

# SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

135 Rhone Street, PO Box 947, Friday Harbor, WA 98250  
(360) 378-2354 | (360) 378-2116  
dcd@sanjuanco.com | www.sanjuanco.com



## APPLICATION INSTRUCTIONS START TO FINISH:

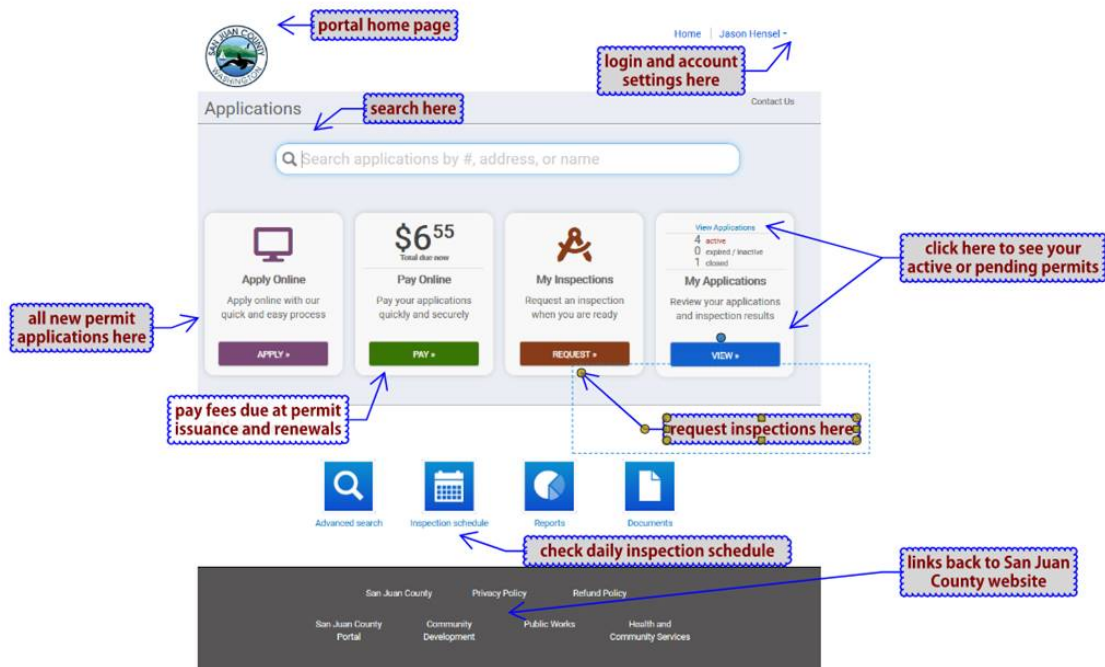
Below are some helpful links, screenshots, and information for using the SmartGov permit portal.

**If you are SIGNING UP**, (you only need to do this once.) This will allow you to access your permit, check the status, pay fees online, and schedule inspections.

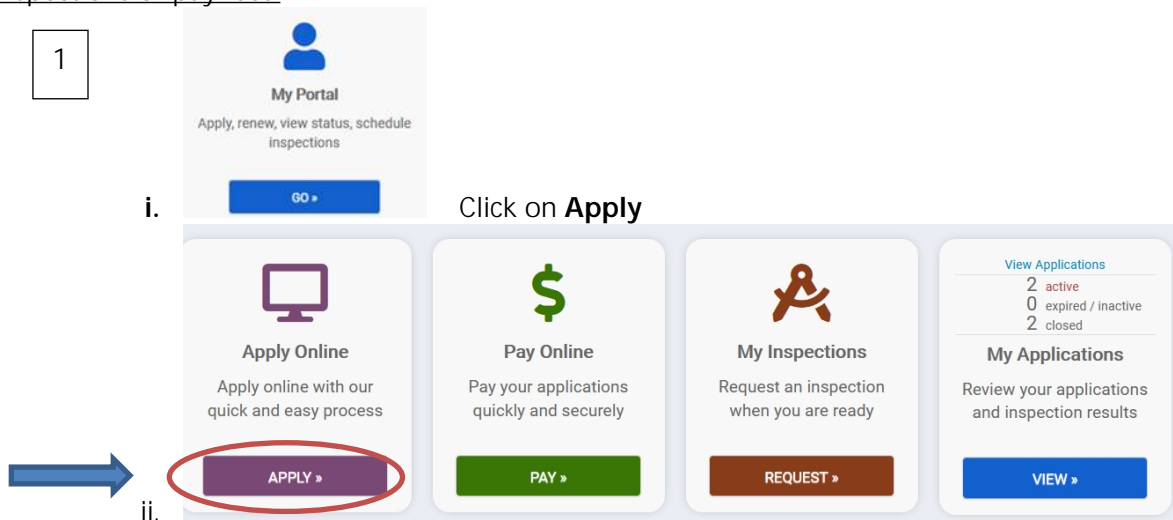
- 1) GO TO: <https://co-sanjuan-wa.smartgovcommunity.com/Public/Home> and click on “sign up”



- Enter your e-mail address and choose a password:
  - You will receive a verification link in your e-mail. \*(this may take a few minutes)
- 4) After receiving the email, click on the “Verify” button to verify your e-mail address. You may need to check your spam folder.
  - 5) Return to the browser.
  - 6) **Log out and log back in again.**



1. **APPLYING FOR PERMITS** Click "MY PORTAL- GO" to apply, view permits, or request inspections or pay fees.



