



ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

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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

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

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.)?

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”)?

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.

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.

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

ISLAND COUNTY PLUMBING & MECHANICAL PERMIT

Coupeville

1 NE 6th 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 + \$30.00 Basic Plumbing Permit Fee = \$ _____ TOTAL PLUMBING FEE	Total Mechanical Fixture Fees Basic Mechanical Permit Fee \$ _____ + \$30.00 = \$ _____ TOTAL MECHANICAL FEE
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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

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.

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 |
|-------------------------------------|--|--------------------------------|
-
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:

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.