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 APPLICATION

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**

Checklist

1. ☐ Completed Permit Application (Buff) including "Scope of Work Statement" & estimated valuation.
2. ☐ Site plans and 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. ☐ Site plans (4 copies)
   b. ☐ Profile plans (2 copies)
   c. ☐ Construction drawing (2 copies) including foundation, framing layout, floor plan, and construction details. If engineering is required, please include 2 copies.
3. ☐ Mechanical & Plumbing information table filled out (if structure contains either or both)
4. ☐ An approved Septic Design Number or report is required if your structure contains plumbing fixtures
5. ☐ Certificate of Water Availability – submit to Health & Community Services
6. ☐ Energy Form (Not required for modular homes or internal remodel projects.)
7. ☐ Stormwater Management Plan
   a. ☐ "Impervious Surfaces Worksheet" (Form SW 3) must be completed and submitted – example provided.
   b. ☐ If your project creates less than 2,000 sf of new impervious surface and less than 7,000 sf of land disturbance, sign and submit the "Certification of Compliance" (Form SW 1) for a "**Simple Project**".
   c. ☐ If you will be creating over 2,000 sf of new impervious surface, or creating over 7,000 sf of land disturbance, this is considered a "**Small Project**" and you must prepare a Stormwater Management Plan along with a completed Stormwater Plan Review Application form (Form SW 4). Provide the review application along with 2 copies of the plan and a check for $245.00 made out to SJC CDP.
   d. ☐ If you will be creating over 5,000 sf of new impervious surface, or creating over 7,000 sf of land disturbance, this is considered a "**Large Project**" and you must prepare a Stormwater Management Plan to accommodate this. Provide the review application along with 2 copies of the plan and a check for $245.00 made out to SJC CDP.
   Information pertaining to these project levels and report requirements are also available online.
8. ☐ Read the Utility Certification on page 2 of the permit application.
9. ☐ Mark the "SHORELINE" section indicating if your development is within the shoreline jurisdiction (200' of the Ordinary High Water Mark (OHWM).
   a. ☐ ***IF YOUR PROJECT IS IN THE SHORELINE JURISDICTION,*** complete the "Shoreline Exemption" section.
10. ☐ (PW) Address Request / Review form ☐ (PW) Access /Right of Way Permit Application form
11. ☐ Be sure all owners sign the back of the application in the presence of a notary.
12. ☐ Owner/Builder Agreement filled out, signed by all owners, and notarized, with a legal description of the parcel attached.

If you have any questions, please call 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.

Legally existing occupiable structures shall not be required to bring their existing driveways into compliance with this policy.
Any questions regarding this should be directed to the San Juan County Fire Marshal, 1011 Mullis St., Friday Harbor, WA 98250
(360) 378-3473, or see: www.sjcfiremarshal.org
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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

PLEASE CHECK ALL THAT APPLY ABOVE

PROPERTY INFORMATION

ESTIMATED VALUATION: $

Tax Parcel Number		Shoreline:	☐ NO ☐ 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

CLASS OF WORK			Qty	Plumbing Fixtures
☐ New	☐ Addition	☐ Remodel		Toilet/Urinal/Bidet
☐ Moved	☐ After-the-Fact			Sinks
Revision – Original Permit #:				Shower, Bathtub
Square Feet	LOCATION OF WORK			Dishwasher
	Living Area*			Clothes washer
	Covered Porches & Decks			Floor Drain
	Uncovered Porches & Decks			Radiant Floor Piping
	Attached Garage/Shop/Shed			Water Heater
	Sunroom/Attached Greenhouse			Hose Bib
				Modular (Under-Floor)
				Other:

*Living Area" means the internal space measured from the interior of the exterior walls, excluding decks, overhangs, unenclosed porches or unheated enclosed porches, and the stairwell on one level of a two-story structure.

SJC STAFF TO COMPLETE	
Total x $11.00 =	
Process Fee:	+$34.00
Plumbing Permit Fee*	

Mechanical Equip.	Qty	Fee	TO BE COMPLETED BY SJC STAFF
			=
Furnace, Boiler, Air Handler, Oil Heater		$20.00	=
Air Conditioner / Heat Pump		$20.00	=
Kitchen Hood / ductwork		$17.00	=
Exhaust Fans / ductwork		$8.00	=
Clothes Dryer		$12.00	=
Wood / Pellet / Gas FP / Stove/Insert		$17.00	=
Chimney / Stove Pipe		$8.00	=
LPG or Fuel Oil Tank (Size)_____		$12.00	=
Underground Fuel Oil / LPG piping		$12.00	=
Gas Appliances / Outlets		$12.00	=
Other		$12.00	=
			=
Process Fee		$34.00	= 34.00
Mechanical Permit Fee*			=

Disturbed Land Area: sq. ft.