2. **Select Category:** Building, Land Use, or Fire Marshal (Addressing falls under the category of Building) (**ALL BUILDING PERMIT APPLICATIONS WILL FALL UNDER 'BUILDING SUBMITTAL', UNLESS SPECIFICALLY LISTED**).

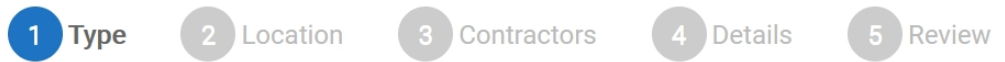
Step 1 - Select a category to view application choices

2  Category:

Step 2 - Select an application

3 Application:  
  
  
**BUILDING SUBMITTAL - (This is a generic application that covers most items. Permit type changed by staff during intake review, PICK THIS if you don't see your permit type in the drop down menu.)**  
MANUFACTURED OR MODULAR - Residential  
MECHANICAL/PLUMBING -LPG tanks, lines and equipment, and plumbing -(STAFF REVIEW REQUIRED)  
ONLINE MECHANICAL - Over the counter type: For Heat pumps, Water heater and Furnace replacement, ONLY.  
OWNER BUILDER - LIFE SAFETY INSPECTION- use for completed OB permits only.  
RES - SOLAR PV - GROUND MOUNT

- i.
3. Select Application: Select the type of application you are applying for, then click NEXT. Only a few types are available on the portal because staff needs to review the application to best determine the correct permit type. **BUILDING SUBMITTAL** is a generic permit application that covers most types. If you see your specific permit type available, please select that.
  4. Enter the owner last name as the project name and provide a brief description of your project, click "Next" again.



Start your application by selecting a permit type

Enter the Owner's Last Name for the 'Project name,' then **briefly** describe the project in the next frame.

For example: "New Single family residence, 2300 sq/ft. 3 bdrm with attached garage"

Permit Type:\*

Project name:

Describe the purpose of the permit:

i.

5. Begin entering the Address of your project. Start typing and you'll see the option to select from the entries that populate below. If your address is not selectable here and you write it in entirely, it will not allow you to proceed. You have the option to choose by parcel instead. See #6 (If this happens, either e-mail [dcd@sanjuanco.com](mailto:dcd@sanjuanco.com) or call 360-378-2354.)
  - a. Once entered properly, and selected, click "Next"

**Site location**

Start typing the address of the site location. Select your address from the list that populates below. Not all address information is available at this time, so your address may not show up.

If your address does not populate, you will need to enter a parcel number by clicking on the "enter a parcel number" link on the bottom right side of this frame.

If you are located in the Eastsound Urban Growth Area or Town of Friday Harbor, you cannot purchase a burn permit, as residential burning is prohibited.

Address:

City: **12 Beachclub Rd Decatur Island, WA 98221**  
Parcel Number: 152950023000 Owner: CENTER ISLAND BEACH CLUB  
Primary: Yes Begins: 11/4/2019

State: **12 Biggs Ln Lopez Island, WA 98261**  
Parcel Number: 251224012000 Owner: ALBERT R & MARY ANN TORRICO  
Primary: Yes Begins: 11/4/2019

Zip Code: **12 Bright Water Ln Eastsound, WA 98245**  
Parcel Number: 271463001000 Owner: PER W & SYDNI M CRAWFORD  
Primary: Yes Begins: 11/4/2019

**12 Brown Is Friday Harbor, WA 98250**  
Parcel Number: 351250012000 Owner: WILLIAM C & CAROL J BUCHAN  
Primary: Yes Begins: 11/4/2019

**12 Cobblestone Ln Friday Harbor, WA 98250**  
Parcel Number: 462352035000 Owner: BARRY BARR & SOFIA ZUBIRIA  
Primary: Yes Begins: 11/4/2019

**12 Dolphin Ln Lopez Island, WA 98261**  
Parcel Number: 252750008000 Owner: KARLY K & BRIAN E LEYDE  
Primary: Yes Begins: 11/4/2019

**12 Leeward Ln Eastsound, WA 98245**  
Parcel Number: 160523002000 Owner: KEVIN & GIGI CARTER  
Primary: Yes Begins: 11/4/2019

**12 Mulino Cove Ln Friday Harbor, WA 98250**  
Parcel Number: 352642002000 Owner: DARRYL B & MARY ANN DOBRAS  
Primary: Yes Begins: 11/4/2019

**12 Oharon Ln San Juan Island, WA**

i.

6. If you don't have an address, click on the tiny link towards the bottom right of the frame that reads: I want to enter a parcel # instead. and enter in the same manner as described above. Then click "Next" (If you don't know your parcel number, you may need to search SJC's mapping application - [Polaris](#))
7. Follow through the prompts and complete the forms as you move forward. You'll need to answer all the questions with a red \*, These items are required to proceed.

**Permit details**

Please enter the information about your permit.

Estimated Valuation - Materials and Labor:\*

Description of Work:\*

a.

