

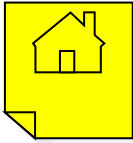


SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

135 Rhone Street, P.O. Box 947, Friday Harbor, WA. 98250 | (360) 378-2354 | (360) 378-2116 | Fax (360) 378-3922
cdp@sanjuanco.com | www.sanjuanco.com

BUILDING PERMIT CHECKLIST

It is the permit holder's responsibility to renew their permit each year on its issue date until finalized. You will not be billed for this, so please keep track of your renewal date!



- **New Owner-Builder (O/B) Single Family Residence (SFR)**
- **O/B SFR Addition**
- **New/Remodel/Addition to O/B Appurtenant Structure**
- **O/B SFR Remodel**

1. **Completed Permit Application** (Yellow) including Scope of Work Statement. An estimated **project valuation** must be entered at the top right of the application. Enter quantities for SF and Mechanical & Plumbing equipment (if structure contains either or both).
 - a. Be sure all owners sign the back of the application in the presence of a notary.
 - b. Completed Owner/Builder Agreement, signed by all owners, and notarized, with a legal description of the parcel attached.
 - c. Mechanical & Plumbing information table filled out (if structure contains either or both).
 - d. Read the Utility Certification on page 2 of the permit application.
 - e. Mark the "SHORELINE" section indicating if your development is within the shoreline jurisdiction (200' of the Ordinary High Water Mark (OHWM)).
 - f. **IF YOUR PROJECT IS IN THE SHORELINE JURISDICTION**, complete the "Shoreline Exemption" section.
2. **Environmental Health Review** – If your project is a new structure with plumbing for potable water, or if you are remodeling or expanding a structure and changing its use from Residential to Commercial, Accessory to Residential, or proposing an addition that results in creation of an ADU, a Water Availability Certificate is required. If your project includes plumbing, a Septic Design will need to be submitted and if you already have a septic system installed, you will need to provide the cover page from the last inspection.

Water Availability applications and Septic Designs must be submitted to Health & Community Services along with the associated fees PRIOR to submitting your permit application to DCD.

A copy of your receipt or a date-stamped cover page from your applications received by HCS must be included with your application if water availability and/or septic design and/or inspection is required.

Mail to: SJC HCS Department
PO Box 607
Friday Harbor, WA 98250

or Hand Deliver to: SJC HCS Department
145 Rhone St
Friday Harbor, WA

- a. **Water Availability** Approved Certificate of Water Availability (attach approved Health Department Water Certificate); OR Water Availability Application, under review by the Health Department (attach a copy of 1st your date-stamped application, or receipt); OR Structure has/requires no potable water. (Any change of use will require water availability review.)
- b. **Septic Verification** Approved Septic Design; OR public sewer with letter of availability; OR Septic Design Application under review by Health; OR structure is not plumbed; OR no plumbing, additional bedrooms, or commercial kitchen proposed. If the structure contains plumbing, include the 1st page from the most recent septic inspection.
3. **Stormwater Management** (Required for all projects unless application is for an interior remodel)
 - a. "Impervious Surfaces Worksheet" must be completed and submitted – example provided.
 - b. Minimum 2 Requirement Certification, signed by applicant, if plan level is "Simple".
 - c. Stormwater Plan & Application if plan level based on worksheet results is "Small"; OR "Large"
4. (GIS) Address Request / Review form (Required with all applications for E911 verification.)
5. Energy Form (Not required for modular homes, internal remodel, or non-conditioned projects.)
6. Construction Drawings as follows: (for info on "how to draw a site plan" or information needed on construction drawings, please refer to the website at <http://www.sanjuanco.com/dcd> (**Drawings should be no larger than 24 X 36**)
 - a. Complete site plan, including all existing & proposed structures (3 copies – one at 11 X 17 or 8 ½ X 11)
 - b. Profile plans (2 copies)
 - c. Construction drawing (2 copies) including foundation, framing layout, floor plan, and construction details.
7. Right of Way / Access / Driveway Permit: Public Works will contact you after submittal if this is required.

If you have any questions, please call (360) 378-2116, Monday –Friday, 8:00 am – 4:30 pm.

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CRITICAL NOTICES

1) ARCHAEOLOGICAL MATERIALS



IF ARCHAEOLOGICAL MATERIALS ARE OBSERVED WORK MUST BE STOPPED. Should archaeological materials (e.g. bones, shell, stone tools) or human remains be observed during ground-disturbing and construction activities, all work in the immediate vicinity should stop. San Juan County Community Development & Planning (360/378-2116) should be contacted immediately in order to assess the situation and determine how to preserve the resource(s). Compliance with all applicable laws pertaining to archaeological resources is required.

2) SHORELINE BUILDING APPLICANTS

Please indicate clearly on the plan sets, or attach separate sheets showing the profile views of all faces of the buildings in the 200 foot shoreline jurisdiction you wish to have us use to measure the heights of the buildings. You must also accurately show the slopes of the ground for each elevation, both before and after any grading. Cuts over 12 inches, and all fill, will be included in the height calculation.

3) NOT BUILT ON-SITE

If your home is not being built on-site, you must contact the Community Development & Planning Department to discuss how it will be brought to the islands and to your building site.

4) CALL BEFORE YOU DIG

You must phone the utility location center 24 hour hotline at **1-800-424-5555** to locate utilities prior to any excavation.



5) FIRE APPARATUS & EMERGENCY ACCESS

Fire Apparatus Access Road: A road that provides fire apparatus access from a fire station to a facility, building or portion thereof. This is a general term inclusive of all other terms such as fire lane, public street, private street, parking lot lane, access roadway and driveways.

ALL ACCESS ROADS

1. Maximum grade allowed
 - Gravel driveway – 16.0 percent
 - Paved driveway – 22.0 percent
2. Minimum grade allowed – 1.0 percent
3. Minimum curve radius allowed – 50 feet
4. Minimum finished driveway width – 12 feet
5. Cul-de-sacs or hammerhead turnarounds constructed in accordance with County standards are to be located at a maximum of 1,000-foot intervals.
6. All dead-end Fire Apparatus Access Driveways that are more than 150 feet in length shall be provided with an approved cul-de-sac or hammerhead turn-around, constructed in accordance with diagrams provided in the policy and include no more than 150 feet from the end of the Fire Apparatus Access Driveway
7. Fire Apparatus Access Driveways shall be designed and maintained to support fire apparatus, and shall be provided with a surface providing all-weather driving capabilities.
8. All bridges, culverts greater than 24 inches in diameter, and elevated surfaces shall be designed to meet load limits as required for private roads.
9. Fire Apparatus Access Driveways shall be kept clear and unobstructed and maintained to provide the required 12 foot width and shall also be maintained to provide an unobstructed vertical clearance of 13 feet above the driveway surface. Prohibited obstructions include, but are not limited to, planters, retaining walls, medians, landscaping, brush, or other vegetation.
10. All gates or barriers where provided across Fire Apparatus Access Driveways shall be approved, installed, and regulated as provided by Section 503.5 of the international Fire Code.



BULLETIN

OWNER/BUILDER PROVISIONS OF THE SAN JUAN COUNTY CODE

Pursuant to Title 15, Article II, Building and Construction

[As adopted by Ordinance 80-1992 and as amended by Ordinance 14-2000 § 7(II) and § 7(JJ); Ordinance 10-2002 § 2; Ordinance 21-2002 § 9; Ordinance 1-2006; and Ordinance 8-2006]

15.04.530 Applicability

Structures built using Owner/Builder provisions are **only allowed** to be constructed in the following land use districts:

1. Rural General Use (RGU)
2. Rural Residential (RR)
3. Rural Farm-Forest (RFF)
4. Agricultural Resource (AG)
5. Forest Resource (FOR)
6. Conservancy Lands (C), and
7. Natural Lands (N)

Owner Builder built structures are **not allowed** to be constructed in other land use districts, including, but not limited to the following:

1. Urban Growth Areas (UGA)
2. Village Activity Center Districts (V)
 - a. Commercial (VC)
 - b. Industrial (VI)
 - c. Residential (VR)
3. Hamlet Activity Center Districts (H)
 - a. Commercial (HC)
 - b. Industrial (HI)
 - c. Residential (HR)
4. Residential Activity Center District (RAC)
5. Island Center District (IC)
6. Master Planned Resort District (MPR)
7. Rural Industrial District (RI)
8. Rural Commercial District (RC)
9. Mineral Resource Lands (MRL) Overlay District

15.04.560 Life safety requirements:

A. Together with the owner/builder building permit, the building official shall issue to the applicant written life safety requirements which shall pertain to and only to:

1. The installation of and clearances needed for wood-burning stoves, ranges and stovepipes;
2. Window and door openings as needed for fire safety; and safety glazing materials as defined in RCW 70.89.010;
3. Installation of smoke detectors;
4. Guardrails and handrails on steps;
5. The installation of a fire-resistive assembly between residences and attached appurtenant or accessory structure(s).