Have you been issued an Owner-Builder Permit for a Residence and/or Appurtenant Structure within the last 5 years?
☐ YES ☐ NO

WATER AVAILABILITY #: _____
SEPTIC DESIGN #:
TOTAL # OF BEDROOMS: _____
R.P.A. (or other land use permit) #:

TOTAL:

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?
☐	☐	Will the land disturbing activities (grading, excavation, fill, etc.) exceed 7000 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 CD&P for a Shoreline Permit Application.***

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.

_____

NAME OF LENDER *COMPLETE ADDRESS* *PHONE NUMBER*

UTILITY 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 CD&P 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.

CERTIFICATION:

I have examined this application and attachments and believe them to be true and correct. I have also completed an Owner/Builder Agreement relating to this permit with a full legal description, have had all owners' signatures notarized, and am submitting the Agreement with this application for recording by San Juan County, at my expense, to run with the land. All provisions of laws and ordinances governing this type of work will be complied with, whether specified herein or not. I understand that the issuing of a permit does not presume to give authority to violate or cancel the provisions of any other state or local regulation pertaining to construction or the performance of construction, or to land use or shoreline use.

PLAN REVIEW AND PERMIT EXPIRATION NOTICES:

1. 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.
2. 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.
3. Permits are subject to an annual permit renewal fee and shall expire if this fee has not been submitted on the permit's anniversary date.
4. Construction, including all required life safety inspections under new permits, shall be completed within five years from date of issuance. If construction is not completed within five years, the owner/builder shall be required to obtain a new permit and also pay full permit fees.

REQUIRED ACCESS FOR INSPECTIONS NOTICE:

Issuance of this building permit automatically conveys to CD&P, 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 final inspection is approved.

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.

NOTICE TO SUBSEQUENT PURCHASER:

This Owner Builder Permit shall be notice running with the land that the structure was built, altered or remodeled pursuant to Owner Builder Provisions of the San County Code and that plans submitted and the constructed structure were not reviewed or inspected for structural content; therefore the residence or appurtenant structure may or may not be built pursuant to State Building Code Standards.

_____ _____ _____ _____

NOTARIZED SIGNATURE – OWNER / BUILDER ***DATE*** ***NOTARIZED SIGNATURE – OWNER / BUILDER*** ***DATE***

State of _____, County of _____

I certify that I know or have satisfactory evidence that _____

is (are) the person(s) who appeared before me and said person(s) acknowledged that he/she signed this instrument and acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in the instrument.

Witness my hand and official seal:

Dated: _____

Signature: _____

Title: _____

(Seal or Stamp)

My appointment expires: _____

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PERMIT APPLICATION

ISSUE DATE: _____
PERMIT NO.: _____

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:	**Recording Data** (For Recorder's Use Only):
San Juan County Community Development & Planning 135 Rhone St Friday Harbor, WA 98250 (360) 378-2116 Permit # _____	

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
☐ Residence ☐ 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.

ENFORCEMENT OF AGREEMENT

The County may bring a lawsuit to enforce this Agreement or seek to collect penalties as set forth in the Provisions against the Owner/Builder(s) for violation of the terms of the Permit.

SEVERABILITY

It is understood and agreed to by the parties that if any part, term, or provision of this Agreement is found to be invalid or void, or if the Provisions are repealed or amended in any way, that such action shall not affect any other portion of the Agreement.

Owner/Builder(s) hereby acknowledge, with the notarized signature/s of all owners of record, that they have received a copy of the Provisions referred to in this Agreement. Further, Owner/Builder(s) understand that the Provisions and this Agreement constitute the entire agreement between the parties, and that statements, promises or representations made by either party which are not contained in those two documents shall not be binding or valid.

DATED this_____ day of _____, 20_____.

_____ _____

Signature- Owner/Builder Date Signature- Owner/Builder Date

State of _____, County of _____

I certify that I know or have satisfactory evidence that _____ is (are) the person(s) who appeared before me and said person(s) acknowledged that he/she/they signed this instrument and acknowledged it to be his/her/their free and voluntary act for the uses and purposes mentioned in the instrument.

Witness my hand and official seal:

Dated: _____ Signature: _____

Title: _____

(Seal or Stamp)

My appointment expires: _____

_____ _____

Signature- Owner/Builder Date Signature- Owner/Builder Date

State of _____, County of _____

I certify that I know or have satisfactory evidence that _____ is (are) the person(s) who appeared before me and said person(s) acknowledged that he/she/they signed this instrument and acknowledged it to be his/her/their free and voluntary act for the uses and purposes mentioned in the instrument.