8. Enter as much information about the details as possible, this will save time and questions by review staff. You have the option to review at the end.
9. Once the submittal has been created, the system will assign a **temporary number** and a pop-up link will take you right to it. **need to upload your application materials.**  
**After your permit is accepted by staff it will be changed to the correct permit type and assigned a NEW permit number. Keep in mind you will still**

Your permit application is submitted!  
**BUILDING SUBMITTAL-21-0168**

Permit Status: **Pending**

The page below outlines the details of your permit application.  
Please review this page to see if additional documents, site plans, or other information is needed to process your application.

[Go to my new permit](#)

## BUILDING PERMIT ELECTRONIC SUBMITTAL (E-SUBMITTAL PROCESS)

### PREPARE YOUR E-SUBMITTAL.

Most applications follow this - [DCD Application checklist](#), be sure to include all relevant documents for your project. Your e-submittal may consist of numerous documents, please organize, and label them:

- APPLICATION MATERIALS AND SUPPLEMENTAL DOCUMENTS IN ONE OR MORE .PDF DOCUMENTS WITH BOOKMARKS; AND
- CONSTRUCTION DRAWINGS COMBINED IN ONE PDF DOCUMENT WITH BOOKMARKS. DCD WILL NOT ACCEPT SUBMITTALS THAT DO NOT MEET THE ATTACHED REQUIREMENTS.

### SUBMIT YOUR APPLICATION.

Online submittals via the SJC Online Permit Center: <https://co-sanjuan-wa.smartgovcommunity.com/Public/Home>.

**PAY THE PLAN REVIEW APPLICATION FEE.** THE APPLICATION (SUBMITTAL) WILL NOT BE COMPLETE FOR REVIEW PURPOSES UNTIL THE PLAN REVIEW FEE HAS BEEN PAID. YOU MAY PAY BY CREDIT CARD ON THE PORTAL, OR MAIL A CHECK TO: DEPARTMENT OF COMMUNITY DEVELOPMENT, PO Box 947, FRIDAY HARBOR, WA 98250.

### E-SUBMITTAL DOCUMENT PREPARATION REQUIREMENTS

#### FILE SIZE, TYPE AND NAMING

- ALL DIGITAL FILES SHALL BE MS WINDOWS COMPATIBLE.
- ALL DIGITAL DOCUMENTS SHALL BE IN PORTABLE DOCUMENT FORMAT (PDF) AND COMPATIBLE WITH ADOBE ACROBAT VERSION 9.0 OR EARLIER
- MAXIMUM INDIVIDUAL FILE SIZE IS 200 MB UNLESS PREAPPROVED BY SAN JUAN COUNTY DCD.
- ZIP FILES ARE NOT ACCEPTED.
- SECURITY SETTINGS SHALL ALLOW REVIEW TO MARK-UP DIGITAL DOCUMENTS, CREATE NOTES, AND TO INSERT/REMOVE SHEETS.
- NAME YOUR FILES WITH THE FOLLOWING FORMAT AS AN **EXAMPLE:** *SUBMITTAL DATE\_ APPLICANT LAST NAME DOCUMENT TITLE*

2018-01-30\_SMITH\_BUILDING PERMIT APPLICATION

2018-01-30\_SMITH\_ENGINEERING CALCULATIONS

2018-01-30\_SMITH\_CONSTRUCTION DRAWINGS

2018-01-30\_SMITH\_STORMWATER PLAN

### PLAN FORMAT AND BOOKMARKS

- ORIENT ALL PLAN SHEETS SO THE TOP OF THE PAGE IS AT THE TOP AND SET TO LANDSCAPE ORIENTATION.
- TALK TO YOUR PROFESSIONAL LICENSING BOARD REGARDING ANY REQUIREMENTS FOR DIGITAL SIGNATURES.
- **USE OF IMAGERY AS A PLAN BASE IMAGE IS DISCOURAGED EXCEPT FOR BASIC SITE PLANS FOR PLUMBING AND MECHANICAL PERMITS.**
- PLANS MARKED "NOT FOR CONSTRUCTION" OR "PRELIMINARY" OTHER SIMILAR NOTATIONS WILL NOT BE ACCEPTED.
- YOU WILL NEED AT LEAST TWO SEPARATE .PDF DOCUMENTS FOR YOUR SUBMITTAL:
  - APPLICATION FORM AND SUPPLEMENTAL DOCUMENTS MUST EITHER BE COMBINED INTO ONE PDF DOCUMENT WITH BOOKMARKS FOR EACH REPORT OR DOCUMENT (USING FILE NAMING ABOVE); a SINGLE FILE or Fewer files is preferred and makes the process easier for the applicant.
  - CONSTRUCTION PLANS: COMBINE ALL PLAN SET PAGES INTO ONE PDF DOCUMENT. BOOKMARK EACH PAGE WITH THE PAGE NUMBER. BOOKMARKS ARE REQUIRED ON EVERY SUBMISSION. EACH SHEET SHALL BE NAMED IN A WAY SO THE REVIEWER CAN QUICKLY MOVE FROM SHEET TO SHEET. FOR EXAMPLE:

G – GENERAL

A – ARCHITECTURAL

M – MECHANICAL

C – CIVIL/SITE PLAN

S – STRUCTURAL

E – ELECTRICAL

L – LANDSCAPE

P – PLUMBING

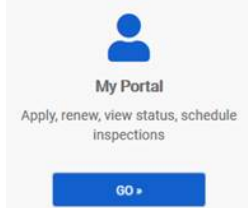
### CONSTRUCTION PLAN SCALE AND FONT

- ALL TEXT SHALL BE READABLE IN PRINTED FORMAT AND AT LEAST 10 POINT FONT.
- PLEASE DO NOT USE RED COLORED LINES OR TEXT AS STAFF USES "RED" TO SHOW COMMENTS/REVISIONS.
- CONSTRUCTION DOCUMENTS SHALL BE PREPARED TO INDUSTRY STANDARD SCALE OF A CLEARLY LEGIBLE SIZE.
- SITE PLANS AT A 1" = 20' OR LARGER SCALE
- FLOOR PLANS, ELEVATIONS AND SECTIONS AT NOT LESS THAN 1/8" = 1' SCALE
- DETAILS AT A SCALE LARGE ENOUGH TO CLEARLY ILLUSTRATE THE PARTICULAR DETAIL.

- **DCD STAFF WILL REVIEW YOUR SUBMITTAL** for completeness and may request additional information or clarification on plans lacking sufficient detail for review.

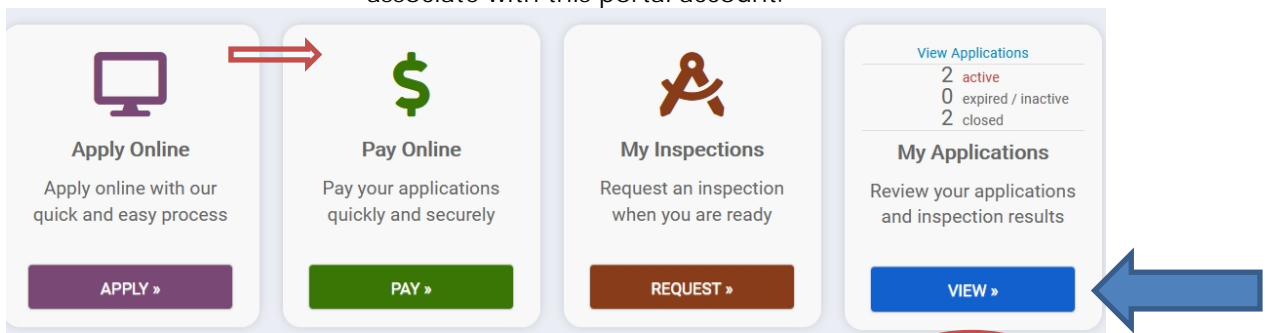
After you have created your submittal, you will need to upload documents for review by staff. Submittals are valid for 30 days. If you do not get all your information uploaded your submittal will be cancelled.

**Upload documents to your application:**



From the portal home page, click "GO"

Click on "VIEW" and You'll see a list of any permits you have associate with this portal account.



Click on the [blue permit number](#) for the submittal you just created, or any permit you are uploading information on.

**Active**

**Active** permits are open and still valid, you can see the status of each permit in the list:

**Pending:** You need to upload the permit submittal documents needed for staff to review. You have 30 days to get us the required information or your permit application is not complete and subject to cancellation.

**Review in progress:** Staff is reviewing your information.

**Ready to issue:** Yeah! Your permit is ready to issue, once all fees have been paid.

**Expired/Delinquent/Suspended** permits may need to have renewal fees paid, or they may be beyond the 5 year lifespan of the permit. Re-application may be required for expired permits. Contact [DCDPermits@sanjuanco.com](mailto:DCDPermits@sanjuanco.com)

Permits

#	Type	Address	Su		
BUILDING SUBMITTAL-21-0168	BUILDING SUBMITTAL - (Generic application, covers all items. Permit type changed by staff during intake review))	116 Ivy Ln	6/		
MECH/PLUMB-21-0109	ONLINE MECHANICAL - Over the counter type: For Heat pumps, Water heater and Furnace replacement, ONLY.	361 Hooterville Ln	4/		
BURN-21-1836	Burn Permit - Residential Online	116 Frog Hollow Ln	4/		
TFH-002-21	Town of Friday Harbor SFR	116 Ivy Ln	2/		
MECH/PLUMB-20-0215	MECHANICAL/PLUMBING -LPG tanks, lines and equipment, and plumbing -(STAFF REVIEW REQUIRED)	5953-C Olga Rd	11/		
BUILDG-18-0209	Building Permit New- Commercial	70 POOL LN	7/		
SUBMEC-14-0022	MECHANICAL/PLUMBING RESIDENTIAL	116 IVY LN	3/26/2014		Review in Progress
					Issued

**Expired / Delinquent / Suspended**

**Closed**

**IF you need to gain access to another permit not shown in this list, you will need authorization from the owner, and a PORTAL ACCESS CODE from SJC DCD.** Contractors with portal accounts that are assigned to a permit will have access via the portal to pay fees, upload documents, request inspections and check the status of that permit. Caution! Our software doesn't know you, and many people have multiple accounts. IF you do not see a permit that you think you should, please contact [DCDPermits@sanjuanco.com](mailto:DCDPermits@sanjuanco.com) with your request. We can merge accounts and grant access.

