



## ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

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121 N East Camano Drive, Camano Island, WA 98282 ■ Phone (360) 387-3443  
[www.islandcountywa.gov/planning](http://www.islandcountywa.gov/planning)

### **Building Permit Application – Manufactured Home Application**

**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 applications.**

Required for submittal:

- Complete application, signed and completed in ink.
- Installation Manual for Manufactured home.
- If adding Decks larger than 4' x 4': 2 complete sets of building plans. 2 complete sets of engineer's calculations (if applicable).
- 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 a copy of Water Availability form **approved** by the Island County Health Department.
- Approved Septic Permit/ As-Built or Applicable Sewer District.
- Provide a copy of approved Access Permit approved by Island County Public Works (if accessing off a county road).
- Verify with Planning and Community Development Department that the parcel has an issued address from Island County.
- Provide any applicable land use documents: Geotechnical Reports, Wetland Reports, Shorelines, variances, RUD's, Clearing & Grading, ICN from DNR, etc.

**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

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> RESIDENTIAL<br>One and Two Family dwelling & attached accessory structures | <input type="checkbox"/> OTHER<br>Plumbing/Mechanical      | <input type="checkbox"/> BUILDING CODE<br>Non-Residential & Multi-Family Residential | <input type="checkbox"/> FIRE CODE<br>Temporary Operational Permit * |
| <input type="checkbox"/> Manufactured Home  | <input type="checkbox"/> Flood Development                 | <input type="checkbox"/> Tenant Improvement or Change of use                         | <input type="checkbox"/> Temporary Tents & canopies*                 |
| <input type="checkbox"/> Detached Accessory structure <3000 sq ft                                   | <input type="checkbox"/> Ebey's Landing Historical Reserve | <input type="checkbox"/> Sign  | <input type="checkbox"/> Motor Vehicle fuel dispensing system        |
|   | <input type="checkbox"/> Shoreline, bulkhead & docks       | <input type="checkbox"/> Sprinkler or Fire Alarm                                     |  |
|   | <input type="checkbox"/> Demolition                        |  |  |

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

# MANUFACTURED HOME APPLICATION

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

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

**Homes built prior to 1976 must have a fire & life safety inspection from Labor & Industries.**

Dimensions \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq ft Permanent \_\_\_\_\_ Temporary \_\_\_\_\_

**Provide a floor plan from manufacturer or draw on 8 ½ X 11 inch paper.**

\_\_\_\_\_ Number of sections \_\_\_\_\_ Number of Bedrooms VIN # \_\_\_\_\_

**Deck** \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq.ft.

Height above Grade \_\_\_\_\_ Covered? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Deck** \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq.ft.

Height above Grade \_\_\_\_\_ Covered? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Deck** \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq.ft.

Height above grade \_\_\_\_\_ Covered? \_\_\_\_\_ Yes \_\_\_\_\_ No

## Foundation

Blocks & tie downs \_\_\_\_\_ Ribbons or slab \_\_\_\_\_ Foundation or basement \_\_\_\_\_

(Provide engineered plans)

Other \_\_\_\_\_ Description \_\_\_\_\_

Certification identification number of the certified manufactured home installer supervising installation: \_\_\_\_\_

Is this home in a floodplain? Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, anchors & foundation must resist flood forces, see FEMA 85 for more information**

Is this home in a Noise Zone? Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, provide letter from manufacturer certifying home will meet noise reduction requirements of ICC 14.01B**

Is this a new installation? Yes \_\_\_\_\_ No \_\_\_\_\_

**Current location if other than sales lot? Assessor Parcel No:** \_\_\_\_\_

Is this replacing an existing home? Yes \_\_\_\_\_ No \_\_\_\_\_

**If replacing, existing home is being moved to Assessor Parcel No:** \_\_\_\_\_

Has the manufactured home been altered? Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, home must be properly labeled by Washington State Department of Labor and Industries.**

Provide copy of Water Availability form **approved** by the Island County Health Department.

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

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

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

Provide copy of access permit **approved** by the Island County Public Works Department.