Witness my hand and official seal:

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DEMO APPLICATION

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 #**	

****DEMO FEE: $105.00 PLUS $4.50 STATE SURCHARGE** **TOTAL:** ☐

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?
☐	☐	Will the land disturbing activities (grading, excavation, fill, etc.) exceed 7000 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:

Owner/Contractor sign here

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.

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

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

2015 RESIDENTIAL ENERGY COMPLIANCE PACKET

APPLICANT IS TO COMPLETE PAGES 1-4 - INCOMPLETE ENERGY FORMS WILL NOT BE ACCEPTED

Applicant/Owner Name(s)

Project Location:

Parcel # | Permit # Staff Use

Heating Fuel Source:	☐	**Electric**	☐	**Oil**	☐	**Propane (LPG)**	☐	**Other:**
Heating System:	☐	**Forced Air**	☐	**Room heaters**	☐	**Radiant/hydronic**	☐	**Heat pump**
	☐	**Existing**	☐	**Wood/Pellet stove**	☐	**Other:**		

This packet is for Prescriptive Energy Code Compliance Only.
Other compliance methods use WSU forms (link provided below).

Carefully review all of the included forms and fill them out completely, unless otherwise exempted. All information showing energy code compliance must clearly be shown on the submitted construction documents. These forms are provided as a compliance tool. They are not a substitute for the actual full text of the energy code. This can be found at http://www.energy.wsu.edu/code . The WSU website also has available similar compliance forms in an excel format for completion and would be accepted.

The following is a list of the pages in this packet and a brief description. Please read all forms and complete as required.

1) Cover Page. Fill out and sign

2) Prescriptive building envelope insulation requirements. Review, provide details on submitted plans.

3) **Energy Credit Options:** select option for compliance with Ch. 4 credit requirement and provide necessary construction details on submitted plans

4) Heat sizing compliance page. Select the box that applies to your project and provide (if required) the necessary additional heat sizing calculations and documentation.

By signing below, you are acknowledging that:

1) You have read and completed the attached forms to demonstrate compliance with the current Washington State Energy Codes & Ventilation and Indoor Air Quality provisions of the IRC.
2) You are complying with the WSEC using prescriptive methods as provided in the code.
3) You have included all necessary details demonstrating compliance with these codes on your submitted construction drawings.
4) These forms are provided as a compliance tool but do not represent all the intricacies of the codes.
5) You are aware that a complete copy of the energy code is available at www.energy.wsu/code
6) You are aware that the 2015 International Residential Code contains requirements and provisions for insulation and ventilation and copies of the Washington St. Amendments to this code are available at https://fortress.wa.gov/ga/apps/sbcc/Default.aspx
7) San Juan County is not responsible for any errors or omissions on these forms.
8) All elements of construction are subject to field inspection and correction.

Signature_____ Date_____

(Owner or other authorized agent – signature required.)

2015 WSEC **PRESCRIPTIVE ENERGY CODE COMPLIANCE** FOR SINGLE FAMILY RESIDENCES IN SAN JUAN COUNTY

The insulation values and construction details are required to be shown on the submitted construction drawings.

TABLE 402.1.1 PRESCRIPTIVE INSULATION REQUIREMENTS[a]

Building Insulation Component	U- Factor Windows and glass doors	U-Factor Skylights	Glazed Fenestration SHGC[b]	Ceiling[J]	Wall[K, L] above grade	Wall-int[K] below grade Wall-ext[C] below grade	Floor	Slab[d] on grade
U-Value or R-Value	**U= 0.30**	**U= 0.50**	**NR**	**R-49**	**R-21 Int.**	**10/15/21 int +TB R-10**	**R-30**	**R-10 (2ft. perimeter)**

FOOTNOTES: (Footnotes e, g, h, and i have been omitted. For complete text refer to WSEC complete text.)

a. *R*-values are minimums. *U*-factors and SHGC are maximums. When insulation is installed in a cavity which is less than the label or design thickness of the insulation, the compressed *R*-value of the insulation from Appendix Table A101.4 shall not be less than the *R*-value specified in the table.

b. The fenestration U factor column excludes skylights. The SHGC column applies to all glazed fenestration.

c. "10/15/21.+TB" means R-10 continuous insulation on the exterior of the wall, or R-15 on the continuous insulation on the interior of the wall, or R-21 cavity insulation plus a thermal break between the slab and the basement wall at the interior of the basement wall. "10/15/21.+TB" shall be permitted to be met with R-13 cavity insulation on the interior of the basement wall plus R-5 continuous insulation on the interior or exterior of the wall. "10/13" means R-10 continuous insulation on the interior or exterior of the home or R-13 cavity insulation at the interior of the basement wall. "TB" means thermal break between floor slab and basement wall.

d. R-10 continuous insulation is required under heated slab on grade floors. See R402.2.9.1.

f. Basement wall insulation is not required in warm-humid locations as defined by Figure R301.1 and Table R301.1.

j. For single rafter- or joist-vaulted ceilings, the insulation may be reduced to R-38

k. Int. (intermediate framing) denotes standard framing 16 inches on center with headers insulated with a minimum of R-10 insulation

l. Log and solid timber walls with a minimum average thickness of 3.5" are exempt from this insulation requirement.

