Instructions for Building permit submittal via US Mail/FedEx/UPS

Prior to submittal of a building permit via mail please contact our office first by phone at 360-679-7339 or scan and email a copy of your Master Building application and your project page to buildingdept@islandcountywa.gov so we can prepare a submittal estimate for you.

Note that a plan check fee is still required to submit applications. (Checks should be made out to Island County Planning or Island County Building)

After you have received your estimate prepare your original documents for submittal. Your packet should include the following:

- Please include a copy of the estimate you were provided with.
- Completed Master Building Permit Application package showing contacts, parcel/geo ID number, address, etc.
- Completed Project description page such as “One and Two Family Dwelling”, “Detached Accessory Structure”, etc.
- Plumbing/mechanical page for new residential or remodels.
- An 11 x 17 plot plan drawn to an engineering scale not to exceed 1”= 60’.
- 2 complete sets of plans including engineering calculations if applicable.
- Copies of approved Water Availability form, as-built or septic permit, and approved access permits as required.

We will provide you with a receipt via mail or email. If additional items are required we will notify you after we have had a chance to fully review your submittal.

To submit permits for Whidbey Island mail to –

Island County Planning & Community Development
PO Box 5000
1 NE 6th St
Coupeville, WA 98239

To submit permits for Camano Island mail to –

Island County Planning & Community Development
121 N. East Camano Dr.
Camano Island, WA 98282