



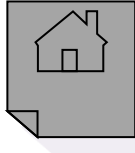
## SAN JUAN COUNTY COMMUNITY DEVELOPMENT & PLANNING

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

All owners must sign and have each of their signatures notarized on the "Owner Builder Affidavit for Exemption".

### PERMIT EXEMPTION

#### Application for:



#### OWNER / BUILDER EXEMPTION

**Exemption from the Conventional or Owner-Builder Permit process, provided that no such structure shall be used for human habitation.**

#### EXEMPTION APPLICATION SUBMISSION CHECKLIST

***Please provide the following documents with your permit submission: This permit type must be signed and notarized PRIOR to submitting to DCD for review. Your documents will be recorded at the SJC Clerks office after review/approval. Failure to follow instructions below will result in cancellation of your application.***

1.  Typed legal land description from the deed.
2.  Site Plan showing proposed structure location and distances from property lines and existing structures (all drawings legible, in ink, with **1 inch margins on 8 ½" X 11" paper**. Scale of 1 inch = 20, 30, 40, or 50 feet.
3.  Elevation Plan for each side of the structure
4.  Floor Plan utilizing ¼" scale
5.  Stormwater Management Plan
6.  "Impervious Surfaces Worksheet" must be completed and submitted with application.
7.  Owner/Builder Affidavit for Exemption, completed, signed by all owners, and notarized.
8.  Check or money order for \$105.00, You can also pay fees on the SmartGov permit portal.

Grey

## 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.



**AFTER RECORDING RETURN TO:**

San Juan County Dept of Community  
Development

PO BOX 947

Friday Harbor, WA. 98250

Permit #

Attn: Permit Tech/Office staff.

Space Reserved for Recorder's use:

**Document Title: OWNER BUILDER AFFIDAVIT FOR EXEMPTION**

I/we \_\_\_\_\_ / \_\_\_\_\_

of \_\_\_\_\_  
*(Full mailing address)*

certify that I/we qualify as an owner/builder of a: \_\_\_\_\_

*(Description or use of structure)*

**On Tax Parcel Number:** \_\_\_\_\_, **located at:** \_\_\_\_\_

**Island:** \_\_\_\_\_

under the terms specified in Ordinance No. 80-1992, (As Amended), Section 15.04.570. I/We have read and understand the information regarding allowable exempt structures pursuant to Ordinance No. 80-1992, (As Amended), Section 15.04.570. I/we will submit to the CD&P a plot plan drawing according to County instructions for review and approval pursuant to regulations of the Comprehensive Plan and/or the Shoreline Master Program which will indicate actual size and usage. I/We agree to abide by the terms specified in Ordinance No. 80-1992, (As Amended), Section 15.04.650, regarding the hiring of professionals, and will not hire or compensate any contractors, their agents, employees, or other trades people, except as exempted by RCW 18.27.090, which allows compensation for any work or operation on one undertaking for which the aggregate price of labor and materials does not exceed \$500.00.

I am/we are aware that this does not grant authorization for violation of provisions of any other applicable law or ordinance. I/we acknowledge that I/we have waived the option of requesting a building code plan review, inspections and a fee conforming to Section 15.04.570, Ordinance No. 80-1992, (As Amended), and that I/we agree to allow San Juan County to record the Owner/Builder Affidavit in the real estate records of San Juan County.

\_\_\_\_\_  
**Signature** **Date**

\_\_\_\_\_  
**Signature** **Date**

**STATE OF WASHINGTON**

County of \_\_\_\_\_ **On this day appeared before me,**  
\_\_\_\_\_, known to be the individual (s) described in and who executed the  
within and foregoing instrument and acknowledged to me he/she signed the same as his/her free and voluntary act  
and deed for the purposes therein mentioned. Given under my hand and official seal this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

**(Seal or Stamp)** \_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Title)*

My appointment expires \_\_\_\_\_

## PROJECT SCOPE OF WORK

### PROPERTY INFORMATION

<b>Tax Parcel Number:</b>	<b>Owner:</b>
<b>Island:</b>	<b>Phone Number:</b>
	<b>E-mail Address:</b>

Please provide your proposed scope of work to include detail of structure and intended use:

**NOTIFICATION TO OWNER BUILDERS APPLYING FOR THE OWNER BUILDER EXEMPTION**

Structures or buildings classified in Uniform Building Code Chapter 3, as "U" Division I, are exempt when accessory to a private residence or are to be used for agricultural purposes, provided that no such structure shall be used for human habitation.