B. Fire-resistive separation between a residence or appurtenant structures and accessory structures may be limited to the installation of materials approved for one-hour fire-resistive construction (typically one layer of 5/8 inch Type "x" sheetrock) on the accessory side of the wall assembly and if door access is required, a self-closing, tight fitting, solid wood door 1-3/8 inches in thickness.

C. "Life safety" may not be construed to require construction in conformance with UBC standards. At this time the owner/builder must also demonstrate his/her compliance with the energy code requirements. Occupancy of the owner/ builder home shall be allowed following life safety inspection and compliance. (Ord. 80-1992)

Fee for O/B Life Safety Inspection: (Required when sold, leased or rented) **\$111.00**



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PERMIT APPLICATION - OWNER/BUILDER

RESIDENCE APPURTENANT STRUCTURE PLUMBING MECHANICAL REVISION

PROPERTY INFORMATION

ESTIMATED VALUATION: \$ _____

Tax Parcel Number _____	Shoreline: <input type="checkbox"/> NO <input type="checkbox"/> YES	(IF YES, ANSWER SHORELINE EXEMPTION QUESTIONS ON THE NEXT PAGE)
-------------------------	---	---

Island: _____ Project Street Address (if assigned): _____

Description of Project/Work: _____

APPLICANT INFORMATION

Name of Owner(s): _____	Email: _____
Mailing Address: _____	Phone: _____
City: _____	State: _____ Zip: _____

CONTACT/AGENT INFORMATION (THIS IS THE PERSON TO BE CONTACTED ABOUT MATTERS PERTAINING TO THIS PERMIT APPLICATION)

Name of Contact/Agent: _____	Email: _____
Mailing Address: _____	Phone: _____
City: _____	State: _____ Zip: _____

PROJECT INFORMATION

PERMIT TYPE & SQUARE FOOTAGE	QTY	FIXTURES	MECHANICAL EQUIPMENT	QTY	FEE	FOR STAFF
Check All that Apply		Enter Square Footage				
		New Add'n Remod.				
Commercial Construction	___	Toilet / Urinal / Bidet	Furnace, Boiler, Air Handler, Oil Htr	___	\$20.00	=
Accessory Building	___	Sinks	AC / Heat Pump	___	\$20.00	=
Residence	___	Shower / Bathtub	Kitchen Hood / Ductwork (residential)	___	\$17.00	=
Attached Garage/Shop	___	Dishwasher	Kitchen Hood / Ductwork (commercial)	___	\$105.00	=
Uncovered Porch	___	Clothes Washer	Exhaust Fans / Ductwork	___	\$ 8.00	=
Uncovered Deck	___	Floor Drain	Clothes Dryer	___	\$12.00	=
Covered Porch	___	Radiant Floor Piping	Wood, Pellet, or Gas FP/Stove/Insert	___	\$17.00	=
Covered Deck	___	Water Heater	Chimney / Stove Pipe	___	\$ 8.00	=
Sunroom	___	Hose Bib	LPG or Fuel Oil Tank (Gal: _____)	___	\$12.00	=
Unfinished Basement	___	Modular (Under-FI)	Underground Fuel Oil or LPG Piping	___	\$12.00	=
Change of Use	___	Other:	Gas Appliances / Outlets	___	\$12.00	=
Other: _____	___	FOR STAFF	Other: _____	___	\$12.00	=
If Revision, enter Permit # _____	___	Total x \$11.00 _____				
		Process fee: \$34.00				
		Plumbing Permit Fee*				
			Mechanical Permit Fee*			
			Process Fee: \$34.00			

If Modular, # of Units _____ Water Availability # _____ Total # of Bedrooms: _____
 Disturbed Land Area (sf) _____ Septic Design # _____ RPA or other Permit #: _____

FEE TOTAL FOR MECHANICAL & PLUMBING PERMIT: _____

SHORELINE EXEMPTION: Shoreline Parcels – only applies if proposed construction is within an area subject to the requirements of the Shoreline Master Program

- | | | |
|--------------------------|--------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the property owned by a corporation? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the building permit application in a corporate name? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the proposed residence to be sold? Is the proposed residence to be rented? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you own a single family residence on any other waterfront parcel in San Juan County? |

STOP: If you answered yes to any of these questions, contact CD&P for a Shoreline Permit Application.



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PERMIT APPLICATION

PROJECT SCOPE OF WORK

PROPERTY INFORMATION

Tax Parcel Number		Owner:
-------------------	--	--------

Please provide, in detail, your proposed scope of work; to include:

- 1) Detail of floors and intended use of each room
- 2) Whether it is new construction, remodel or addition, or a combination thereof. Include a breakdown of each, along with square footage of each floor.

RESIDENTIAL: Describe each area that is being built, remodeled, converted, or added to an existing structure.

Example: "first floor of SFR to remain the same, 600 sq. ft. garage to be converted to family room, 2nd floor of SFR to be remodeled" (describe mechanical, plumbing, insulation and wallboard installation or changes, ect.) and detail square footages and their intended uses.

COMMERICAL: Same as residential, but also Include square footage of each use, for each floor:

Example: "first floor = 500 sq. ft office + 1000 sq. ft retail = 1500 sq."

"second floor = 500 sq ft. office + 1000 sq ft. storage = 1500 sq ft."

Recorded by and Return to:

San Juan County
Community Development & Planning
135 Rhone St
Friday Harbor, WA 98250
(360) 378-2116

Permit # _____

Recording Data (For Recorder's Use Only):

**OWNER/BUILDER AGREEMENT
SAN JUAN COUNTY COMMUNITY DEVELOPMENT & PLANNING**

THIS AGREEMENT is made this date by and between San Juan County, a political subdivision of the State of Washington, herein "County", and all owners of subject property, named below, and all signed and notarized accordingly on page 3 and on additional attachments as necessary:

_____,
_____,

of _____ County, State of _____

herein "Owner/Builder(s)", and designee mailing address:

RECITALS

The Owner/Builder(s) are persons owning a fee simple real property and/or having a substantial interest in the real property described in the attached Exhibit A.

Attach a copy of the COMPLETE LEGAL DESCRIPTION to this Agreement and include an Abbreviated Legal below. (Legal description can be from a Deed of Trust; however Tax statements are NOT acceptable)

Section ____ **Township** ____ **Range** ____, or **Name of Plat** _____ **Lot #** ____

The property is more commonly known as:

(Street Address)

Proposed Construction	
<input type="checkbox"/> Residence	<input type="checkbox"/> Appurtenant Structure

TAX PARCEL NUMBER _____, herein the "Property".

San Juan County Code, Chapter 15.04 Article II – Owner/Builder Provisions, herein "Provisions", allows the construction of an owner-built residence and appurtenant structure within certain land use designations in unincorporated San Juan County under less stringent requirements than those of the State Building Codes.

The Provisions require a statement from the Owner/Builder(s) that acknowledges they thoroughly understand and agree to all rights, liabilities, limitations and obligations, which accompany the permit and run with the land. It is the mutual expectation and intent of the parties that the execution of this Agreement shall satisfy the requirements of the Provisions, and that the County shall thereafter issue a permit to the Owner/Builder(s) for a residence or appurtenant structure.

In consideration of the above, the Owner/Builder(s) agree on behalf of themselves, their heirs and assigns that they will comply with the following conditions of the Provisions upon issuance of the permit from the County.

Section 1. The original Owner/Builder(s) who will begin construction under the permit affirm that they are individuals, not corporate or business entities, which seek to build a residence on their property, for the occupancy of themselves or their family.

Section 2. The Owner/Builder(s) agree to limit the use of the residence or appurtenant structure built under this permit solely for residential purposes as defined in the Provisions, for the life of the structure. Under no circumstances shall the Owner/Builder(s) convert or allow the conversion of the residence or appurtenant structure to any commercial use prohibited in the Provisions.

Section 3. The Owner/Builder(s) agree to provide written notice as described in the Provisions to all prospective and/or actual purchasers, landlords, tenants, renters, lessees or occupants of the Property that the residence or appurtenant structure has been completed under an Owner/Builder(s) Permit, and that it may not meet all State Building Code Standards.

Section 4. The Owner/Builder(s) recognize that residences or appurtenant structures constructed under these Provisions will have County inspections only to ensure compliance with minimum life-safety requirements, per SJCC 15.04.560. This section shall not be construed to limit inspections meant to ensure compliance with other regulations or laws, such as plumbing, electrical, mechanical, sanitation and energy code requirements.

Section 5. Exclusive of work performed by licensed electrical contractors, licensed plumbing contractors, and septic tank and drain-field installers, no Owner/Builder(s) shall have work performed on any owner/built structure for compensation by any contractors, their agents, employees, or other trades people; nor shall any person, firm, or corporation acting as contractor, or any agent or employee, or any other tradesperson, perform work on an owner/built structure for compensation for any work or operation on one undertaking for which the aggregate price of labor and materials exceeds \$500.00.

