



## 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 ■ 121 N East Camano  
Drive, Camano Island, WA 98282 ■ Phone (360) 387-3443 ■

[www.islandcounty.net/planning](http://www.islandcounty.net/planning)

### Building Permit Application Instructions

Building permit application forms have been designed to capture the information required to process your permit. Your completed application will be kept on file as a record of what we have permitted so it is important to be as clear and accurate as possible.

All permit applications will require a **Master Building Application and a Universal Plot Plan**. The Master Building Application collects all the state required permit information, information about the project property and general project information. Each item in the project information section has a form which collects information for that part of your project. One Master Building Application and one Universal Plot Plan may be used to apply for multiple permits that your project may require such as a single family home, plumbing and mechanical, and flood development. **All applications must be completed and signed in ink.**

**\*\*New\*\*** Permits for undeveloped lots or exterior of existing buildings must provide a completed **Field Indicators Worksheet**, a **Land Use Intensity Worksheet** (If applicable) and a **Wetland Buffer Worksheet** (If applicable).

Two complete sets of building plans and engineering are required. After plan review one set will be returned to you to be used for construction and inspections. One set of approved plans will be retained in the building department office. Please submit three sets of fire protection system plans so that a set may be forwarded to the local fire protection district.

### **COMPLETED APPLICATIONS MUST BE SUBMITTED IN PERSON AT THE LOCATIONS AND TIMES SPECIFIED BELOW.**

#### **IF SUBMITTING FOR A COMMERCIAL PERMIT, CALL (360)678-7820 TO SCHEDULE AN APPOINTMENT**

<b>Coupeville</b>	Monday – Friday: 8:00 a.m. to 2:00 p.m.
<b>Camano</b>	Monday – Friday: 8:00 a.m. to 11:00 a.m. 1:00 p.m. to 2:00 p.m.

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 an application.** Check lists are available that will guide you through the permit application process to insure that all required information has been submitted.

# 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**

**INTERNATIONAL FIRE CODE  
OPERATIONAL PERMIT**

**TYPE OF OPERATIONS**

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

- |  |  |
|--|--|
| <input type="checkbox"/> Amusement Buildings               | <input type="checkbox"/> Cutting and Welding |
| <input type="checkbox"/> Carnivals and Fairs               | <input type="checkbox"/> Hot Work            |
| <input type="checkbox"/> Compressed Gases                  | <input type="checkbox"/> Fumigation          |
| <input type="checkbox"/> Exhibits and Tradeshows           | <input type="checkbox"/> Scrap Tires         |
| <input type="checkbox"/> Flammable and Combustible Liquids | <input type="checkbox"/> Tents/ Canopies     |
| <input type="checkbox"/> Other (describe) _____            |  |

1. Date operations will occur. \_\_\_\_\_

2. What is the current use of the site? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Describe in detail the activities proposed. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Describe how you will meet the requirements of the International Fire Code and other relevant laws (provide site plans and construction documents of sufficient clarity to indicate location, nature and extent of work). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_