Group "U" Occupancies, as defined as including:

"Private garages, carports, sheds and agricultural buildings not exceeding 1,000 square feet in area and are limited to a **single story structure only.**" **Max 16' height at ridge.**

Such buildings are exempt from building permit application and fees, and will not be inspected pursuant to the requirements of the Uniform Building Code when constructed by the Owner(s) and in accordance with the rule regarding the hiring of professionals which is:

"Compensation for any work or operation in constructing an Owner Builder Accessory Structure shall not exceed \$500 for both labor and materials. (RCW 18.27.090)"

Issuance of an exemption to a Group "U" Occupancy Division I accessory structure does not presume to give authority to violate or cancel the provisions of any other applicable state or local regulations pertaining to construction or the performance of construction or to land use or shoreline use.

**A Group "U" Occupancy accessory structure shall be located at least six (6) feet away from a Residential Structure or other Group "U" Occupancy accessory structure.**

A Group "U" Occupancy accessory structure may not be Heated or Plumbed. (Adding Heat or Plumbing changes the use to an accessory structure and triggers the requirement for permitting.

Issuance of an exemption to a Building Permit for a Group "U" Occupancy accessory structure does not exempt or waive permitting, inspection, fees, and/or other requirements for Mechanical, Plumbing, Electrical, or other work controlled by other codes which require permits, inspections and approvals. Please contact the CD&P for further assistance.

**SIGNATURES REQUIRED FOR APPROVAL:**

Permit Coordinator: \_\_\_\_\_ Date \_\_\_\_\_

Plans Examiner: \_\_\_\_\_ Date \_\_\_\_\_

Stormwater Technician: \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** Although it is not a requirement, this approval may be recorded and filed with the San Juan County Auditor's and Assessor's Office.

DOCUMENTS TO BE SUBMITTED:

- Typed Legal Land Description from Deed
- Site Plan,
- Elevation Plan,
- Floor Plan,
- Stormwater Plan
- Impervious Surface Worksheet
- Site Plan, Elevation Plan, And Floor Plan Must Be Legibly Drawn To Scale, In Ink, With 1" Margins On 8 1/2 X 11" Paper
- Site Plan & Elevation Plan Utilize a Scale of 1" = 20', 30', 40', or 50'
- Floor Plan Shall Utilize a Scale of 1/4" = 1'
- Check or Money Order for \$105.00

Please fill out and return form and required documents to address below:

**SJC CD&P**

**(SAN JUAN COUNTY COMMUNITY DEVELOPMENT & PLANNING)**

**PO BOX 947**

**FRIDAY HARBOR, WA 98250**



**SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT**

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**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**

<b>Driveway has access to County road?</b> <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
<b>Construction access to County road?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES
<b>Frontage improvements (CURB, GUTTER, SIDEWALK) along County road?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES
<b>Utility work in County road Right of Way?</b> <input type="checkbox"/> WATER <input type="checkbox"/> SEWER <input type="checkbox"/> POWER <input type="checkbox"/> PHONE/INTERNET <input type="checkbox"/> OTHER
<b>Other Work or Installations in County road Right of Way?</b> <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)
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**FOR OFFICIAL USE ONLY**

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



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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.

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*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>*

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# Impervious Surface Worksheet

San Juan County Public Works

915 Spring st | Friday Harbor | WA | 98250

(360) 370-0500 [www.sanjuanco.com/312/Community-Development](http://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				
<b>TOTALS</b>				<b>Ft Sq</b>

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

<b>TOTAL IMPERVIOUS SURFACES (Existing + New + Replaced)</b>	<b>Ft Sq</b>
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*This Worksheet must be completed and submitted with your building permit application, along with applicable fees*

# IMPERVIOUS SURFACE FLOWCHART