Section 6. The Owner/Builder(s) shall hold the County harmless from any and all liability, loss, or damage suffered by the County as a result of claims, damages, injury, death, costs or judgments arising out of the construction, use, or occupancy of the residence or appurtenant structure. Owner/Builder(s) shall hold the County harmless from any of the above-described actions regardless of whether they arise out of the failure of the Owner/Builder(s) or their agents to either conform to the terms of the Permit, or failure to conform to the State Building Code. If Owner/Builder(s) request that the County's agents make any additional inspections (other than the inspections mentioned in Section 4 of the Agreement), there shall be no change in the County's liability.

EFFECT OF AGREEMENT

This agreement shall be recorded in the records of the San Juan County Auditor, and the covenants stated in this agreement shall attach to and run with the Property, and be binding upon all owner, heirs, assigns and successors of after-acquired title of the Property. Owner/Builder permits issued for construction of structures shall be for a period of one year, renewable for four additional years at the fee prescribed in the adopted fee schedule each year. Construction, including all required inspections shall be completed within 5 years from the date of permit issuance. If construction is not completed within 5 years the owner/builder shall be required to obtain a new permit and also pay full permit fees.

MODIFICATION OF AGREEMENT

This Agreement may only be modified or amended by written agreement between the Owner/Builder(s) and an authorized County representative. Nothing in this Agreement shall prevent the County from amending any code or ordinance, as the County may consider necessary in the public interest.

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DEMO PERMIT APPLICATION (fill out only if removing a structure)

PROPERTY INFORMATION

Tax Parcel Number _____ Shoreline: YES NO
(IF YES, ANSWER SHORELINE EXEMPTION QUESTIONS ON REVERSE)

Island: _____ Project Street Address (if assigned): _____

Description of Project/Work: _____

APPLICANT INFORMATION

Name of Owner(s): _____ Email: _____
Mailing Address: _____ Phone: _____
City: _____ State: _____ Zip: _____

CONTACT/AGENT INFORMATION (THIS IS THE PERSON TO BE CONTACTED ABOUT MATTERS PERTAINING TO THIS PERMIT APPLICATION)

Name of Contact/Agent: _____ Email: _____
Mailing Address: _____ Phone: _____
City: _____ State: _____ Zip: _____

CONTRACTOR INFORMATION

OWNER CONTRACTOR (MUST SIGN DECLARATION ON REVERSE SIDE OF APPLICATION)

Name of Contractor: _____ Email: _____
Mailing Address: _____ Phone: _____
City: _____ State: _____ Zip: _____ License # _____

SHORELINE EXEMPTION: Shoreline Parcels – only applies if proposed construction is within an area subject to the requirements of the Shoreline Master Program

Yes No
 Is the property owned by a corporation?
 Is the building permit application in a corporate name?
 Is the proposed residence to be sold? Is the proposed residence to be rented?
 within the land disturbing activities (grading, excavation, etc.) exceed 1000 square feet?
 Do you own a single family residence on any other waterfront parcel in San Juan County?

STOP: If you answered yes to any of these questions, contact DCD for a Shoreline Permit Application.

OWNER/CONTRACTOR DECLARATION* (Check box if applicable)

I am the (an) owner of this property and intend to perform the work covered by this permit as an Owner Contractor and wish to be exempt from the requirements of the Washington State Contractor’s Act, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated. I agree that if I use the assistance of any person(s) to provide labor, materials and/or any assistance on any aspect(s) of the construction, alteration or repair authorized by the building permit, the aggregate compensation for which equals or exceeds \$500, I will retain only contractor(s) registered and currently licensed as required under the laws of the State of Washington. I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signature of Owner: _____ Date: _____

LENDER INFORMATION NOTICE:

Effective 4/1/92, per RCW 19.27.095, all building permit applications must include the name, address, and phone number of the office of the lender administering the interim construction financing, if any; or the name and address of the firm that has issued a payment bond on behalf of the prime contractor for the protection of the owner, if the bond is for an amount not less than fifty percent of the total amount of the construction project. (Note that contractors are only required to carry a bond amount of \$6,000 in order to be licensed.)

Name of Lender (or contractor if applicable)

COMPLETE ADDRESS

PHONE NUMBER

UTILITY NOTIFICATION CERTIFICATION:

APPLICANT CERTIFIES BY SIGNING THIS APPLICATION THAT HE/SHE WILL PHONE 1-800-424-5555 (24 hour Utility Location Center) TO LOCATE UTILITIES PRIOR TO EXCAVATION*

*San Juan County DCD will not accept any responsibility on behalf of applicants failing to comply with the requirement to contact the appropriate utility companies. Any resultant action for failure to perform, including action necessary to make corrections or prevent liability to the county will be the sole responsibility of the owner, permit applicant, or authorized agent as noted herein.

IMPORTANT PLAN REVIEW AND PERMIT EXPIRATION NOTICES:

Unless otherwise extended by the building official, the plan review associated with **this application becomes null and void** if a permit is not issued within 180 days of the application date.

Unless otherwise extended by the building official, **permits issued as a result of this application become null and void** if work or construction authorized is not commenced within 180 days of issuance or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

Permits are subject to an annual permit renewal fee and **shall expire if the fee is not submitted by the permit's anniversary date.**

REQUIRED ACCESS FOR INSPECTIONS NOTICE:

Issuance of this building permit automatically conveys to DCD, and/or its authorized agents, the authority to enter the premises at reasonable hours for the purposes of inspecting the project for adherence to the terms of the permit, until such time as the project is complete AND the final inspection is approved.

OWNER OR AUTHORIZED AGENT AFFIDAVIT:

By signing this application, the applicant affirmatively states that he/she is the (an) owner or an authorized agent of the owner(s).

DECLARATION OF TRUE AND CORRECT APPLICATION AND ACCEPTANCE OF RESPONSIBILITY FOR CODE COMPLIANCE:

I declare under penalty of perjury under the laws of the State of Washington that I have read and examined this application and attachments and know the same to be true and correct. I agree that all provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I understand that permits or inspections presuming to give authority to violate or cancel the provisions of any federal, state or local law, ordinance, or regulation, or permits issued in error on the basis of incorrect, inaccurate or incomplete information supplied by the applicant shall be invalid. I agree to pay plan review fees associated with this permit whether the permit is or is not issued.

WHEN YOUR PERMIT IS READY TO ISSUE THE OWNER AND/OR AGENT WILL BE NOTIFIED BY E-MAIL WITH THE FEE AMOUNT DUE

_____/_____
Signature of Applicant (Owner or Authorized Agent) *Date* *Legibly Printed Name of Owner / Agent*



Health & Community Services
San Juan County

P.O. Box 607 • 145 Rhone, Friday Harbor, WA 98250
Phone: (360) 378-4474 • Fax: (360) 378-7036

Certificate of Water Availability Application Instructions

Revised 04/2021

Applications for a Certificate of Water Availability will be reviewed by San Juan County Health and Community Services to determine if the proposed water supply is adequate based on the requirements listed below. Complete the Certificate of Water Availability form, attach the required information, and return to San Juan County Health and Community Services along with the application fee. The current fee can be found on our website.

8.06.140 Certificate of Water Availability - Building Permits

- A. Applicants for building permits for construction of new structures that contain plumbing fixtures dependent on potable water for their operation must obtain a certificate of water availability. Applications for “After the Fact” building permits shall be treated as a “new structure” for the purpose of requiring a certificate of water availability.
- B. Applicants for a building permit to remodel or expand an existing structure shall obtain a certificate of water availability when any of the following conditions exist:
 - 1. When the remodel/addition results in a change of use from a residence to a commercial structure or conversion of an accessory structure to a residential use.
 - 2. When the remodel/addition results in the creation of an accessory dwelling unit.

A. Individual Well: A legally constructed well with a minimum capacity of 200 gallons per day, meeting San Juan County drinking water standards. The following documentation is required:

- Water Well Report** (Well Log).
- Documentation that the well produces a minimum of 200 gallons per day.** Well log or a 4-hour pump test by a licensed professional.
- Inorganic chemical analysis:** The water must be analyzed for *arsenic, barium, fluoride, nitrate, sodium, chloride, and conductivity* by a state-accredited lab. Submit copy of lab report.
- Bacteriological test:** Attach lab report for a sample obtained within last 6 months.
- Site plan:** Attach site plan showing distances, in feet, from the well to property lines, easements, existing and proposed buildings, roads, septic systems, sewer lines, marine and fresh water, and include adjacent property within one hundred feet of the well.
- Well Site Inspection Report:** Attach copy of Well Site Inspection Report. *Required for wells drilled after October 1996.*
- Water Meter:** Initial application certifying that water meter has been installed. *Required for wells drilled after July 2007.*

B. Community Water Systems:

A community water system serves three or more residences on separate parcels or serves the public. Applicants proposing to connect to a community water supply must **obtain the purveyor’s signature**. The water system purveyor (as listed on the current operating permit or water facilities inventory form) must complete and sign the section pertaining to community water systems on page 2 of the *Certificate of Water Availability*.