**SUBMITTALS:**

Once you've created an application (called a 'building submittal') You'll need to upload your permit documents for SJC staff to review. Select your permit in the portal then Scroll down to the "Submittals" section (look for PENDING status) on anything that is REQUIRED.

1. Click on the blue link that shows "0 Files"

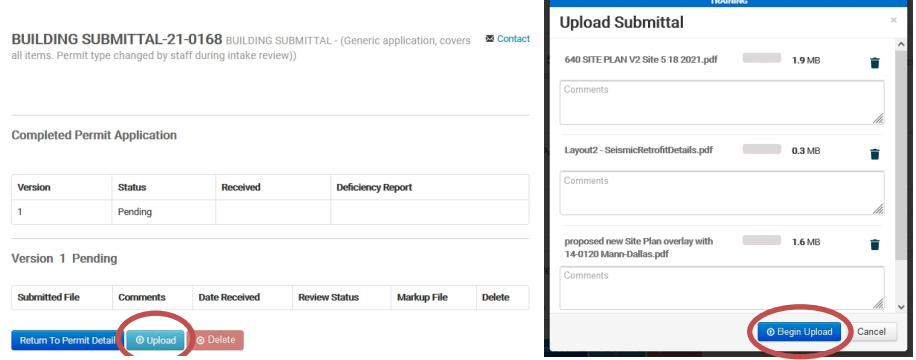
**Submittals**

HOW TO UPLOAD submittal items, click the BLUE "0 Files" link on the far right of the submittal item. Please upload documents in PDF format. Be sure that all plans are to scale and legible. **\*\*YOU WILL NEED TO UPLOAD YOUR DOCUMENTS! \*\*THIS INCLUDES, APPLICATION MATERIAL, CONSTRUCTION DOCUMENTS AND OTHER ITEMS LISTED BELOW\*\*** \*ITEMS THAT ARE DEFERRED ARE NOT INITIALLY REQUIRED, BUT YOU MAY UPLOAD THIS INFORMATION IF APPLICABLE, OR REQUESTED LATER, NOT ALL PERMITS REQUIRE ALL SUBMITTAL ITEMS.\* Applications can be found here: [https://sanjuanco.com/981/Building-Permit-Applications\\*](https://sanjuanco.com/981/Building-Permit-Applications*)

Submittal	Required	Received	Version	Status	
Completed Permit Application	Yes	6/2/2020	1	In Review	<a href="#">1 Files</a>
Plan to include address or TPN, name of owner; driveway location to the right of way, all existing & proposed structures and elements with dimensions and distances from each other and property lines.	Yes	5/29/2020	1	Approved	<a href="#">0 Files</a>
Construction drawings - incl. foundation, framing layout, floor plan, construction details	Yes		2	Pending	<a href="#">0 Files</a>
Profile plan - lot line to lot line include profile, height measurement, and use of all existing and proposed buildings and structures on the site.	Yes	6/2/2020	1	In Review	<a href="#">1 Files</a>
Receipt or Date-Stamped acceptance of Certificate of Water Availability submitted to the Health Dept	No	6/3/2020	1	Approved	<a href="#">0 Files</a>



3. Click on the "Upload" button



4. The upload pop-up will ask you to navigate to your file on your computer, then select and upload it.
  1. You can group multiple pages together into a single document for simplicity
  2. You can upload more than 1 document for each submittal type.
5. **REQUIRED:** to move your permit through the process, ALL REQUIRED SUBMITTALS NEED TO BE UPLOADED.

6. **DEFERED** files: you can upload if you have it, but it's not required to move permit forward in review at this time. (for example, not all buildings need engineering, but if you have it, then upload it.
7. **Versions**: The initial uploaded document is version #1. Any subsequent revised ones, are version #2,3,4 etc. Some items get rejected and we'll ask you to upload a second version if it's inadequate.
8. **Submittal item Status**:
  1. **Pending**: Nothing uploaded yet.
  2. **In review**: we are looking at this still.
  3. **Deficient**: Not approved, needs changes.
  4. **Approved**. You are good to go!

### Departmental Review:

Permit review is required by multiple departments and is done concurrently. While staff reviews your application, some may finish their review before others. You can check the status of each dept on the portal. All steps must be approved before your permit can be issued. Different permit types have different approval steps and submittal requirements.

#### Approval Steps

These permit workflow steps reflect the most current updated status and are linked directly to the permit software used by County staff.

Step	Status	Date
READY TO ISSUE NOTIFICATION	Pending	2/11/2021
Issue Permit	Pending	2/11/2021
Stormwater Review ( <a href="#">view notes</a> )	Hold, Additional Info Requested	8/28/2020
Archaeology Review	Approved with Conditions	5/28/2020
Flood Hazard Review	Approved	5/28/2020
Water Review ( <a href="#">view notes</a> )	Hold, Additional Info Requested	6/24/2020
Septic Review ( <a href="#">view notes</a> )	Approved with Conditions	9/8/2020
Land Use Review	Approved with Conditions	3/20/2021
Critical Area Review	Approved	2/11/2021
Building Plan Review ( <a href="#">view notes</a> )	Approved with Conditions	3/19/2021

**Status of Approval by dept**: You can see the status of your permit here instead of calling the reviewer.

Please use the portal for checking on your permit, it saves us time as this info is available to you here.

