



**ISLAND COUNTY
PLANNING & COMMUNITY DEVELOPMENT**

PHONE: (360) 679-7339 ■ from Camano (360) 629-4522 ■ from S. Whidbey (360) 321-5111 ■
FAX: (360) 679-7306 ■ P. O. Box 5000, Coupeville, WA 98239-5000
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www.islandcountywa.gov/planning

Building Permit Application – Demolition Permit

All applications and supporting documents will be reviewed for completeness prior to acceptance. Allow for at least 60 minutes in the office when turning in the applications.

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.

Applications MUST be submitted in person at the locations and times specified below

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

Manufactured Home

Detached Accessory structure <3000 sq ft

OTHER

Plumbing/Mechanical

Flood Development

Ebey's Landing Historical Reserve

Shoreline, bulkhead & docks

Demolition

BUILDING CODE

Non-Residential & Multi-Family Residential

Tenant Improvement or Change of use

Sign

Sprinkler or Fire Alarm

FIRE CODE

Temporary Operational Permit *

Temporary Tents & canopies*

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 form building to property lines and other buildings.

_____ Location and width of existing and proposed driveways/accesses 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.

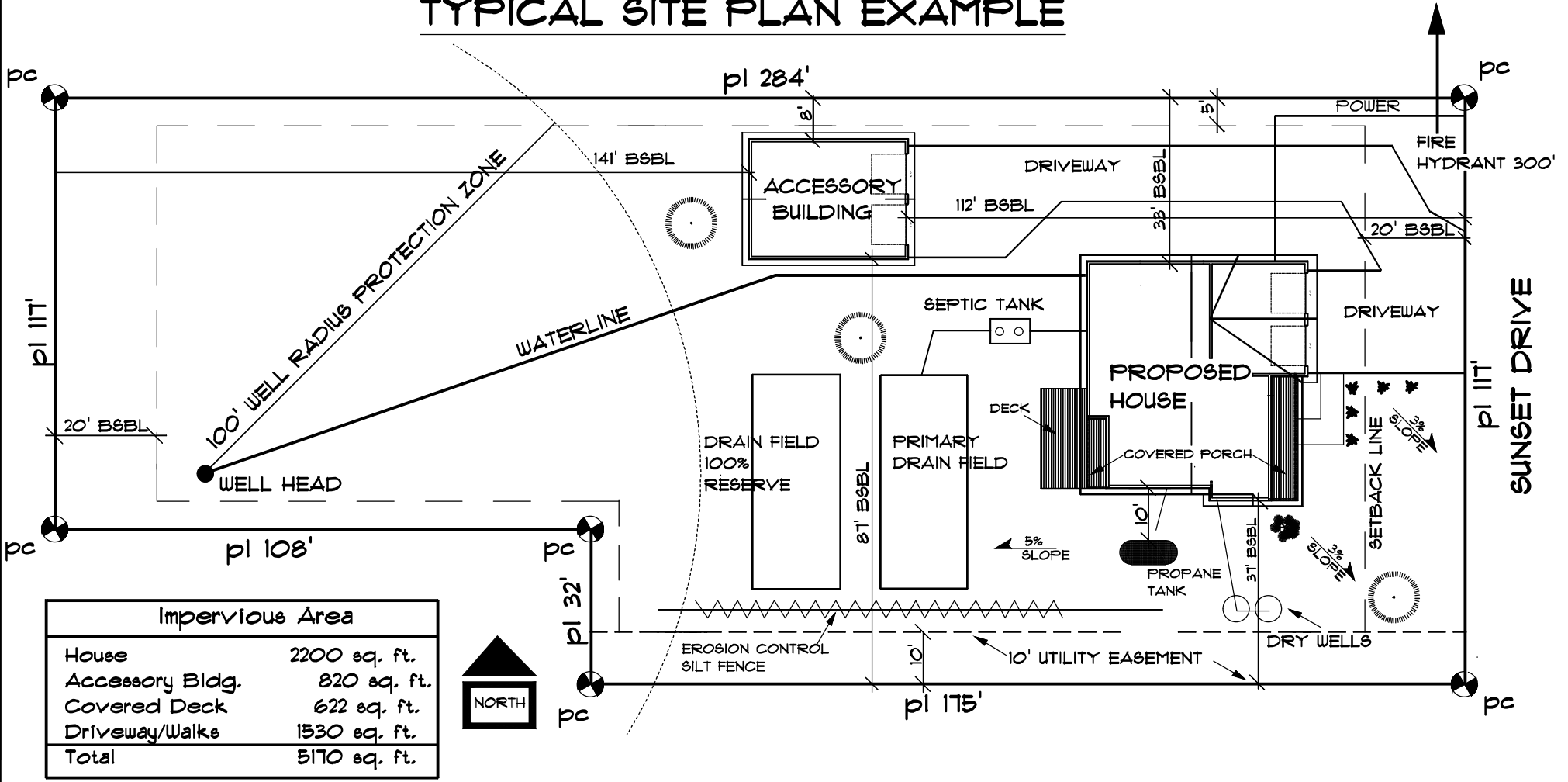
_____ Erosion and sedimentation control plans: Show all areas where soil will be exposed along with measures to limit erosion and transport of silt and sediment.

_____ 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



Impervious Area	
House	2200 sq. ft.
Accessory Bldg.	820 sq. ft.
Covered Deck	622 sq. ft.
Driveway/Walks	1530 sq. ft.
Total	5170 sq. ft.



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