



ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

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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.**

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.

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

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

Island County Plumbing & Mechanical Permit

Permit Number: _____

- Has this building been previously heated? _____
- Heat Type (Circle all that apply): **Electric** **Propane** **Natural Gas** **Other (describe) :** _____
- Propane Tank(s) proposed? Yes No If yes, how many? _____ # of Gallons _____
ASME Tank / DOT Tank Above Ground / Under Ground (Circle each as appropriate)
- 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

CONTRACTOR _____
 License # _____ Exp _____
 Address _____
 City, State, Zip _____
 (Quantity) Phone _____

MECHANICAL CONTRACTOR INFORMATION

CONTRACTOR _____
 License # _____ Exp _____
 Address _____
 City, State, Zip _____
 (Quantity) Phone _____

- _____ Back Flow Preventer
- _____ Bathroom Sink
- _____ Bathtub Shower Combo
- _____ Bidet and/or Urinal
- _____ Dishwasher
- _____ Floor Drain (Requires Trap Primer)
- _____ Hot Water Heater/Tankless Water Heater
- _____ Kitchen Sink/Disposal
- _____ Laundry Washer
- _____ Miscellaneous Sink
- _____ Other: _____
- _____ Shower Stall
- _____ Spa/Jacuzzi Tub and/or Hot Tub
- _____ Toilet
- _____ (\$10.00 x total fixtures listed above)
- _____ Hose bib - \$7.50 <= 5 > 5 \$1.50 ea.

- _____ Exhaust Fans (bathroom/ laundry) @ \$10.00 = _____
- _____ Dryer Vent/Ducting @ \$10.00 = _____
- _____ Fireplace/Gas @ \$20.00 = _____
- _____ Forced Air Furnace @ \$20.00 = _____
- _____ Gas/Propane Piping System 1-5 @ \$7.50 = _____
- _____ Piping system over 5 outlets (each) @ \$1.50 = _____
- _____ Gas/Propane Stove (Unit heaters) @ \$20.00 = _____
- _____ Gas/Propane Tank/Facilities @ \$14.00 = _____
- _____ Generator @ \$20.00 = _____
- _____ Boiler Heat Piping <= 100,000 BTU @ \$26.00 = _____
- _____ " " <= 15hp or 500,000 BTU @ \$40.00 = _____
- _____ Insert @ \$20.00 = _____
- _____ Other: _____ @ \$20.00 = _____
- _____ Pump & Pressure Tank @ \$14.00 = _____
- _____ Range Hood @ \$14.00 = _____
- _____ Heat Pump <=100,000 BTU @ \$26.00 = _____
- _____ Woodstove @ \$20.00 = _____

TOTAL PLUMBING FIXTURES

\$ _____ 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 = \$ _____

As you complete your construction plans, please use the following checklist to ensure all required information is provided.

ALL ENGINEERING MUST BE PLACED ON DRAWINGS

Foundation Plan		
	Footings, piers, walls (including interior footings).	
	Foundation, vents, posts and beams (sizes and spans), anchor bolt spacing.	
	Floor joists (sizing and directions).	
	Type and location of vapor barriers.	
	Location and size of underfloor access.	
	Location and size of all hold downs.	
Floor Plan(s)		
Show and label all levels, both existing and proposed, e.g. basement, main floor, second floor. This includes additions and remodels		
	Room uses and sizes.	
	Window, skylight, and door locations (sizes and types).	
	Plumbing fixtures, smoke detectors, exhaust fans, and water heater locations.	
	Stairway: rise, run, handrails, guardrails, height and baluster spacing.	
	Provide floor plan sketch showing windows and doors with additions and remodels.	
	Show all braced wall lines (BWL), braced wall panels (BWP), and alternate braced wall panels (Alt.BWP)	
Framing Sections		
Cross section through entire building		
	Footing size and depth below finish grade.	
	Foundation wall, height, width, reinforcement bars and anchor bolts.	
	Thickness of concrete slab, floor joists, trusses, seismic anchors.	
	Base Flood Elevations in flood zones.	
	Vapor barriers (type and location).	
	Framing to be used (Specify grade of lumber):	
	Standard	Intermediate
	Advanced	
	Header dimensions, insulation, anchor bolts, and pressure treated plates.	
	Form of lateral bracing compliance.	
	Insulation material and R. – value in walls, floor, ceiling and slab.	
	Sheet rock thickness (type and location).	
	Roof sheathing, roofing material, roof pitch.	
Exterior Elevations		
Exterior views on all sides		
	Windows, decks, steps, handrails, guardrails, chimneys, (with required heights).	
	Finish grade, height of building.	
	Exterior Lighting	
Energy/Ventilation		
For processing of applications under the State Energy and VIAQ Codes, it is important that submittals include:		
	Completed energy calculations or system analysis.	
	Location of whole house fan and controls.	
	Location and size of all exhaust fans.	
	Type of heat source and back-up.	
	Windows: brand names, class, type and “U” value.	
	All insulation R-Values in walls, floors, ceiling and slab.	

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 if 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 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: