Total Mechanical Fixture Fees \$ _____	
		Basic Mechanical Permit Fee + \$50.00	
		<b>TOTAL MECHANICAL FEE</b> = \$ _____	
Column Total(s) _____		x .03 (technology fee) = _____	<b>TOTAL DUE</b> _____

# Island County Planning and Community Development

## Field Indicators Worksheet

The Field Indicators Worksheet will help you and the County determine if a wetland or wetland buffer is on your property. Applicants for permits for single family residential uses must either complete this Worksheet or, at their option, hire a wetland professional to complete a Wetland Report that includes the elements of the Worksheet. All other applicants (commercial or non-residential) must do the latter, if the County verifies that the development proposal is for land that contains or is affected by a wetland.

The comments section of this Worksheet may be used to record any particulars or information about your property. You may attach additional pages and photographs.

The County will verify the information provided in this Worksheet or related wetland report.

This Worksheet must be included with every application for development. Prospective purchasers may also ask the County to review the Worksheet to assist them in determining whether the property they are interested in purchasing contains wetlands.

**Applicant Name** (please print): \_\_\_\_\_

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

**Parcel or Key Number:** \_\_\_\_\_

# Hydrology

The presence of water is the most obvious and common indicator of a wetland. There are several factors that must be considered in describing whether or not you have water on your property. Some wetlands have standing water all year long; others are soggy only during wetter months of the year; and, others appear wet only after storm events.

1. Is there ever standing water on the property?

Yes  No

If No, proceed to question #3

If Yes, is it:

4 weeks - 4 months

4 months - 8 months - Seasonally

8 months - Year Round

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2. If you answered yes to question #1, are the surrounding adjacent areas:

Topographically higher

Yes  No

Topographically lower

Yes  No

Topographically the same elevation

Yes  No

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3. When you dug the hole, did you observe any water within 10 inches of the ground surface?

Yes  No

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4. Identify any features through which water flows onto your property (Check all that apply)

Stream  
 Storm Drains

Culverts  
 Ponds, lakes, estuaries

Ditches  
 Pumps

Roadside Ditch  
 Other \_\_\_\_\_

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5. Identify any features through which water flows off of your property (Check all that apply)

Stream  
 Storm Drains

Culverts  
 Ponds, lakes, estuaries

Ditches  
 Pumps

Roadside Ditch  
 Other \_\_\_\_\_

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6. Are there defined ditches/channels on, or near your property that have water?

Yes, there are ditches/channels that have occasional water flow (e.g. after storm events).  
 Yes, there are ditches/channels that have regular water flow during wet months.  
 Yes, there are ditches/channels that have water flow all year long.  
 No, there are no defined channels

If Yes, how wide is defined channel?

Large (>2 ft across)

Small (<2 ft across)

Grass Lined Swale (dried up pond)

Comments:

### **Hydrology Map**

Please refer to the *Hydrology Map Example* found in the *Wetland Identification Guide* for instructions

Draw a close approximation of the features you listed in questions 1-6 of the Hydrology section of the Field Indicators Worksheet. Please label the features and approximate dimensions. You may also include areas where wetland vegetation was observed and sites where you performed your soil samples. An organized and informative drawing will help make our site visit more efficient. For greater accuracy, you may obtain an aerial map of your parcel from the Island County Planning and Community Development offices, and use it as the base layer for your map. The Hydrology Map section of the *Island County Wetland Identification Guide* has further information.

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Comments:

## Vegetation

Only certain types of vegetation can survive in wetland conditions. In fact, some plants, trees and shrubs live nowhere else except in wetlands, e.g. skunk cabbage. Other types of vegetation are tolerant of both wet and drier conditions, e.g. salmonberry and alder. Most trees and plants look different depending upon the time of the year. This can make it difficult to identify exactly what's on your property. Numerous photographs of the more common types of wetland vegetation are shown during different seasons. **Please include these observations in your Hydrology Map.**

7. Are there any native wetland plants on the property that are identified in the Wetland Vegetation section of the Wetland Identification Guide? (Check all that apply)

<input type="checkbox"/> Slough Sedge	<input type="checkbox"/> Cooley's Hedge Nettle	<input type="checkbox"/> Crabapple	<input type="checkbox"/> Red Stemmed Dogwood
<input type="checkbox"/> Labrador Tea	<input type="checkbox"/> Water Parsley	<input type="checkbox"/> Skunk Cabbage	<input type="checkbox"/> American Speedwell
<input type="checkbox"/> Cat Tail	<input type="checkbox"/> Common Rush	<input type="checkbox"/> Willows	<input type="checkbox"/> Red Alder
<input type="checkbox"/> Salmonberry	<input type="checkbox"/> Nootka Rose	<input type="checkbox"/> Bull Rush	<input type="checkbox"/> Western Red Cedar
<input type="checkbox"/> Pacific Silverweed	<input type="checkbox"/> Sitka Spruce	<input type="checkbox"/> Hardhack	<input type="checkbox"/> Grasses (other than lawn)

8. Are there any non-native wetland plants on the property that are identified in the Wetland Vegetation section of the Wetland Identification Guide?