Each dwelling in 1 & 2 family dwellings and townhouses as defined in Section 101.2 of the IRC shall comply with sufficient options from Table R406.2 (provided on next page) so as to achieve the following minimum number of credits. Indicate which option applies and list the option that will be used for compliance

	Small Additions: 0.5 credits Additions less than 500 square feet.
	Small Dwelling Unit: 1.5 credits Dwelling units less than 1500 square feet in conditioned floor area with less than 300 square feet of fenestration area. Additions to existing building that are greater than 500 square feet of heated floor area but less than 1500 square feet.
	Medium Dwelling Unit: 3.5 credits All dwelling units that are not included in #1 or #3.
	Large Dwelling Unit: 4.5 credits Dwelling units exceeding 5000 square feet of conditioned floor area.
	List credit(s) used from table R406.2 (found on next page):

Table 406.2 Energy Credits		
Cr.	**Option**	**DESCRIPTION OF CREDIT** *(Supporting details must be on construction drawings.)*
+0.5	☐ 1A	**EFFICIENT BUILDING ENVELOPE 1a:** Prescriptive compliance using Table R402.1.1 with the following modifications: Glazing U .= 0.28; Floor R-38; Slab on grade & below grade slab R-10 perimeter & under entire slab
+1.0	☐ 1B	**EFFICIENT BUILDING ENVELOPE 1b:** Prescriptive compliance using Table R402.1.1 with the following modifications: Glazing U .= 0.25; Wall R-21 plus R-4; Floor R-38; Basement wall R-21 int. plus R-5 ci; SOG & below grade slab =R-10 perimeter and under entire slab
+2.0	☐ 1C	**EFFICIENT BUILDING ENVELOPE 1c:** Prescriptive compliance using Table R402.1.1 with the following modifications: Glazing U .= 0.22; Ceiling and single-rafter or joist-vaulted R-49 advanced; Wall R-21 int. plus R-12 ci; Floor R-38; Basement wall R-21 int plus R-12 ci; SOG & below grade slab =R-10 perimeter and under entire slab
+0.5	☐ 1D	**EFFICIENT BUILDING ENVELOPE 1d:** Prescriptive compliance is based on Table 402.1.1 with the following modifications: Vertical fenestration U =0.24. Projects using this option cannot use Option 1A, 1B, or 1C.
+0.5	☐ 2A	**AIR LEAKAGE CONTROL AND EFFICIENT VENTILATION 2a:** Compliance based on R402.4.1.2: Reduce the tested air leakage to 3.0 ACPH max **and** all whole house ventilation requirements per M1507.3 of the IRC shall be met with a HE fan (max 0.35 watts/cfm), not interlocked with the furnace fan. Ventilation systems using a furnace including an ECM motor are allowed, provided that they are controlled to operate at low speed in ventilation only mode. To qualify for this credit the permit drawings shall specify the option selected and the maximum tested leakage and show the qualifying ventilation system.
+1.0	☐ 2B	**AIR LEAKAGE CONTROL AND EFFICIENT VENTILATION 2b**: Compliance based on Section R402.4.1.2: Reduce the tested air leakage to 2.0 ACHP max **and** all whole house ventilation requirements as determined by M1507.3 of the *IRC* shall be met with HRV system with minimum sensible heat recovery efficiency of 0.70. To qualify for this credit the permit drawings shall specify the option selected and the maximum tested leakage and show the qualifying HRV system.
+1.5	☐ 2C	**AIR LEAKAGE CONTROL AND EFFICIENT VENTILATION 2c:** Compliance based on Section R402.4.1.2: Reduce the tested air leakage to 1.5 ACHP max **and** All whole house ventilation requirements as determined by M1507.3 of the *IRC* shall be met with a HRV system with minimum sensible heat recovery efficiency of 0.85. To qualify for this credit the permit drawings shall specify the option selected and the maximum tested leakage and show the qualifying HRV system.
+1.0	☐ 3A	**HIGH EFFICIENCY HVAC EQUIPMENT 3a:** Gas, propane or oil-fired furnace with minimum AFUE of 94% **or** Gas, propane or oil-fired boiler with minimum AFUE of 92%. To qualify for this credit the permit drawings shall specify the option selected, the heating equipment type and minimum equipment efficiency.
+1.0	☐ 3B	**HIGH EFFICIENCY HVAC EQUIPMENT 3b:** Air-source heat pump with minimum HSPF of 9.0. To qualify for this credit the permit drawings shall specify the option selected, the heating equipment type and minimum equipment efficiency.
+1.5	☐ 3C	**HIGH EFFICIENCY HVAC EQUIPMENT 3c**: Closed-loop ground source heat pump; with a minimum COP of 3.3 **or** Open loop water source heat pump with a maximum pumping hydraulic head of 150 feet and minimum COP of 3.6. To qualify for this credit the permit drawings shall specify the option selected, the heating equipment type and minimum equipment efficiency.
+1.0	☐ 3D	**HIGH EFFICIENCY HVAC EQUIPMENT 3d:** DUCTLESS SPLIT SYSTEM HEAT PUMPS, ZONAL CONTROL: In homes where the primary space heating system is zonal electric heating, a ductless heat pump system shall be installed and provide heating to the largest zone of the housing unit. To qualify for this credit the permit drawings shall specify the option selected, the heating equipment type and minimum equipment efficiency.
+1.0	☐ 4	**HIGH EFFICIENCY HVAC DISTRIBUTION SYSTEM 4[a]**: All heating & cooling system components installed inside the conditioned space. This includes all equipment and distribution system components such as forced air ducts and hydronic piping. All combustion equipment shall be direct vent or sealed combustion. Locating system components in conditioned crawl spaces not permitted with this option. Electric resistance heat not permitted with this option. Direct combustion heating equipment w/ AFUE less than 80% is not permitted under this option. To qualify for this credit the permit drawings shall specify the option selected, the heating equipment type and show location of the equipment and all duct work.
+0.5	☐ 5A	**EFFICIENT WATER HEATING 5a**: All showerhead and kitchen sink faucets installed in the house shall be rated at 1.75 GPM or less. All other lavatory faucets shall be rated at 1.0 GPM or less[b]. To qualify to claim this credit, the building permit drawings shall specify the option being selected and shall specify the maximum flow rates for all showerheads, kitchen sink faucets, and other lavatory faucets.