Community systems must be in compliance with current state and county regulations and have capacity for a new connection. Certificates of Water Availability will not be issued on systems that are out of compliance.

C. Individual Alternative Water Source:

San Juan County recognizes several alternative water sources that individuals can utilize to demonstrate an adequate water supply for single-family residential use. Each of these systems requires specific design information be submitted and approved. **Requirements for alternative systems are available online (see below)**. All alternative water sources must record a declaration of covenant with the Auditor’s office that indicates the water source is alternative and list all operation and maintenance requirements. Alternative water sources include: rainwater catchment; hauled water storage; desalination of seawater; arsenic, barium and/or fluoride treatment; and, an individual well producing less than 200 gallons per day

D. Seawater Intrusion Protection:

Individual wells located on properties less than 5 acres and meeting two or more of the risk assessment parameters listed below, must submit a surveyed wellhead elevation performed by a licensed surveyor, in addition to the above application requirements. This information will be reviewed to determine if a hydrogeologic site evaluation report and/or mitigation is required.

Risk Assessment Criteria

<u>Location criteria</u>	<u>Groundwater Criteria</u>
1. Within 1000 feet of the shoreline, or 2. Within 1000 feet of wells with chloride levels greater than 160 ppm, or 3. Within 1000 feet of wells with changes in chloride levels greater than 20 ppm	1. Wells completed in unconsolidated material: water level elevations less than 8 feet above sea level (based on NAVD 88), or 2. Wells completed in bedrock: pumping water level below sea level, or 3. Well tests 100 ppm or greater for chloride; or changes in chloride levels greater than 20 ppm, or 4. Well chemical analysis confirms chloride from sea water intrusion

E. Special Requirements:

1. All commercial structures providing water to the public and/or employees must be served by an approved public water system.
2. All Accessory Dwelling Units (ADU) must utilize the same water supply as the main residence per San Juan County Code 18-40-240 F 3.

Note: See sanjuanco.com for Polaris mapping application and Health Department Drinking Water Program documents, including approved Certificates of Water Availability and information on alternative water sources.



Health & Community Services
San Juan County

P.O. Box 607 • 145 Rhone, Friday Harbor, WA 98250 Phone: (360) 378-4474 • Fax: (360) 378-7036

CERTIFICATE OF WATER AVAILABILITY

Certificate Number: _____

- Certificates of Water Availability are issued for building permits where water availability must be determined and are valid only for the related building project. Approval is valid for one year from the date issued.
- Incomplete applications will be held for 90 days after review and request for additional information. After 90 days a new application will be required.
- *SUBMIT TO HEALTH AND COMMUNITY SERVICES WITH APPLICATION FEE (\$160 for 2021)*

PROPERTY INFORMATION:

Tax Parcel Number: _____ Property Size (acres/square feet): _____ Island: _____

Location Address: _____

APPLICANT INFORMATION:

Name of Applicant(s): _____

Telephone: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Building Permit is for: New Residence ADU - Attached ADU - Detached

Commercial Structure (specify): _____

Other New Structure (specify): _____

Water Source: Community Water Individual Well Alternative: _____

* I hereby certify that a **water meter** has been installed (required for individual wells drilled after July 2007)
Initial here

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this project will be complied with whether specified herein or not. I understand that granting this approval does not presume to give authority to violate or cancel provisions of any other state or local laws.

_____ Signature of Applicant	_____ Date	_____ Signature of Designer	_____ Date
---------------------------------	---------------	--------------------------------	---------------

FOR OFFICIAL USE ONLY

Health Department comments: _____

Water Supply is adequate Water Supply is inadequate

Signature of Health Official: _____ Date: _____

Certificate of Water Availability - Page 2 - Required for Community Water Systems

Applicant: _____

Parcel Number: _____

Certificate Number: _____

Community Water System:

This section is to be completed by the water system purveyor.

The _____ community water system is currently approved for _____ connections and is serving _____ connections. This system will supply parcel # _____ with _____ connection(s). This approval is for the purpose of issuing a building permit only and does not supersede requirements of the community water system. This approval is for (check all that apply):

- New Residence ADU - Attached ADU - Detached
- Commercial Structure (specify): _____
- Other New Structure with plumbing (specify): _____

Purveyor's Name: _____ System ID#: _____

Purveyor Title: _____ Phone #: _____

Mailing Address: _____ Email: _____

Purveyor Signature: _____ Date: _____



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cdp@sanjuanco.com | www.sanjuanco.com

PUBLIC WORKS: STORMWATER CERTIFICATE OF COMPLIANCE FOR SIMPLE PROJECTS

STORMWATER CERTIFICATION OF COMPLIANCE

Impervious Surface Areas for Minimum Requirement #2 - Simple Projects

The objective of this Minimum Requirement (#2) is to control erosion and prevent sediment and other pollutants from leaving the site during the construction phase of a project. Compliance with this Minimum Requirement is required of all projects, and most projects require a drainage plan to be submitted for approval. Projects that meet the following criteria do not need to submit a drainage plan, provided the applicant completes the Certification of Compliance below:

- Less than 2000 square feet of new, replaced, or any combination of new and replaced impervious surface, and
- Less than 7000 square feet of land-disturbing activity
o New Impervious Areas on Site:
- Shall not be required to include all impervious areas in existence for more than 2 years.
- Shall include all impervious areas in existence for less than 2 years.
- Shall include all impervious areas associated with an active project and shall be considered as part of, and as a revision to, that active project.
o Existing Impervious Areas on a Site:
- Shall include all existing impervious areas in existence for more than 2 years that are not a part of an active project.
- Shall not include impervious areas that are part of an active project and which are considered New Impervious Areas.
o Land Disturbance associated with Project: (clearing, grading, excavation or fill) associated with Project:
- All new areas cleared for septic systems, construction, and access.
- All new landscaping.

The applicant shall consider and develop controls for the twelve Elements of Minimum Requirement #2 of the WA State Dept. of Ecology's Stormwater Management Manual for Western Washington (2005).

Certification of Compliance

I, / certify that my proposed development has less than 2000 square feet of new, replaced, or a combination of new and replaced impervious surface and includes less than 7000 square feet of land-disturbing activity. I hereby commit to comply with Minimum Requirement #2, and shall consider and develop controls for the twelve Elements listed below.

Applicant/Owner Name(s) Parcel #

Signature Date Signature Date



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PUBLIC WORKS: STORMWATER CERTIFICATE OF COMPLIANCE FOR SIMPLE PROJECTS

SAN JUAN COUNTY EROSION CONTROL MINIMUM #2 REQUIREMENTS (RETAIN THIS DOCUMENT FOR REFERENCE)

THE 12 ELEMENTS OF MINIMUM REQUIREMENT #2

Compliance with these twelve elements is the minimum requirement applicable to all projects in San Juan County. Please keep this list at the project site to ensure that your site is being maintained accordingly.

Element 1: Mark Clearing Limits

Prior to beginning land disturbing activities, including clearing and grading, all clearing limits, sensitive areas and their buffers, and trees that are to be preserved within the construction area should be clearly marked, both in the field and on the plans, to prevent damage and offsite impacts.

Element 2: Establish Construction Access

Construction vehicle access and exit shall be limited to one route if possible. Access points shall be stabilized with quarry spall or crushed rock to minimize the tracking of sediment onto public roads. Public roads shall be cleaned thoroughly at the end of each day.

Element 3: Control Flow Rates

Properties and waterways downstream from development sites shall be protected from erosion due to increases in the volume, velocity, and peak flow rate of stormwater runoff from the project site. Any flow control facilities, if required, shall be functional prior to construction of site improvements, and protected from siltation during the construction phase.

Element 4: Install Sediment Controls

The duff layer, native topsoil, and natural vegetation shall be retained in an undisturbed state to the maximum extent practicable. Sediment ponds, vegetated buffer strips, sediment barriers or filters, dikes, and other protective measures intended to trap sediment on-site shall be constructed as one of the first steps in grading. These protective measures shall be functional before other land disturbing activities take place.

Element 5: Stabilize Soils

All exposed and unworked soils shall be stabilized by application of effective protective measures that protect the soil from the erosive forces of raindrop impact and flowing water, and wind erosion. From October 1 through April 30, no soils shall remain exposed and unworked for more than 2 days. From May 1 to September 30, no soils shall remain exposed and unworked for more than 7 days. Applicable practices include, but are not limited to, temporary and permanent seeding, sodding, mulching, plastic covering, soil application of polyacrylamide (PAM), early application of gravel base on areas to be paved, and dust control. Soil stockpiles must be stabilized and protected with sediment trapping measures.

