



ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

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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

Coupeville	Monday – Friday: 8:00 a.m. to 2:00 p.m.
Camano	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

- | | | | |
|---|--|---|---|
| <p>RESIDENTIAL</p> <p><input type="checkbox"/> One and Two Family dwelling & attached accessory structures</p> <p><input type="checkbox"/> Manufactured Home</p> <p><input type="checkbox"/> Detached Accessory structure <3000 sq ft</p> | <p>OTHER</p> <p><input type="checkbox"/> Plumbing/Mechanical</p> <p><input type="checkbox"/> Flood Development</p> <p><input type="checkbox"/> Ebey's Landing Historical Reserve</p> <p><input type="checkbox"/> Shoreline, bulkhead & docks</p> <p><input type="checkbox"/> Demolition</p> | <p>BUILDING CODE</p> <p><input type="checkbox"/> Non-Residential & Multi-Family Residential</p> <p><input type="checkbox"/> Tenant Improvement or Change of use</p> <p><input type="checkbox"/> Sign</p> <p><input type="checkbox"/> Sprinkler or Fire Alarm</p> | <p>FIRE CODE</p> <p><input type="checkbox"/> Temporary Operational Permit *</p> <p><input type="checkbox"/> Temporary Tents & canopies*</p> <p><input type="checkbox"/> Motor Vehicle fuel dispensing system</p> <p style="text-align: center;">*Temporary is 180 days or less.</p> |
|---|--|---|---|

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). _____