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

# 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

5. If materials will be exported from the site, provide the amount in 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

1 NE 6<sup>th</sup> St., P.O. Box 5000, Coupeville WA 98239 (360) 679-7339

Camano Annex

121 N. East Camano Dr, Camano Island, WA 98282, (360) 387-3443

|  |             |                         |
|--|-------------|-------------------------|
| Receipt #:   | Issue Date: | Permit Number:          |
| Owner/Applicant _____  |             | 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. Has this building been previously heated? \_\_\_\_\_ New \_\_\_\_\_ OR Replacement \_\_\_\_\_
2. Heat Type (Circle all that apply) : Electric Propane Natural Gas Other (describe) :
3. Propane Tank(s) proposed? Yes No If yes, how many? \_\_\_\_\_ # of Gallons \_\_\_\_\_ (locate on plot plan  
ASME Tank / DOT Tank Above Ground / Under Ground (Circle each as appropriate)
4. 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 _____                                     |
| (Quantity) Phone _____  | (Quantity) Phone _____                                     |
| _____ Back Flow Preventer   | _____ Additional piping @ \$20.00 = _____                  |
| _____ Bathroom Sink   | _____ Air Handlers @ \$20.00 = _____                       |
| _____ Bathtub Shower Combo  | _____ Bathroom Exhaust Fan @ \$10.00 = _____               |
| _____ Bidet and/or Urinal   | _____ Boiler/Piping <= 100,000 BTU @ \$60.00 = _____       |
| _____ Dishwasher  | _____ " " <= 15HP or 500,000 BTU @ \$40.00 = _____         |
| _____ Floor Drain (Requires Trap Primer)                          | _____ Dryer Vent / Ducting @ \$10.00 = _____               |
| _____ Hot Water Heater/Tankless Water Heater                      | _____ Fireplace / Gas @ \$20.00 = _____                    |
| _____ Kitchen Sink/Disposal                                       | _____ Forced Air Furnace @ \$20.00 = _____                 |
| _____ Laundry Washer  | _____ Gas/Propane Piping (1-5 appliance) @ \$ 7.50 = _____ |
| _____ Miscellaneous Sink  | _____ Gas / Propane Stove @ \$20.00 = _____                |
| Other: _____  | _____ Gas / Propane Tank @ \$14.00 = _____                 |
| _____ Shower Stall  | _____ Generator @ \$20.00 = _____                          |
| _____ Spa/Jacuzzi Tub and/or Hot Tub                              | _____ Heat Pump (any kind) @ \$26.00 = _____               |
| _____ Toilet  | _____ Insert @ \$20.00 = _____                             |
| \$ _____ TOTAL FIXTURES ABOVE X \$10.00                           | _____ Laundry Exhaust Fax @ \$10.00 = _____                |
| \$ _____ Hose Bibs – Up to 5 bibs \$7.50 / each addn'l bib \$1.50 | Other: _____ @ \$20.00 _____                               |
|   | _____ Range Hood @ \$14.00 = _____                         |
|   | _____ Woodstove @ \$20.00 = _____                          |

|   |  |
|---|--|
| \$ _____ Total Plumbing Fixture Fees<br>+ \$30.00 Basic Plumbing Permit Fee<br>= \$ _____ <b>TOTAL PLUMBING FEE</b> | Total Mechanical Fixture Fees<br>Basic Mechanical Permit Fee \$ _____<br>+ \$30.00<br>= \$ _____ <b>TOTAL MECHANICAL FEE</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
- 

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
- 

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

- Stream                       Culverts                       Ditches     Roadside Ditch  
 Storm Drains                       Ponds, lakes, estuaries                       Pumps     Other \_\_\_\_\_
- 

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

- Stream                       Culverts                       Ditches     Roadside Ditch  
 Storm Drains                       Ponds, lakes, estuaries                       Pumps     Other \_\_\_\_\_
- 

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/<br>Bull Thistle | <input type="checkbox"/> Hairy Willow-herb    |                                      |   |

Comments:

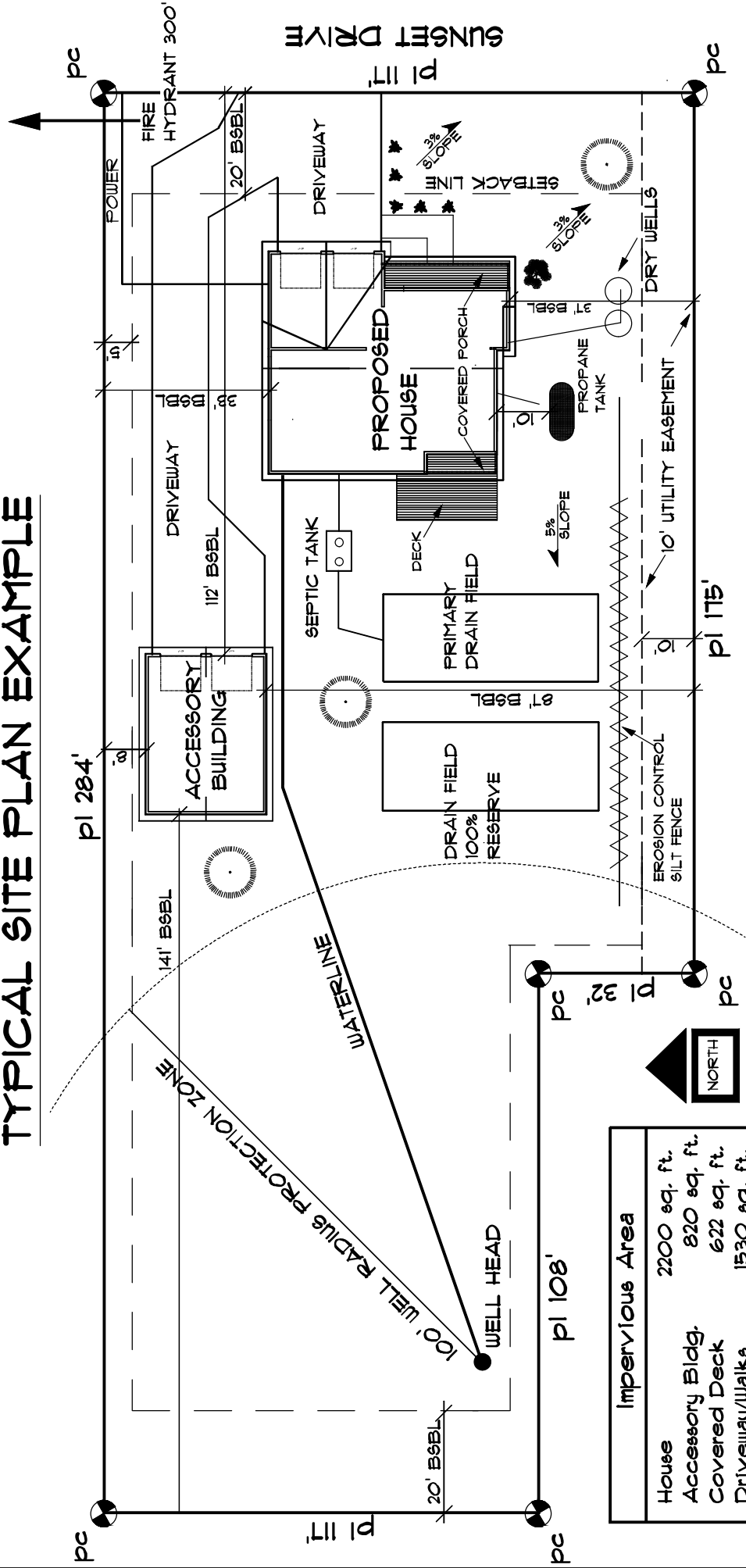
## Soil

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 |
|-------------------------------------|--|--------------------------------|
- 
10. Does the soil smell sulfuric? (like rotten eggs)
- |                              |                             |                                   |
|------------------------------|-----------------------------|-----------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> At Times |
|------------------------------|-----------------------------|-----------------------------------|
- 
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 |
|------------------------------|--|--|

Comments:

# 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**  
**BELTOWN, 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**

# 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 ½" 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.