+1.0	☐ 5B	**EFFICIENT WATER HEATING 5b**: H20 heating system shall include one of the following: Gas, propane or oil water heater with a minimum EF of 0.74 **or** water heater heated by a ground source heat pump meeting the requirements of Option 3C, **or** for R-2, a central heat pump water heater with an EF greater than 2.0 that would supply DHW to all units through a central water loop insulated with R-8 minimum pipe insulation. To qualify for this credit the permit drawings shall specify the option selected, the equipment type and minimum efficiency.
+1.5	☐ 5C	**EFFICIENT WATER HEATING** 5c: Water heating system shall include one of the following: Gas, propane or oil water heater with a minimum EF of 0.91 **or** solar water heating supplementing a minimum standard water heater. Solar water heating will provide a rated minimum savings of 85 therms or 2000 kWh based on the (SRCC) Annual Performance of OG-300 Certified Solar Water Heating Systems **or** electric heat pump water heater with a minimum EF of 2.0 and meeting the standards of NEEA's Northern Climate Specifications for Heat Pump Water Heaters. To qualify for this credit the permit drawings shall specify the option selected, the equipment type and minimum efficiency, and for solar systems, the calculation of the minimum energy savings.
+0.5	☐ 5D	**EFFICIENT WATER HEATING** 5d: A drain water heat recovery unit(s) shall be installed which captures wastewater heat from all showers, and has a minimum efficiency of 40% if installed for equal flow or a minimum efficiency of 52% if installed for unequal flow. Such units shall be rated in accordance with CSA B55.1 and be so labeled. To qualify for this credit, the permit drawings shall include a plumbing diagram that specified the drain water heat recovery units and the plumbing layout needed to install it and labels or other documentation shall be provided that demonstrates that the unit complies with the standard.
+0.5	☐ 6	**RENEWABLE ELECTRIC ENERGY 6**: See text of WSEC For complete details on this credit.