Below are the different status' and what they mean:

- **Pending**: Awaiting information or documents from applicant. No review has started.
- **Approved, Complete, Existing, N/A and Approved with conditions**: Everything is fine, it is just conditionally approved. You must still follow all requirements in the building codes, land use regulations, and other laws.
- **Hold**: Further information is needed by the applicant. The review clock has stopped, and staff is awaiting updated documents, or plans to re-review. No further action by this department

until we have received and re-viewed it. Waiting on applicant, check the notes by clicking on the “[view notes](#)”

Note	Created	Attachments
Water System (Lopez Island School District WS) currently has a Blue operating permit. System must work with DOH to bring permit into Green status prior to issuance of the CWA.	6/24/2020	

- **Ready:** Ready to issue, awaiting final fees or contractor information.

**Permit Issuance:**

After all departments have reviewed and approved your permit, fees paid, and contractor has been assigned. Your permit will be issued via the Portal. You will receive an email notifying you it is ready. Your approved permit documents can be viewed on the Public Notice section. Plans, inspection list, site plans, or any other document can be downloaded for printing. **It will be the responsibility of the owner to provide a full-size printed copy of the approved plans onsite for inspections. Failure to do this may trigger re-inspection fees and delays in requesting inspections.** (do not print large plans on small paper, you will be charged a re-inspection fee.)

Download and print:

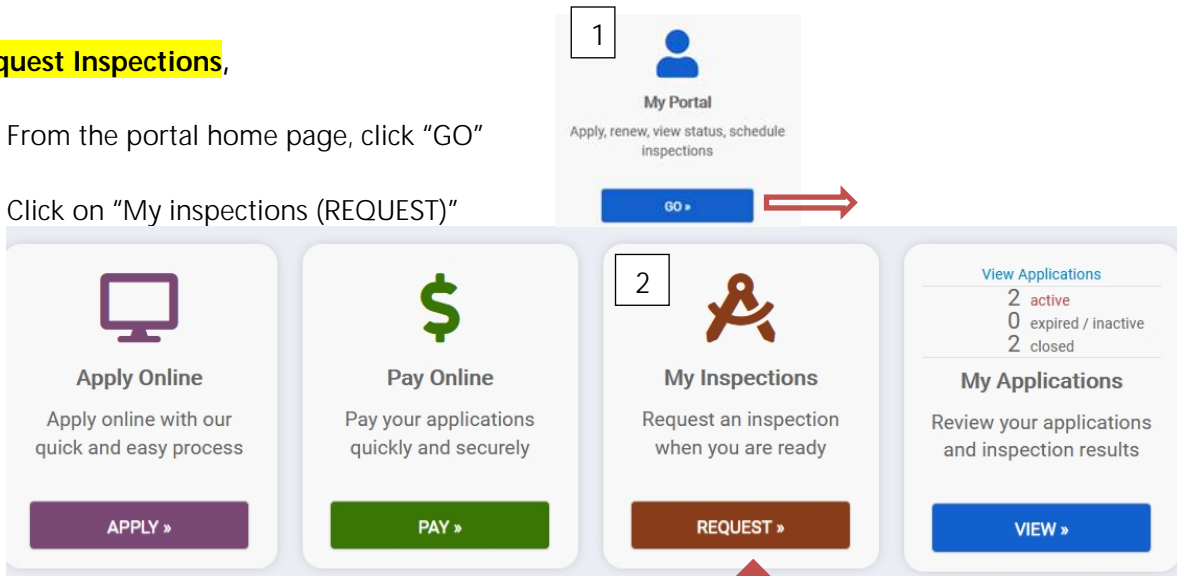
**Public Notice**

Description	Begin Date	End Date
<a href="#">Inspection Card - April 2020(7).pdf</a>	6/14/2021	
<a href="#">BUILD-21-0070 DCD SITE PLAN Powell_Updated Site Plan_6-01-2021 350843004000 print to scale and keep on site.pdf</a>	6/16/2021	
<a href="#">BUILD-21-0070 Approved permit docs Print full size.pdf</a>	6/16/2021	
<a href="#">Issuance Letter(11).pdf</a>	6/16/2021	
<a href="#">DCD Building Guidebook Final 2021 New schedule.pdf</a>	6/16/2021	
<a href="#">BUILD-21-0070 permit.pdf</a>	6/16/2021	



## Request Inspections,

1. From the portal home page, click "GO"
2. Click on "My inspections (REQUEST)"



3. Then elect your active permit from the list shown

### Active

#### Permits

#	Type	Address	Submitted	Expires	Status
<a href="#">BUILDING SUBMITTAL-21-0168</a>	BUILDING SUBMITTAL - (Generic application, covers all items. Permit type changed by staff during intake review))	116 Ivy Ln	6/18/2021	7/23/2021	Pending
<a href="#">MECH/PLUMB-21-0109</a>	ONLINE MECHANICAL - Over the counter type: For Heat pumps, Water heater and Furnace replacement, ONLY.	361 Hooterville Ln	4/16/2021		Issued
<a href="#">BURN-21-1836</a>	Burn Permit - Residential Online	116 Frog Hollow Ln	4/14/2021		Ready To Issue

3

Attention: permits with fees owing, or expired permits will not let you schedule an inspection. Check with SJC DCD for payment or pay via the portal. Renewal fees must be entered manually, you won't see it available on the portal until it has been requested. Email [DCDpermits@sanjuanco.com](mailto:DCDpermits@sanjuanco.com) with your permit number, contact info and we will review your permit for renewal and add a fee which you can pay on the portal.