Element 6: Protect Slopes

Cut and fill slopes shall be designed and constructed in a manner that will minimize erosion. Consider soil type and its potential for erosion. Divert drainage, including stormwater from off-site, from flowing over the slope. Diverted flows shall be redirected to the natural drainage location at or before the property boundary. Contain collected flows in pipes, slope drains, or protected channels. Check dams, or partial barriers, typically constructed

of rock or pea-gravel filled bags, shall be placed at regular intervals to reduce the flow velocity within trenches that have a gradient greater than 4%. Stabilize soils on slopes, as specified in Element #5.

Element 7: Protect Drain Inlets

All storm drain inlets made operable during construction shall be protected so that stormwater runoff shall not enter the conveyance system without first being filtered or treated to remove sediment.

Element 8: Stabilize Channels and Outlets

Stabilization, including armoring material such as rock, adequate to prevent erosion of outlets, adjacent streambanks, slopes and downstream reaches shall be provided at the outlets of all conveyance systems.

Element 9: Control Pollutants

All pollutants, including waste materials and demolition debris, that occur on-site during construction shall be handled and disposed of in a manner that does not cause contamination of stormwater. Management of pH-modifying sources shall prevent contamination of runoff and stormwater collected on the site. These sources include, but are not limited to, bulk cement, cement kiln dust, fly ash, new concrete washing and curing waters, waste streams generated from concrete grinding and sawing, exposed aggregate processes, and concrete pumping and mixer washout waters.

Element 10: Control De-Watering

All foundation, vault, and trench de-watering water, which has similar characteristics to stormwater runoff at the site, shall be discharged into a controlled conveyance system, prior to discharge to a sediment trap or sediment pond.

Element 11: Maintain BMPs

Best Management Practices (BMPs) are activities, protective measures, and maintenance procedures that, when used singly or in combination, prevent or reduce the impacts of erosion and sediment transport. All temporary and permanent erosion and sediment control BMPs shall be maintained and repaired as needed to assure continued performance of their intended function. Sediment control BMPs shall be inspected weekly or after a runoff-producing storm event during the dry season and daily during the wet season. All temporary erosion and sediment control BMPs shall be removed within 30 days after final site stabilization is achieved or after the temporary BMPs are no longer needed. Trapped sediment shall be removed or stabilized on site. Disturbed soil areas resulting from removal of BMPs or vegetation shall be permanently stabilized.

Element 12: Manage the Project

Phasing of Construction - Development projects shall be phased where feasible in order to prevent, to the maximum extent practicable, the transport of sediment from the development site during construction. Revegetation of exposed areas and maintenance of that vegetation shall be an integral part of the clearing activities for any phase. Clearing and grading activities shall minimize removal of existing trees and minimizing disturbance/compaction of native soils except as needed for building purposes. If clearing and grading are proposed between October 1 and April 30, silt-laden runoff will be prevented from leaving the construction site by application of erosion and sediment control measures.

For additional information, refer to Volume II of the DOE Stormwater Management Manual for Western Washington. The Manual is available at: <http://www.ecy.wa.gov/programs/wq/stormwater/manual.html>



Impervious Surface Worksheet

San Juan County Public Works

915 Spring st | Friday Harbor | WA | 98250

(360) 370-0500 www.sanjuanco.com/312/Community-Development

1.) Expected land-disturbing activity _____ Sq Ft Parcel Number _____
 Shoreline parcel (yes or no) _____ Open Permit #'s _____
 Permits within last 2 years _____ Land Use Designation: _____

2.) Identify and list below all impervious surfaces (a surface that prevents or retards the entry of water into the soil such as ROOFTOPS, WALKWAYS, PATIOS, DRIVEWAYS, PARKING LOTS, CONCRETE, ASPHALT, OIL, MACADAM, GRAVEL) for your parcel below:

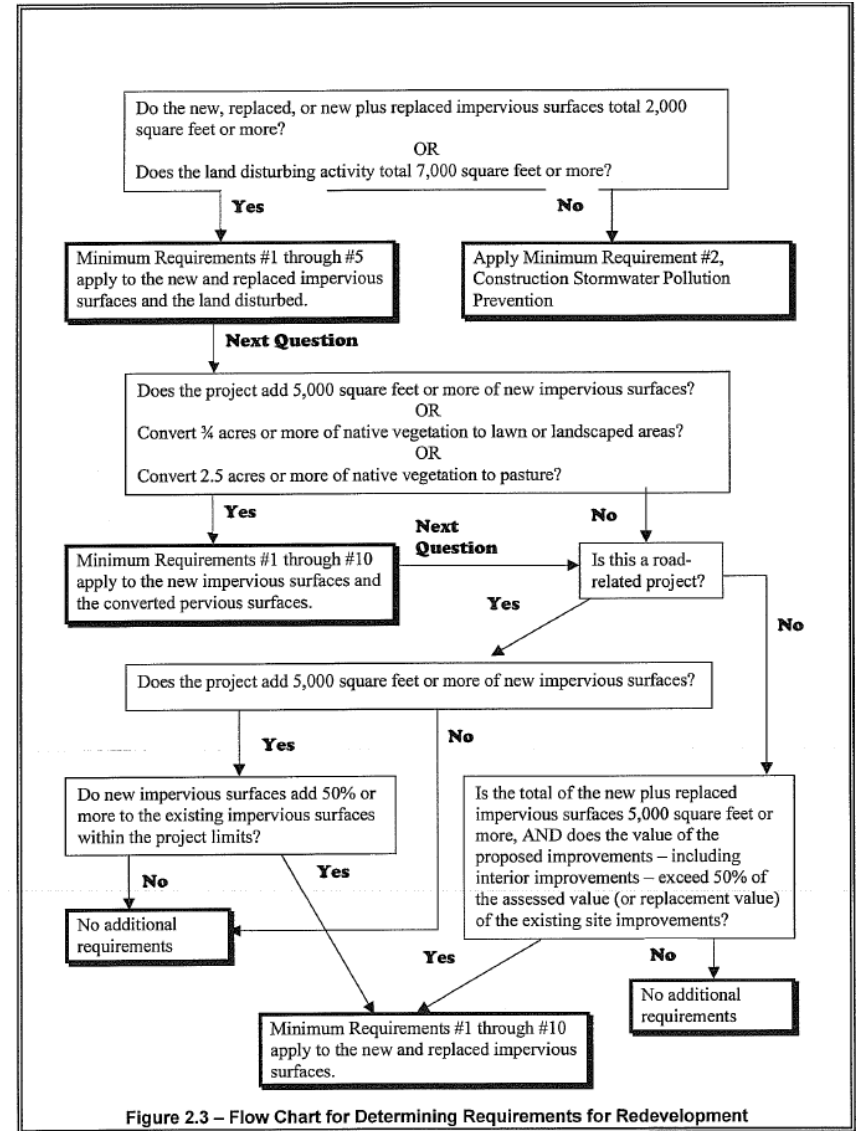
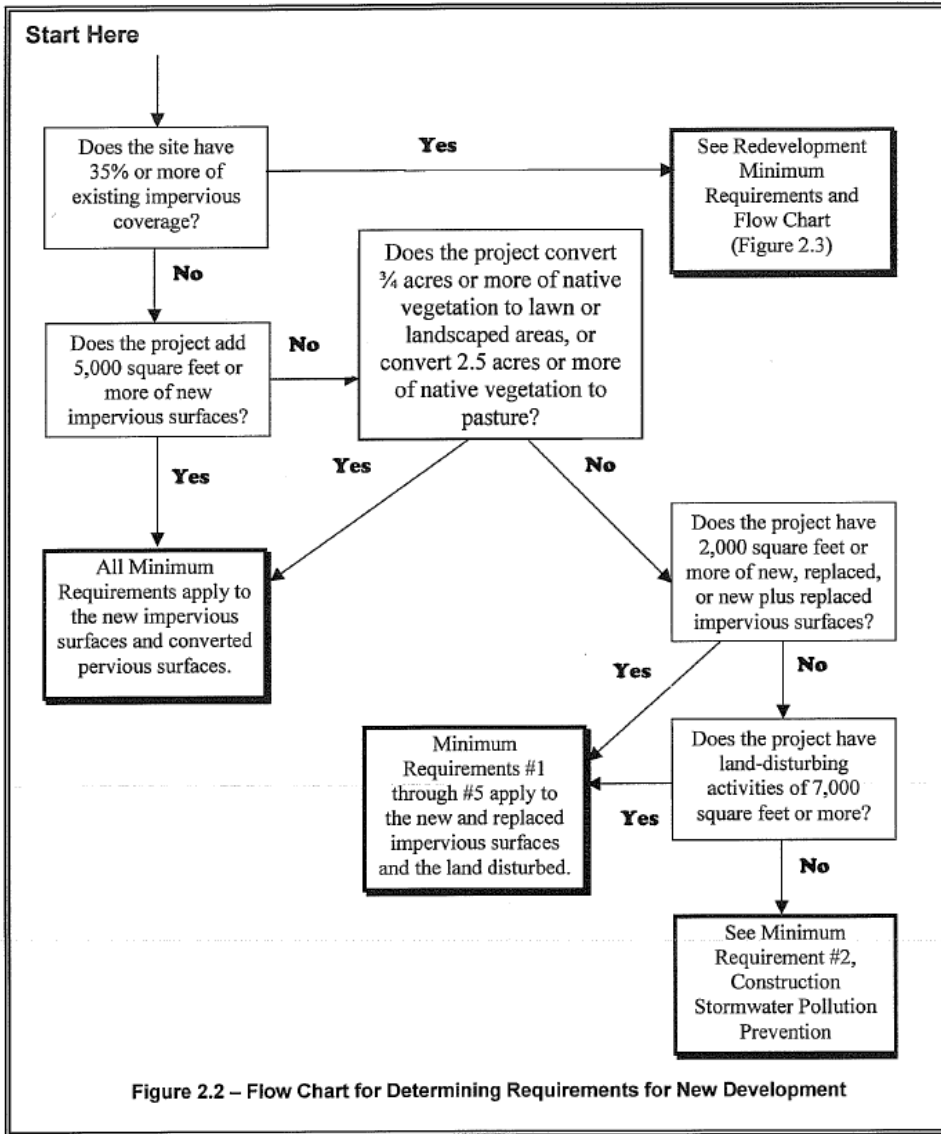
Type of Impervious or Hard Surface	Existing (Sq ft)	Proposed Replaced (Sq ft)	Proposed New (Sq ft)	Subtotal of NEW + REPLACED
House + Attached garage roof area				
Detached garage + carport roof area				
Accessory dwelling or structure unit roof area				
Patio + covered deck area				
Driveway + compacted gravel				
Parking area				
Sidewalk				
Other				
Other				
Other				
TOTALS				Ft Sq