FOOTNOTES:

1) **Interior Duct Placement.** Ducts included as Option 4 of Table R406.2 shall be placed wholly within the heated envelope of the housing unit. The placement shall be inspected and certified to receive the credits associated with this option. **Exception:** Ducts complying with this section may have a maximum of 10 linear feet of return ducts and 5 linear feet of supply ducts located outside conditioned space. Ducts located outside conditioned space must have transverse and longitudinal joints sealed with mastic. If flex ducts are used, they cannot contain splices. Flex duct connections must be made with nylon straps and installed using plastic strapping as a tensioning tool. Ducts located outside the conditioned space must be insulated to a minimum of R-8.
2) **Space heating options.** Projects may only include credit from one space heating option 3A, 3B, 3C or 3D. When a housing unit has two pieces of equipment (i.e two furnaces) both must meet the standard to receive the credit.
3) **Plumbing Fixtures Flow Ratings:** Low flow plumbing fixtures (water closets and urinals) and fittings (faucets and showerheads) shall comply with the following:
   a) Residential bath lavatory sinks faucets: Max. flow rate 1.0 gal/min (tested in accordance with ASME 112.18.1/CSA B125.1)
   b) Residential kitchen faucets: Max. flow rate 1.75 gal/min (tested in accordance with ASME 112.18.1/CSA B125.1)
   c) **Residential shower heads: Max. flow rate 1.75 gal/min (tested in accordance with ASME 112.18.1/CSA B125.1)**

HEAT SIZING REQUIREMENTS PLEASE READ AND CHECK THE APPLICABLE BOX	
☐ A	This project uses a forced air or radiant (hydronic) heating and/or cooling system and shall be sized using **ACCA Manual S** based on building loads calculated in accordance with **ACCA Manual J** or other approved heating and cooling calculation methodologies. Calculations and results have been provided as an attachment to this form. Details on the equipment used shall be included on the construction drawings.
☐ B	This project is heated with one of the following: Propane fireplace, wood or pellet fireplace, individual room electric baseboard heaters, oil heaters, or ductless mini-split heat systems, or combination thereof, and does not use any equipment listed in item "A" (above). A heat sizing calculation is not required.

ADDITIONAL ENERGY CODE COMPLIANCE INFORMATION

1) A blower door test complying with WSEC R402.4.1.2 is required for all new construction.
2) High Efficacy lighting: A minimum of 75% of all bulbs used in lighting fixtures shall be high-efficacy lamps in accordance with the WSEC. R404.1

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 11/2016

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 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 the back side 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 report and/or mitigation is required.

Risk Assessment Criteria

Location criteria	Groundwater Criteria
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.**
- **Complete this application and submit to Health & Community Services with the application fee.**

PROPERTY INFORMATION:

Tax Parcel Number: _____ Property Size (acres): _____

Island: _____ Subdivision: _____ Lot Number: _____

Location Address _____ Zip Code: _____

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: _____

☐ Other New Structure: _____

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)

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/Agent Date

Rev. Code Health-Water 0001.55.321.20.52.1000

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
☐ Other New Structure with plumbing

Purveyor's Name: _____ System _____

Purveyor Title: _____ Phone #: _____

Mailing Address: _____ Email: _____

Purveyor Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Health Department comments:_____

_____

☐ Water Supply is adequate ☐ Water Supply is inadequate

_____ _____

Signature of Health Official Date

Public Works Department
San Juan County
P. O. Box 729, Friday Harbor, WA 98250
(360) 370-0050, FAX (360) 378-6405
www.sanjuanco.com/publicworks

Public Works Use Only	
Permit No:	
Date Rec'd:	
Permit Fee: $	
Road No:	MP:

Right of Way Permit Application

Where is the work proposed?	☐ Public R/W	☐ Private R/W
Owner of Work:	Tax Parcel Number:	
Project Location:		Island:

Who should we contact regarding this application?		
☐ Owner ☐ Contractor ☐ Authorized Agent/Other	Name:	Cell Phone:
	email:	Home Phone:
	Address:	
What type of work is proposed?	☒ Driveway ☐ Utility ☐ Other	
If you are doing work in the right-of-way in addition to verifying or cutting in a driveway, please attach a description of the work.		

I hereby certify that I have read and examined this permit application and know the same to be true and correct. By signing this application you agree that Public Works staff may enter the premises for the purpose of permit inspection.

Signature of Owner of Work Date	Requested Start Date	Anticipated End Date

San Juan County Staff Use Only			
1	**Critical Area Review By:**	**Comments**	**Approved Date:**
	☐ Fee Paid $_____ Receipt # _____ ☐ Additional Fee Due $_____		
2	**Permit Approved By:**	**Approved Date:**	**Expiration Date:**
	☐ Wet Weather Moratorium	☐ Approved Construction Plans Attached, Number of Pages:	
3	**48 Hour Notice From:**	**Received Date:**	**Start Date:**
	☐ Owner Builder Work	☐ Public Works Approved Contractor Name:	
4	**Final Inspection Request from:**	**Request Date:**	**Permit Closed Date:**