4. From this tab, you can choose which permit you are requesting an inspection for. (in case you have multiple permits). Check the correct one in the drop-down box.

3

## Request an Inspection

\*ATTENTION\* AS OF 5/31/2021 SJC will change inspection days to - Mondays, Tuesdays, Thursdays and Fridays, BY AREA. See new map on our website: <https://www.sanjuanco.com/ImageRepository/Document?documentId=23120>. Time Slot Selection is only AM/PM. Although we make our best effort, there are no guarantees to the time of day or even morning/afternoon inspection requests given the geography of the islands and the location of requests that come in daily. Some Holidays will affect inspection days.

Application: SUBMEC-14-0022 : MECH/PLUMB-RESIDENTIAL : 116 IVY LN , EASTSO... ▲

Inspection Type: SUBMEC-14-0022 : MECH/PLUMB-RESIDENTIAL : 116 IVY LN , EASTSOUND  
TFH-002-21 : Z-TFH : 116 Ivy Ln, Eastsound

You can then select the type of inspection you need from a list of available ones on this permit.

Application: SUBMEC-14-0022 : MECH/PLUMB-RESIDENTIAL : 116 IVY LN , EASTSO... ▼

Only ISSUED Permits with No Fees Due or PENDING/VALID Licenses that are NOT EXPIRED will be available for inspection requests

Inspection Type: LPG - FUEL TANK

Requested For: LPG - FUEL TANK

Requested For Time Slot: LPG: INTERIOR FUEL LINE(S)  
LPG: EXTERIOR FUEL LINE(S) (PRESSURE TEST)  
FINAL MECHANICAL/PLUMBING

Requested For: 6/21/2021 🗓

Requested For Time Slot: Jun 2021

Comments: 

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Today Done

Then select the date from the available ones in the calendar option: Note: Inspection days have changed 5/30/2021. The New schedule is on our website and posted on this page on the portal.

\*ATTENTION\* AS OF 5/31/2021 SJC will change inspection days to - Mondays, Tuesdays, Thursdays and Fridays, BY AREA. See new map on our website: <https://www.sanjuanco.com/ImageRepository/Document?documentId=23120>. Time Slot Selection is only AM/PM. Although we make our best effort, there are no guarantees to the time of day or even morning/afternoon inspection requests given the geography of the islands and the location of requests that come in daily. Some Holidays will affect inspection days.

5. You can also request an inspection from the [inspection section](#) on your permit.

	Date	Status
LPG - Fuel Tank		<span style="border: 1px solid #ccc; padding: 2px;">Request &gt;</span>
LPG: Interior Fuel Line(s): (Pressure test to be witnessed)		<span style="border: 1px solid #ccc; padding: 2px;">Request &gt;</span>
LPG: Exterior Fuel Line(s) (Pressure test to be witnessed)		<span style="border: 1px solid #ccc; padding: 2px;">Request &gt;</span>
Final - Mech/Plumb		<span style="border: 1px solid #ccc; padding: 2px;">Request &gt;</span>

Click "Request" for the inspection you need  
Enter the date and a time slot (also add any comments you have regarding the inspection)

The daily inspection schedule is available on the portal main page, just scroll down

### San Juan County Inspection Areas and Days Starting 5/31/2021

	Monday	Tuesday	Wednesday	Thursday	Friday
Christopher Jones: <a href="mailto:ChristopherJ@sanjuanco.com">ChristopherJ@sanjuanco.com</a> 360.778.9808	Area 1 – SJI, Pearl, Henry, James, Brown and Stuart	Area 1 – SJI, Pearl, Henry, James, Brown and Stuart	Office	Area 1 – SJI, Pearl, Henry, James, Brown and Stuart	Office (Inspectors will switch every week on this area)
Cody Blazer: <a href="mailto:CodyB@sanjuanco.com">CodyB@sanjuanco.com</a> 360.809.1482	Area 2 – Orcas/Shaw, Obstruction and Blakely	Area 3: Lopez, Center, Decatur	Office	Area 2 – Orcas/Shaw, Obstruction and Blakely	Area 3: Lopez, Center, Decatur

**On-line inspection scheduling** can be accessed by logging in to your account, clicking on "My Portal", then "View Applications", then select the permit you wish to schedule for and scroll to the inspection section to select and request your inspection. The [daily inspection schedule](#) will be posted by roughly 9:00 am. **(The order of the inspections is determined by the inspector. (AM/PM are your only options.)**

#### To view inspection results,

From your permit page, scroll down to 'inspections' area below. You'll see inspections available, ones that are completed, and some that may need re-inspection. All inspections that have been done, regardless of status, will have an inspection report available for you to download and view. Click on the small black note with the dog-eared corner.