	Stormwater Requirements	Fee
All projects with NEW + REPLACED impervious surfaces UNDER 2000 Sq ft <i>and</i> Total Land Disturbing Activities UNDER 7000 Sq ft	Minimum Requirement #2 certification	None
All projects with NEW + REPLACED impervious surfaces GREATER THAN 2000 Sq ft <i>and/or</i> Total Land Disturbing Activities GREATER THAN 7000 Sq ft	Minimum Requirements # 1-5 (Small Project)	245.00
All projects with NEW + REPLACED impervious surfaces GREATER THAN 5000 Sq Ft <i>or</i> CONVERT 3/4 ACRES OR MORE OF VEGETATION TO LAWN OR LANDSCAPED AREAS <i>or</i> CONVERT 2.5 ACRES OR MORE OF NATIVE VEGETATION TO PASTURE.	Minimum Requirement #1-10 (Larger Project)	245.00

TOTAL IMPERVIOUS SURFACES (Existing + New + Replaced)	Ft Sq
--	--------------

This Worksheet must be completed and submitted with your building permit application, along with applicable fees

IMPERVIOUS SURFACE FLOWCHART





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STORMWATER MANAGEMENT: PLAN REVIEW APPLICATION

- RESIDENTIAL COMMERCIAL PLAT CLEARING & GRADING

PROPERTY INFORMATION

Tax Parcel Number: _____	Land Use Designation: _____
---------------------------------	------------------------------------

Island: _____ **Anticipated date of Construction:** _____

Project Street Address (if assigned): _____

OWNER INFORMATION

Name of Owner(s): _____	Email: _____
Mailing Address: _____	Phone: _____
City: _____	State: _____ Zip: _____

CONTACT/AGENT INFORMATION (THIS IS THE PERSON TO BE CONTACTED ABOUT MATTERS PERTAINING TO THIS PERMIT APPLICATION)

Name of Contact/Agent: _____	Email: _____
Mailing Address: _____	Phone: _____
City: _____	State: _____ Zip: _____

ISSUANCE OF THE PERMIT ASSOCIATED WITH THIS APPLICATION automatically conveys to Community Development & the authority to enter the premises at reasonable hours for the purposes of inspecting the area of the proposed stormwater management system until such time as the project is complete.

OWNER OR AUTHORIZED AGENT AFFIDAVIT:

By signing this application the applicant affirmatively states that he/she is the (an) owner or an authorized agent of the owner(s).

SIGNATURE OF ALL OWNERS OR AUTHORIZED AGENT:

DATE: _____

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PAYMENT AMOUNT RECEIVED: _____

RECEIVED BY: _____

DATE	HOURS	COMMENTS



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dcd@sanjuanco.com | www.sanjuanco.com

GIS ADDRESS REQUEST / E-911 REVIEW FORM

APPLICANT INFORMATION

Name of Owner(s): _____	Email: _____
Mailing Address: _____	Phone: _____
City: _____	State: _____ Zip: _____

CONTACT/AGENT INFORMATION (THIS IS THE PERSON TO BE CONTACTED ABOUT MATTERS PERTAINING TO THIS PERMIT APPLICATION)

Name of Contact/Agent: _____	Email: _____
Mailing Address: _____	Phone: _____
City: _____	State: _____ Zip: _____

PROPERTY INFORMATION

Tax Parcel Number _____	Island: _____
Project Street Address (if known): _____	
If no address, name of the road the driveway is accessed from : _____	

By signing this application form, you agree that Public Works personnel may enter the premises for mapping the location of the buildings and driveways.

OWNER or AGENT'S SIGNATURE: _____ Date: _____

FOR OFFICIAL USE ONLY

Verified address: _____

Newly assigned address: _____

No additional address required. Primary address at this location:

- | | | |
|--|---|------------------------------------|
| <input type="checkbox"/> Database | <input type="checkbox"/> Edit data | <input type="checkbox"/> Post data |
| <input type="checkbox"/> Mapped | <input type="checkbox"/> Address | <input type="checkbox"/> Notice |
| <input type="checkbox"/> Add data tool | <input type="checkbox"/> Street Address | <input type="checkbox"/> CD&P |



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dcd@sanjuanco.com | www.sanjuanco.com

COUNTY ROAD RIGHT OF WAY REVIEW: PUBLIC WORKS DEPARTMENT

APPLICANT INFORMATION

Name of Owner(s): _____	Phone: _____
Mailing Address: _____	City: _____
Email: _____	State: _____ Zip: _____

CONTACT/AGENT INFORMATION (PERSON TO CONTACT ABOUT THIS APPLICATION)

Name of Agent: _____	Phone: _____
Mailing Address: _____	City: _____
Email: _____	State: _____ Zip: _____

PROJECT LOCATION:

Tax Parcel Number: _____	Island: _____
Project Street Address (if known): _____	
If no address, name of road driveway is access from: _____	

PROJECT INFO - COUNTY ROAD RIGHT OF WAY

Driveway has access to County road? <input type="checkbox"/> NO <input type="checkbox"/> YES <i>(check one box below)</i>
<input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> IMPROVE, MODIFY OR RELOCATE CURRENT ACCESS <input type="checkbox"/> NO IMPROVEMENTS PLANNED
Construction access to County road? <input type="checkbox"/> NO <input type="checkbox"/> YES
Frontage improvements (CURB, GUTTER, SIDEWALK) along County road? <input type="checkbox"/> NO <input type="checkbox"/> YES
Utility work in County road Right of Way? <input type="checkbox"/> WATER <input type="checkbox"/> SEWER <input type="checkbox"/> POWER <input type="checkbox"/> PHONE/INTERNET <input type="checkbox"/> OTHER
Other Work or Installations in County road Right of Way? <input type="checkbox"/> NO <input type="checkbox"/> YES <i>(describe below)</i>

SIGNATURE:

I certify that I am the owner or the authorized agent; I have reviewed the information provided and verify that is true and correct; I further signify that the owner grants permission for San Juan County employees to enter the premises for the purpose of permit inspections.

_____	_____	_____
(SIGNATURE OF OWNER OR AUTHORIZED AGENT)	(PRINTED NAME)	(DATE)

FOR OFFICIAL USE ONLY

ADDITIONAL PERMITS REQUIRED			
<input type="checkbox"/> ROW ACCESS	<input type="checkbox"/> ROW UTILITY	<input type="checkbox"/> ROW FRONTAGE IMPROVEMENTS	<input type="checkbox"/> ROW OTHER



Geotechnical Report Waiver

Category II Geologically Hazardous Areas

Applicant Information

Name of Owner(s): Email:
Mailing Address: Phone:
City: State: Zip:

Property Information

Parcel Number: Island:
Project Street Address (if known):
If no address, name of the road the driveway is accessed from:

Property Owner or Agent(s) Statement: I confirm that this project meets the criteria necessary to waive a geotechnical report that are outlined in CD&P's Administrative Determination No. 2014-01. I understand that the permit will be conditioned as indicated on that determination and that the Department of Community Development Director may apply additional conditions to a permit or approval decision. Approval is subject to field conditions and may require a site visit.