<input type="checkbox"/> Creeping Buttercup	<input type="checkbox"/> Reed Canary Grass	<input type="checkbox"/> Yellow Iris	<input type="checkbox"/> Himalayan Blackberry
<input type="checkbox"/> Eurasian Milfoil	<input type="checkbox"/> Evergreen Blackberry	<input type="checkbox"/> Velvetgrass	<input type="checkbox"/> Yellow Iris
<input type="checkbox"/> Canadian Thistle/ Bull Thistle	<input type="checkbox"/> Hairy Willow-herb		

Comments:

## Soil

While water and vegetation can be identified by simply observing what is on your property, learning about your soils will take a little more work. Soil characteristics change as a result of the regular presence of water. Minerals in the soil will start to rust and organics are unable to decompose. By digging some holes you can see whether or not the area you are looking at is in fact a wetland. The Wetland Identification Guide's Soil section provides additional information that you may find useful in answering the following questions. You will need to dig a hole 12 inches deep in order to answer the following questions. **Please include the locations where you took your soil samples in your Hydrology Map.**

9. Indicate the color of the soil at the bottom of the 12 inch deep hole that you dug.

<input type="checkbox"/> Dark Black	<input type="checkbox"/> Grey w/rust spots	<input type="checkbox"/> Brown
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10. Does the soil smell sulfuric? (like rotten eggs)

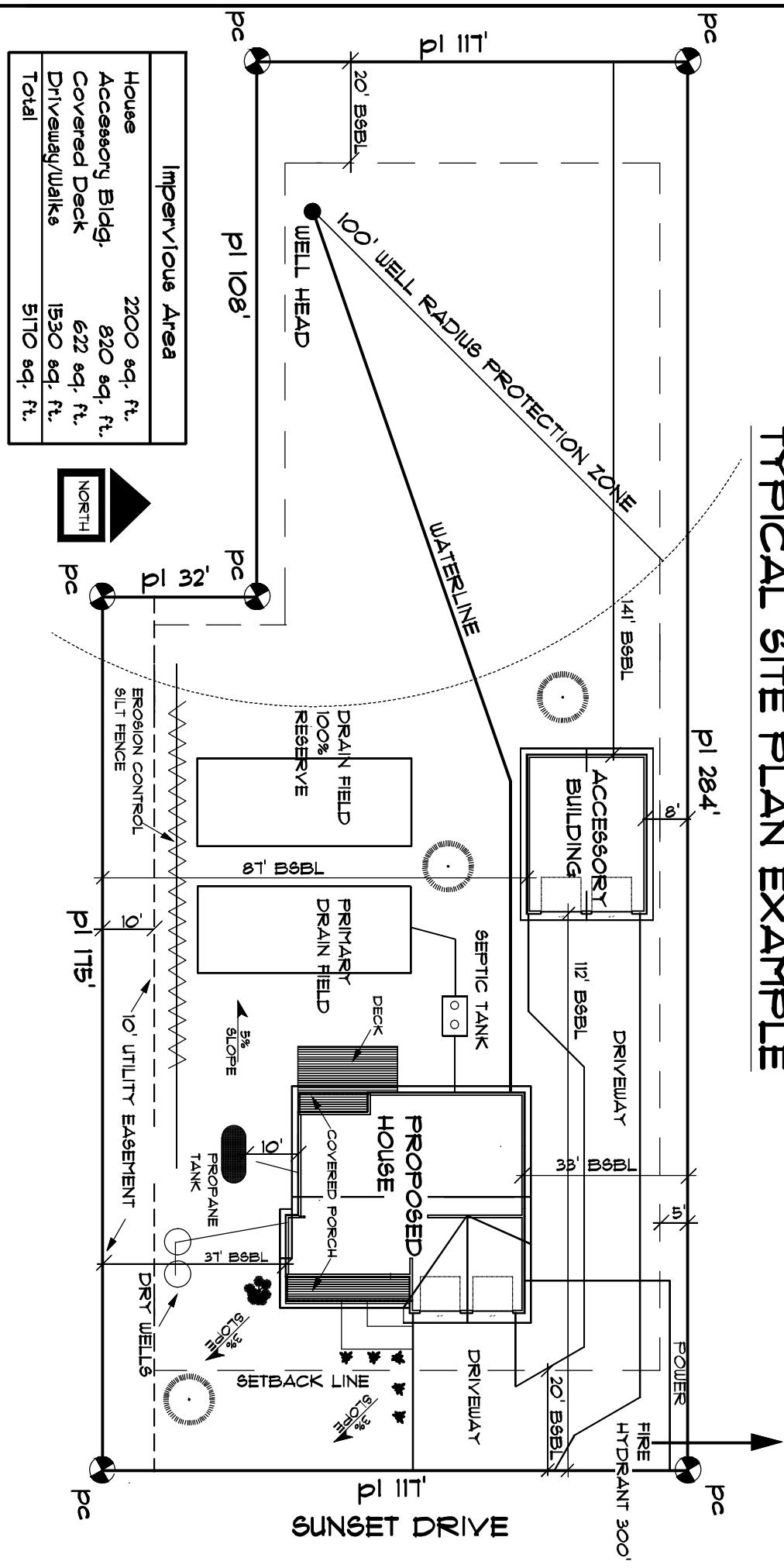
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> At Times
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11. If you take a tablespoon size sample of the soil and squeeze it, is it saturated with water?

<input type="checkbox"/> Yes	<input type="checkbox"/> Moderate/Soil is damp	<input type="checkbox"/> No. Soil is dry
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Comments:

# 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**

SCALE:  
1" = 30'

PROPERTY ID #:

TAX PARCEL # **55347-00-03004-0**

DATE:  
**3/15/2005**

## 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.