Fee Schedule (By San Juan County Ordinance 46-2009)		
Right of Way Access (Permanent)	$100 Each	
Right of Way Use (Temporary)	$50 Each	
Utility Installation (New)	$300 Each	
Utility Repair (Existing)	$150 Each	
Utility Parallel Trench	$0.25 Linear Foot	
After the Fact Permit Application	Fee Doubles	
	Total Fee Due	

Additional Information for Applicants:
San Juan County Code
Chapter 12.04 County Road Excavations
Chapter 12.16 Article II
Chapter 13.08 Fire Hydrants
Chapter 18.60.090 Roads – Public Roads
San Juan County Comprehensive Plan
Section B, Element 8 Utilities
Appendix 8 Utilities Inventory
Revised Code of Washington
Title 36, Chapter 75 Roads and Bridges

Instructions for Applicants

1. Work in the County road Right of Way requires a permit issued by the County Engineer.
2. Permit applications must be signed by the ***Owner of Work***, being either the property owner or the franchise owner.
3. Permit applications should be received a minimum of 30 days prior to commencing work.
4. After the Fact Permit Application fees may be waived for emergency work.
5. Permit applications must be accompanied with construction plans showing the work in sufficient detail.
6. Location and limits of work in the County road Right of Way must be flagged onsite for inspection by Public Works.
7. Permit applications will be accepted without fees but all fees must be paid prior to issuance.
8. Permits may be issued with a ***Wet Weather Moratorium*** depending on site specific conditions during the rainy season (usually October – April). No work is allowed until the County Engineer determines conditions are acceptable.
9. Unless performed directly by the property, all work in the County road Right of Way must be by a general contractor approved by Public Works (RCW 18.27 & SJC §12.04.040).
10. A current roster of public works approved general contractors and standard plans showing details for work in the County road Right of Way are online at: https://sanjuanco.com/publicworks/permitforms.aspx

General Permit Conditions

1. Notification Requirement: Applicants are required to provide Public Works with 48 hours' notice ***prior*** to commencing permitted work ***and*** after completing permitted work to schedule a final inspection.
2. Washington 811: State law requires you call Washington 811 (dial 811) at least two business days before you dig.
3. Hours of Work: Unless provided for otherwise, all work shall be performed between 7:00 a.m. and 6:00 p.m.
4. Construction Staging: Upon request and explicit approval, the County Engineer may permit staging of materials and equipment within the County road Right of Way. Upon completion the site shall be fully restored and stabilized.
5. Traffic Control: The applicant is required to provide all necessary traffic control in accordance with state law and the Federal Manual on Uniform Traffic Control Devices (MUTCD). Work zone safety is the applicant's responsibility.
6. Scope and Right of Way Verification: This permit is for work performed within the County Right of Way only. It is the responsibility of the applicant to verify the location of the Right of Way. Surveying may be required.
7. Stormwater: BMP's for stormwater runoff and erosion prevention measures shall be employed at all times.
8. Archaeological Sites: Work shall cease and Public Works shall be notified if archaeological objects are encountered.
9. As-built construction plans: A copy of the complete permit with the approved construction plans shall be kept onsite during work and submitted to Public Works, with as-built information, upon final inspection of the work.
10. Revocation: The County Engineer may revoke, annul or terminate a utility installation permit if permittee fails to comply with any or all of its provisions, requirements or regulations as herein set forth on the utility permit form, or through willful or unreasonable neglect fails to heed or comply with notices given them, or if the work described in the permit herein is not installed or operated and maintained in conformity herewith or at all. (SJC §12.16.150)

Please complete page one of this application and use the chart above to determine the fee. Please submit both pages to Community Development along with required drawings and your payment. Checks can be made payable to SJC DCD. You will be notified of any additional amount due prior to

permit issuance.

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

PERMIT APPLICATION

CERTIFICATION OF COMPLIANCE

Impervious Surface Areas Minimum Requirement #2

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
  - **New Impervious Areas on Site:**
    - Shall ***not*** be required to include all impervious areas in existence since September 1, 1991.
    - Shall include all impervious areas in existence for less than 2 years; unless final site stabilization has been verified.
    - 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.
  - **Existing Impervious Areas on a Site:**
    - Shall include all existing impervious areas regardless of date of existence.
    - Shall ***not*** include impervious areas that are part of an active project and which are considered New Impervious Areas.
    - Shall ***not*** include impervious areas in existence for less than 2 years and which are considered New Impervious Areas; unless final site stabilization has been verified.
  - **Land Disturbance associated with Project:**
    - All new areas cleared for 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, (Print name clearly), 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.