Waiver Criteria- To qualify for a waiver, all five criteria below must be met. Check all those that apply:

- Creates
i. Less than 2,000 square feet of impervious surface; and
ii. Less than 7,000 square feet of land disturbance (clearing, grading or compaction);
In an erosional hazard area with subclass 'e' soils within 200' of the project
In area where all slopes are less than 15% within 200' of the project
Does not involve construction of structural shoreline stabilization measures, including seawalls and bulkheads; and
Meets the requirements of SJCC 18.35.065((B) (4 & 6) see below)

Property owner or authorized agent Date

For DCD Use Only: The project was reviewed. It meets or does not meet the geotechnical report waiver criteria for the following application:

Permit number waiver was submitted for

DCD Staff Date

18.35.065 Geologically hazardous areas- Protection Standards.

B. Category II

4. Development shall be located in accordance with the following:

- a. Structures and improvements shall be sited, designed, and constructed to minimize cut and fill and to retain as much of the natural topographic character of the slope as possible; and
b. Structures and improvements shall be located to avoid the most hazard-prone portion of the proposed development area and to preserve vegetation necessary to prevent soil erosion.

6. To prevent soil erosion and destabilization of slopes, areas that are cleared or graded and that are not covered with structures or other improvements must be protected until replacement plantings are established. Temporary erosion and drainage controls may be required unless permanent restoration and protection are timed to ensure slope stability in the wet season.



Agent Authorization
Must be notarized

I/We the undersigned hereby authorize _____ to act as our agent,
Name of Agent

and authorize them to apply for _____
Specific Permit Application Number

for the following parcel(s) of land: _____
Parcel Numbers

with the following exceptions: _____
Exceptions to Authorization

Signature of all property owners:

Property owner signature

Property owner name (printed)

STATE OF WASHINGTON

COUNTY OF _____

I certify that I know or have satisfactory evidence that _____, is the person who appeared before me, and said person acknowledged that he/she signed this instrument, and acknowledged it as a free and voluntary act for the uses and purposes mentioned in this instrument.

Given under my hand and seal of office this _____ day of _____, _____.

(SEAL)

Notary Public residing at _____

Printed Name: _____

My Commission Expires: _____

Signature of all property owners of parcel number _____.

Property owner signature

Property owner name (printed)

STATE OF WASHINGTON

COUNTY OF _____

I certify that I know or have satisfactory evidence that _____, is the person who appeared before me, and said person acknowledged that he/she signed this instrument, and acknowledged it as a free and voluntary act for the uses and purposes mentioned in this instrument.

Given under my hand and seal of office this _____ day of _____, _____.

(SEAL)

Notary Public residing at _____

Printed Name: _____

My Commission Expires: _____

Signature of all property owners of parcel number _____.

Property owner signature

Property owner name (printed)

STATE OF WASHINGTON

COUNTY OF _____

I certify that I know or have satisfactory evidence that _____, is the person who appeared before me, and said person acknowledged that he/she signed this instrument, and acknowledged it as a free and voluntary act for the uses and purposes mentioned in this instrument.

Given under my hand and seal of office this _____ day of _____, _____.

(SEAL)

Notary Public residing at _____

Printed Name: _____

My Commission Expires: _____

PER SAN JUAN COUNTY RESOLUTION NO. 62-2016

BUILDING FEES

SERVICE	FEE		
Conventional Building Permit	Based on Valuation* per attached table (\$69 minimum)		
Conventional Plan Review	65% of Building Permit Fee**		
Annual Renewal Fee	\$56.00/year		
Owner Builder Building Permit	57.5% of Conventional Fee (\$69 minimum)		
Owner Builder Plan Review	75% of Conventional Plan Review Fee**		
Annual Renewal Fee	\$56.00/year		
Subsequent Life-Safety Inspection for sale, lease, or rental	\$111.00		
Mobile/ Manufactured Home Permits	\$222.00/unit		
Modular Permits (Residential or Commercial)	\$222.00 (foundation) + \$222.00/unit		
Replacement of Building Permit/Inspection Record Card	\$25.00		
Temporary Certificate of Occupancy	\$222.00		
Plumbing Permits Associated with a Building Permit	\$34.00 + \$11.00 per fixture		
Sprinkler system on one meter, including backflow device	\$17.00		
Non-atmospheric backflow protection device ≤ 2"	\$17.00		
Non-atmospheric backflow protection device >2"	\$22.00		
Stand Alone Plumbing Permit	\$69.00 minimum		
Mechanical and Fuel Gas Permits Assoc. with Building Permit	\$34 base fee		
HVAC-Boiler-Air Handler	\$20.00		
Non-electric floor/wall heater including zero clearance fireplace	\$20.00		
Kitchen hood/ ductwork – residential	\$17.00		
Kitchen hood/ ductwork – commercial	\$105.00		
Source specific exhaust fans & ductwork	\$8.00		
Clothes dryer	\$12.00		
Wood, pellet stove, fireplace insert	\$17.00		
Wood stove piping	\$8.00		
LPG or fuel oil tank	\$12.00		
Underground LPG or fuel oil piping	\$12.00		
Interior Gas Piping	\$12.00		
Oil/ Kerosene Heater	\$12.00		
Stand Alone Mechanical and Fuel Gas Permit	\$69.00		
Stormwater Plan Review & Inspection	\$70.00/hr, \$245.00 minimum		
Demolition Permit/ Inspection	\$109.50 (\$105.00 plus \$4.50 state surcharge)		
Work begun without required permit for which a stop work order has been issued			
Conventional Permit	Double permit and plan review fee		
Owner Builder Permit	Conventional permit and plan review fees + O/B fees		
Reactivation of expired permit after construction started	Half of original total permit fee + renewal fees to date		
Change of occupancy, use or classification (in addition to any other required permits or fees)	\$105.00		
Title Elimination	\$34.00		
Plan recheck, research, inspection, re-inspection, site visit or other professional service	\$70/hr, ½ hr minimum		
State Building Codes Council fee	as required by State		
Plan review by third party	Cost plus 15%		
Written Construction Code Interpretation	\$95.00/hr		
Appeal to Hearing Examiner***	\$600		
Clerical Services	\$35/hr, ½ hr minimum		
Copies (No charge for copies totaling \$5.00 or less.)			
Up to 8 ½" x 14" (Black & White)	\$0.15	18" x 24" (Black & White and Color)	\$5.00
11" x 17" (Black & White)	\$1.00	24" x 36" (Black & White and Color)	\$6.50
Up to 8 ½" x 14" (Color)	\$1.50	36" x 48" (Black & White and Color)	\$8.00
FAX	\$2.00 + \$1.00 each additional page		

* **Building Valuation** is determined by the Building Official or Fire Code Official, based on the current International Code Council Building Valuation Data with a cost modifier of 1.3, and/or local valuation information.

** **Plan Review Deposit.** An estimated non-refundable deposit of the Plan Review Fee, as calculated by DCD, shall be collected at time of permit application.

*****Appeal Fee.** If the appellant is the prevailing party in an appeal of a code or administrative determination, and the County chooses not to appeal the decision, the County shall refund the Appeal Fee.

Building Valuation	Fee	Calculation for Permit Fee <i>(Value must be rounded up to the next \$1,000 increment)</i>	Plan Review Fee	Fee Estimate
\$1 to \$2,000	\$69			\$69
\$2,001 to \$40,000	\$69 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, to and including \$40,000	$((\text{Value rounded up to the next thousand} - 2,000) \times 0.011) + 69$	Permit Fee X .65	Permit Fee + Plan Review Fee
\$40,001 to \$100,000	\$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000	$((\text{Value rounded up to the next thousand} - 40,000) \times 0.009) + 487$	Permit Fee X .65	Permit Fee + Plan Review Fee
\$100,001 to \$500,000	\$1,027 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, to and including \$500,000	$((\text{Value rounded up to the next thousand} - 100,000) \times 0.007) + 1,027$	Permit Fee X .65	Permit Fee + Plan Review Fee
\$500,001 to \$1,000,000	\$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	$((\text{Value rounded up to the next thousand} - 500,000) \times 0.005) + 3,827$	Permit Fee X .65	Permit Fee + Plan Review Fee
\$1,000,001 to \$5,000,000	\$6,327 for the first \$1,000,000; plus \$3 for each additional \$1,000 or fraction thereof, to and including \$5,000,000	$((\text{Value rounded up to the next thousand} - 1,000,000) \times 0.003) + 6,327$	Permit Fee X .65	Permit Fee + Plan Review Fee
\$5,000,001 and over	\$18,327 for the first \$5,000,000; plus \$1 for each additional \$1,000 or fraction thereof	$((\text{Value rounded up to the next thousand} - 5,000,000) \times 0.001) + 18,327$	Permit Fee X .65	Permit Fee + Plan Review Fee

Example is based on a \$249,364 Value (valuation must be rounded up to the next \$1000, or **\$250,000**, as the calculation for the fee schedule is based on an incremental charge added for each additional \$1,000, or fraction thereof.)