<b>Stemwalls</b>	10/7/2019	Re-Inspection Required		
	1/30/2020	Re-Inspection Required		<a href="#">Request &gt;</a>
<b>Fuel Tank</b>				<a href="#">Request &gt;</a>
<b>LPG: Exterior Fuel Line(s) (Pressure test to be witnessed)</b>				<a href="#">Request &gt;</a>
<b>LPG: Interior Fuel Line(s): (Pressure test to be witnessed)</b>				<a href="#">Request &gt;</a>
<b>Shearwalls: (Nailing, hold downs, strapping, per engineered or prescriptive design)</b>	12/23/2019	Approved		

Your results will download, and you can open the .pdf to view the info.

## Inspection types:

Some inspections require multiple visits to complete, or they have several items to verify, so re-inspection may be needed. FOUNDATION inspections for example, may need a footing inspection, stemwall inspection, setbacks, and stormwater inspection. Those inspections with several "action items" will require completion before the entire inspection is marked approved. If they can all be done at the same visit that is also acceptable and recommended.

List of most common inspections:

- 1. Foundation Inspection:** To be made after building location and setbacks are identified, excavation or trenching is complete, stormwater BMP's in place, concrete forms or concrete masonry units (CMU) and reinforcing steel is in place, and all foundation vents and block-outs are placed, prior to concrete or grout placement. This inspection would include: footings, piers, slabs, stem walls, grade beams, etc.
- 2. Slab Insulation/Under-Slab Plumbing:** To be made after slab insulation and all under-slab plumbing or radiant heat coils are installed, prior to concrete placement.
- 3. Radiant Heat tubing -Hydronics:** To be made after insulation is in place with vapor barrier, under slab compaction is complete, hydronic tubing is in place with a test of 100 psi minimum 15 minutes. Thermal breaks at unheated areas is REQUIRED by WSEC.  
**Under Floor Framing:** To be made prior to subfloor sheathing installation for floor frame systems over crawlspace areas. System design engineering and/or manufacturer's installation specifications must be on site when applicable. Items to check: sill plate connections, post/beams, floor joist blocking and support, ventilation. Etc.
- 4. Shear wall/sheathing:** All exterior sheathing is required to be inspected even if not part of the buildings braced wall panels. Exterior plywood/OSB nailing to be verified. Hold downs, straps, proper Anchor bolts/tie downs, top and bottom plate connections, etc, should be in place at this time.
- 5. Rough Plumbing & Mechanical:** To be made at the same time as the Framing inspection, when all DWV and water piping, mechanical ducts, gas piping (pressure test to 12 psi), and chimneys are installed. Ideally this happens when the framing inspection occurs to minimize visits.
- 6. LPG:** Fuel tanks, LPG piping and appliances must be inspected. Connections to an existing LPG piping system require a full system re-test for leaks. Tanks have setback requirements per NFPA 58.
- 7. Framing (All trades inspection):** To be made after structure is enclosed, all roof, wall, and floor framing are installed (and visible), and fire- blocking and bracing are in place. Shear wall nailing and roof or wall sheathing inspections should have been already

completed. (Special inspections/structural observations may be required on complex structures.) **Electrical inspection by the WA state dept of L&I should be completed PRIOR to this inspection.** All rough in plumbing/mechanical items should be ready.

8. **Insulation:** After your framing inspection when all insulation is placed and prior to cover, roofing and siding installation is complete. Certification of insulation by a licensed installer for field applied insulation (spray foam, or BIPS, or other insulation.) Insulation R-values should be visible, and all air sealing completed. U values for windows required.
9. **Electrical:** Evidence of rough electrical inspection approval from Labor & Industries is required prior to cover. For Electrical permit requirements, contact L&I @ 647-7300.
10. **Gypsum Wallboard/Fire separation assembly:** Only when required by engineer, or fire separated construction, typically where part of an assembly. To be made after gypsum wallboard is installed before wallboard joints & fasteners are taped and covered.
11. **Other Inspections:** When additional project related inspections are required, such as Critical Areas, Environmental Health, Flood, Public works, Shorelines, etc. to be made prior to final inspection when all conditions/requirements are installed and accessible for inspection. These will be listed on your permit and must be completed to satisfy various conditions.
12. **WA State Energy code compliance:** At final inspection, Energy code requirements to be verified; blower door test, energy credits, HELA (lighting form), Duct testing if needed etc.
13. **Septic startup-or Non-failing system check:** All permits that involve new plumbing, septic systems, or changes to these systems require verification that the septic system has been started up, OR that the existing system is still functioning properly. Verify this with the SJC Health Dept. 360-370-7503
14. **FINAL Occupancy:** To be made when building is completed and is ready for occupancy. All previously required inspections must be completed prior to requesting a Final inspection. All new construction projects require a Certificate of Occupancy. Stand alone Mechanical/plumbing, and repairs do not. Certificate of Occupancy is granted only after all items have passed final inspection. (Temporary Occupancy is not guaranteed and is subject to approval of the Building Inspector/Official. Fees may apply.)

Your Certificate of Occupancy will be signed by staff and uploaded to the portal for you to access when all items have been completed and approved. You or any member of the public will be able to access this document on the portal at the completion of your permit.