TPN: **PERMIT#:** _____

_____ _____

Signature *Date* *Signature* *Date*

LAND USE DISTURBANCE AND IMPERVIOUS SURFACES WORKSHEET

You are required to identify and list below all land-disturbance & impervious surfaces for your property as follows:

1. New Impervious Areas on Site:
    a. Shall ***not*** be required to include all impervious areas in existence since September 1, 1991.
    b. Shall include all impervious areas in existence for less than 2 years; unless final site stabilization has been verified.
    c. 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.
2. Existing Impervious Areas on a Site:
    a. Shall include all existing impervious areas regardless of date of existence.
    b. Shall ***not*** include impervious areas that are part of an active project and which are considered New Impervious Areas.
    c. Shall ***not*** include impervious areas in existence for less than 2 years and which are considered New Impervious Areas; unless final site stabilization has been verified.
3. Land Disturbance associated with Project:
    a. All new areas cleared for construction and access.
    b. All new Landscaping.

If your project involves **UNDER** 2,000 sq. ft. of new impervious surface, **and UNDER** 7,000 sq.ft. of total land-disturbing activity, you will only need to sign and comply with 'Minimum Requirement #2'; **no fee is required**.

If **new impervious surface is OVER** 2,000 sq. ft., or **OVER** 7,000 sq.ft. of total land-disturbance, submit a Stormwater Management Plan (2 copies) and a check for **$245.00** made out to **SJC DCD**.

*SQUARE FOOTAGES OF ALL IMPERVIOUS SURFACES **TO BE FILLED OUT BY APPLICANT/AGENT***

(A) NEW IMPERVIOUS

Proposed gravel driveway/parking	_____SQFT
Roof area of all proposed buildings	_____SQFT
Proposed decks, patios, covered porches	_____SQFT
Proposed sports surfaces (tennis court, etc)	_____SQFT
Area of all existing impervious surfaces created in past two years:	_____SQFT
SUB TOTAL:	**_____SQFT**

(B) IMPERVIOUS ASSOCIATED WITH ACTIVE PROJECT

Area of all OPEN projects, i.e. buildings, driveways, parking areas, decks, patios, sports surfaces, etc.	**_____SQFT**

(C) EXISTING IMPERVIOUS

Area of all existing impervious surfaces Older than 2 years	**_____SQFT**
TOTAL NEW IMPERVIOUS SURFACE AREA (A+B)	**_____SQFT**
TOTAL LAND DISTURBING ACTIVITY (Include all areas to be cleared associated with proposed project, including landscaping)	**_____SQFT**
TOTAL POST-PROJECT IMPERVIOUS AREA A_____+B_____+C_____=	**_____SQFT**

This worksheet must be completed and submitted with your building permit application.

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BUILDING PERMIT APPLICATION

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 & Planning 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:_____

FOR OFFICE USE ONLY

PAYMENT AMOUNT RECEIVED: _____ RECEIVED BY: _____

DATE	HOURS	COMMENTS

ADDRESS REQUEST / 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 you agree that Public Works personnel may enter the premises for the purpose of 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:

_____

☐ Database	☐ Edit data	☐ Post data
☐ Mapped	☐ Address	☐ Notice
☐ Add data tool	☐ Street Address	☐ DCD

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Geotechnical Report Waiver Request

APPLICANT INFORMATION

Name of Owner(s):		**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 :			

Property Owner or Agent(s) Statement: I confirm that this project meets the criteria necessary to waive a geotechnical report that are outlined in DCD's Administrative Determination No. 2014-01. I understand that the permit will be conditioned as indicated on that determination and that the DCD Director may apply additional conditions to a permit or approval decision.

Waiver Criteria: The structure, use or activity:

☐ 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);

☐ Is in a development area that contains Category II Geologically Hazardous Areas characterized by soils identified in the *USDA Soil Survey of San Juan County, Washington*, as having:

i. A high risk of erosion;
ii. A land capability subclass of "e;" and
iii. Slopes less than 15%;

☐ Does not involve construction of structural shoreline stabilization measures, including seawalls and bulkheads; and

☐ Meets the requirements of SJCC 18.30.120(C)(2)(d) and (f) (See the back of this waiver).

_____ _____

Property owner or authorized agent Date

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

_____ _____

DCD Staff Date

18.30.120 Geologically hazardous areas.

C. Protection Standards.

2. Category II.

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

i. 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

ii. 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.

f. 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

We the undersigned hereby authorize _____ to
Printed name of agent

act as our agent, and authorize them to apply for _____
Type of permit

_____

For the following parcel(s) of land:

____ _____
Parcel numbers

Signature of all property owners:

_____
Property owner signature (1)

_____
Property owner name (printed)

_____
Property owner signature (3)

_____
Property owner name (printed)

_____
Property owner signature (2)

_____
Property owner name (printed)

_____
Property owner signature (4)

_____
Property owner name (printed)