Conventional Permit Amount: **\$250,000 (Value) - 100,000 = 150,000 X .007 = 1,050 + 1,027 =** **\$2,077.00**
Conventional Plan Review: **\$2,077 X .65 =** **\$1,350.05**
Estimate (does not include plumbing, mechanical, etc.) **\$3,427.05**

Owner / Builder Fees: After you've made the Permit Fee calculation for the conventional permit, multiply this by .575 to arrive at the O/B Permit Fee amount. Likewise, after you've made the Plan Review calculation for the conventional permit, take this amount and multiply it by .75; as shown below.

Owner / Builder Permit Amount: **\$2,077.00 X .575 =** **\$1,194.28**
Owner / Builder Plan Review: **\$1,350.05 X .75 =** **\$1,012.54**
Estimate (does not include plumbing, mechanical, etc.) **\$2,206.82**

There is also a fee calculator available at <http://www.sanjuanco.com/504/Building-Permit-Fee-Calculator>

Please also note that Ordinance 46-2009 also requires that any Public Works development review fees be collected when your permit is issued. This could include a \$150 new address assignment fee, an access fee of \$100, and/or a \$90 review fee for drainage systems, among others.



DRAWING A SITE PLAN

All drawings shall conform to the following requirements.

Standard Site Plan Requirements (See Shoreline & Critical Area requirements on Page 2)

1. **Sheet size** – Preferred sizes are 8½"x11", 11"x17", 18"x24", or 24"x36". An 8½"x11" site plan is acceptable only if all information can be shown at a legible and reproducible scale. One 8 ½"x11" reduced copy is required for recording by the Auditor for Land Use Permits (not to be confused with BUILDING PERMITS). We must receive at least one site plan at or reduced to 8½"x11" or 11"x17". Two-page plans are acceptable as well (large and small scale).
2. **Title Block** – Locate the following information on the right hand or bottom margin of all sheets:
 - Owner's Name
 - Date
 - Owner's Address
 - Site Address
 - Page Number
 - Tax Parcel Number
 - Lot Description
 - Drawing Title
 - Drawing Scale
 - Revision Date & Number
 - Name, Address & Phone number of person preparing drawings
3. **Scale** – All site plans should be drawn to a standard Engineering scale. Indicate scale with bar symbol for plan reduction integrity. Site drawings are preferred to be at a scale of 1" = 20', 30', 40', or 50'. Scales of 1" = 100' or 200' should only be used for very large parcels, and then a smaller scale drawing should also be submitted to provide greater detail of the area where new work is proposed.
4. **North Arrow** – Include on all site and related drawings (i.e., vicinity map, detail enlargements, floor plan).
5. **Property Lines** – Show the location and dimension of all property lines.
6. **Limits of Work** – Show all proposed **Limits of Work** and existing development areas defined as areas directly altered as a result of development including, but not limited to, the area containing structures, driveways, gardens, landscaped areas, areas of grading, excavation, or fill.
 - 6a. **Estimate of Timber Removed** -- Site plans for undeveloped forested land on parcels over 2-acres in size shall indicate Estimate of Timber Removed for design (measured in board-feet)*.
 - 6b. Estimate of ground disturbance (measured in cubic feet)- This is the cumulative measurement of all grading activities including fill and excavation.
7. **Easements** – Show location for all existing and proposed utility, open space, drainage, view, and access easements and/or private roads; draw to scale and accurately dimension.
8. **Existing and Proposed Structures** – Show location, dimensions (including height), and use of all existing and proposed buildings and structures on the site, include number of rooms and bedrooms; show distances to EACH property line from the furthest most projection of the structure, including overhangs, stairs, and decks. All setbacks are measured to the furthest most projection of any structure, including overhangs, stairs, and decks.
9. **Adjacent Buildings, Wells, and Septic Systems** – When your building, well or septic system is within 50 feet of any adjacent property line, you must show all buildings, septic systems and well locations on the adjacent parcel that are located within 50' of the property line. Show distances from the adjacent property line to the neighboring structures.
10. **Setbacks** – Show applicable minimum setbacks to ALL property lines and to centerline of adjacent right-of-ways (ROW's), unless another ROW setback is applicable.
11. **Driveways and Parking** – Show location of on-site driveways and parking, and square footage of all existing and proposed impervious surfaces.
12. **Adjacent Roads** – Locate and label the existing roads or rights of way, both county and private. Show centerlines.
13. **Spot Elevations and Topography** – Show surface elevations at each corner of the site and at each corner of the structure base. Where any portion of the parcel has a slope that exceeds 1:10, show existing and proposed contours at 5-foot intervals.
14. **Show location of Water Supply, Utility/Service Lines and Storage Tanks** – Include zones of protection for well,

and zones of protection for any well on adjoining property that extends across property boundaries. Also see item 7 for additional requirements.

15. **Show location of all Sewage Disposal Systems** – Include location of all test holes for sewage disposal permits and the general area and layout planned for the sewage disposal system. If the system is built, show as built.
16. **Critical Areas and Site Drainage** – Show all ponds, wetlands, streams, bodies of water, their respective buffers and tree protection zones (see requirements 24 & 25 below for added detail) and drainage for site.
17. **Stormwater Management Plan Elements** – Show all existing and proposed stormwater management plan elements accurately. Mapped elements shall be consistent with all other permit application components.
18. **Site Profile** shall also have scale and may be included on stand-alone sheet or on same sheet as site plan.

Parcels with Shoreline and/or Critical Areas**

19. **Ordinary High Water Mark (OHWM)** – Field located OHWM must be shown for all shoreline parcels.
20. **Seaward Property Line(s)**- Show seaward property line(s) in addition to those in requirement 5.
21. **200’ Shoreline Jurisdiction** – Show a line marking 200 feet from OHWM for all shoreline parcels. This line should follow the contour of the shoreline.
22. **Lot Width** – Indicate lot width at seaward facing edge of buildings for all shoreline parcels.
23. **Shoreline Aesthetic Setback**- Show setback as 100’ from the top of the bank (TOB) to the seaward face of the structure(s) for all shoreline parcels. If there is sufficient vegetative screening to obscure the proposed structure (must be demonstrated in application and trees indicated in site plan) the setback may be reduced to 50’ from TOB. If there is no TOB, then measure from OHWM.
24. **Fish and Wildlife Habitat Conservation Area (FWHCA) Water Quality Buffer**- The Water Quality Buffer is measured from OHWM of marine/shoreline waters, ponds, lakes, or bank-full-width (BFW) for streams. Buffers depend on the size of the parcel and slope from the OHWM/BFW to the edges of proposed structure:

Parcel Size < 1 acre	Parcel Size ≥ 1 acre
100’ if slope is < 30%	75’ if slope is < 30%
150’ if slope is ≥ 30%	112.5’ if slope is ≥ 30%

25. **Tree Plan & Tree Protection Zones (TPZ’s) 1 & 2** – For all trees, show species and trunk ≥ 6 inches diameter at breast height (DBH; measured at 4-feet above the ground) located within the 200’ shoreline area and within 50’ of proposed Limits of Work. Trees more than 50’ from all Limits of Work may be represented with generic symbol (e.g. tree cloud).
 - **Critical Root Zones Near Limits of Work:** Tree plans must show critical root zones where clearing and grading will extend into the tree canopy. Critical root zones equal 1-foot for every inch of DBH and is measured from the center of the tree.
 - **Tree Protection Zone 1 (TPZ1) Requirements:**
 - i. Extends 35 inland of OHWM/BFW, including any dripline areas extending into TPZ2 (no trees may be removed from this zone)
 - ii. Include dripline areas (aka ‘canopy extent’) for all trees in TPZ1
 - **Tree Protection Zone 2 (TPZ2) Requirements:**
 - i. Extends from 35’ to 110’ inland of OHWM/BFW, including any dripline areas that extend past TPZ2
 - ii. Indicate trees proposed for removal
26. Additional case specific information including, but not limited to:
 - **Coastal Geologic Buffer(s)** for nonbedrock shorelines as determined by approved geotechnical report
 - **Wetland Boundaries, water quality buffer(s), and habitat quality buffer(s)** as delineated by approved wetland report
 - **Stream(s), Water Quality Buffer(s), and TPZ’s** as determined by approved FWHCA report
 - **FEMA Floodplain Elements**- Structures proposed in frequently flooded areas must include the following
 - i. **Surveyed Spot Elevations** at all corners of proposed structure
 - ii. **Surveyed Contour Lines** at 1-foot intervals

**For projects involving over 5,000 board-feet of timber removal for regulated parcels, a forest practices permit (filed with Washington Department of Natural Resources) may be required. We may ask for additional clarification concerning timber cut in preparation for development.*

***For shoreline parcels: Applicants shall provide photographs taken from the shoreline toward the project site and from the project site to the shoreline.*