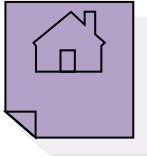




BUILDING PERMIT APPLICATION

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!



- Decks
- Workshops
- Fences
- Barns
- Garages
- Misc. Agricultural & Accessory Structures

1. **Completed Permit Application** (Purple) including Scope of Work Statement. An estimated **project valuation** must be entered at the top right of the application. A separate application is required for each structure. Enter quantities for SF and Mechanical & Plumbing equipment (if structure contains either or both).
 - a. Read the Utility Certification on page 2 of the permit application.
 - b. Mark the "SHORELINE" section indicating whether your development is within the shoreline jurisdiction (200' of the Ordinary High Water Mark (OHWM)). **IF YES**, complete the "Shoreline Exemption" section.
 - c. Mechanical & Plumbing information table filled out (if structure contains either or both).
 - d. Contractor information, including business name, address, phone, license number, OR Owner/Contractor checked and declaration signed in upper portion of 2nd page of the application.
 - e. Be sure the applicant or agent signs at the bottom of the application. If using an agent, an owner signature authorizing the agent is required.

2. **Environmental Health Review** – If your project is a new structure with plumbing for potable water, or if you are remodeling or expanding a structure and changing its use from Residential to Commercial, Accessory to Residential, or proposing an addition that results in creation of an ADU, a Water Availability Certificate is required. If your project includes plumbing, a Septic Design will need to be submitted and if you already have a septic system installed, you will need to provide the cover page from the last inspection.

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

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

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

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

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

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

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BUILDING PERMIT APPLICATION

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 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 structure is not being built on-site, you must contact 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 ROAD REQUIREMENTS 1. Maximum grade allowed:
A) Gravel driveway – 16.0 percent; B) 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.



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

ISSUE DATE: _____
 PERMIT NO.: _____

- BUILDING**
 PLUMBING
 MECHANICAL
 REVISION
 MODULAR

PLEASE CHECK ALL THAT APPLY ABOVE

PROPERTY INFORMATION

ESTIMATED VALUATION: \$ _____

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

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 # _____

PROJECT INFORMATION

Additional Project Information	Plumbing Fixtures	Qty	Mechanical Equipment	Qty	Fee	SJC STAFF TO COMPLETE
Provide Square Footage for all Applicable: Garage/Workshop: _____ Barn: _____ Covered Deck: _____ Greenhouse: _____ Fence (linear feet) _____ Comments: _____	Toilet/Urinal/Bidet	_____	Furnace, Boiler, Air Handler, Oil Heater	_____	\$20.00	= _____
	Sinks	_____	Air Conditioner/ Heat Pump	_____	\$20.00	= _____
	Shower, Bathtub	_____	Kitchen Hood / ductwork (residential)	_____	\$17.00	= _____
	Dishwasher	_____	Kitchen Hood / ductwork (commercial)	_____	\$105.00	= _____
	Clothes washer	_____	Exhaust Fans / ductwork	_____	\$8.00	= _____
	Floor Drain	_____	Clothes Dryer	_____	\$12.00	= _____
	Radiant Floor Piping	_____	Wood/Pellet / Gas FP/Stove/Insert	_____	\$17.00	= _____
	Water Heater	_____	Chimney / Stove Pipe	_____	\$8.00	= _____
	Hose Bib	_____	LPG or Fuel Oil Tank (Size) _____	_____	\$12.00	= _____
	Modular(Under-Floor)	_____	Underground Fuel Oil / LPG piping	_____	\$12.00	= _____
TO BE COMPLETED BY SJC STAFF			Gas Appliances / Outlets	_____	\$12.00	= _____
Total x \$11.00 =		_____	Other	_____	\$12.00	= _____
Process Fee: +\$34.00		_____	Process Fee	_____	\$34.00	= 34.00
Plumbing Permit Fee*		_____	Mechanical Permit Fee*	_____		= _____

MINIMUM FEE AMOUNT: \$69 | **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 | |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the property owned by a corporation? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the building permit application in a corporate name? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the proposed residence to be sold? Is the proposed residence to be rented? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the land disturbing activities (grading, excavation, fill, etc.) exceed 7000 square feet? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you own a single family residence on any other waterfront parcel in San Juan County? |

**Owner/Contractor
sign here**

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: _____

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

DEMO APPLICATION

ISSUE DATE: _____
PERMIT NO.: _____

PROPERTY INFORMATION

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

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

Description of Project/Work: _____

APPLICANT INFORMATION

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

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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 | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is the property owned by a corporation? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the building permit application in a corporate name? |
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Owner/Contractor sign here

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Name of Lender (or contractor if applicable)

COMPLETE ADDRESS

PHONE NUMBER

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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



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

San Juan County Health & Community Services reviews applications for Certificates of Water Availability 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 fee of \$150.00, and submit it to:

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

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

If submitting for a building permit, please provide a date-stamped copy of the Water Availability application page or a receipt of submittal from Health with your building permit application.

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

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

E. Special Requirements:

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

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

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

SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT



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

Staff Use Only	
Permit No:	
Date Rec'd:	
Permit Fee: \$	
Road No:	MP:

Right of Way Permit Application

Where is the work proposed?	<input type="checkbox"/> Public R/W	<input type="checkbox"/> Private R/W
Owner of Work:	Tax Parcel Number:	
Project Location:	Island:	

Who should we contact regarding this application?		
<input type="checkbox"/> Owner of Work	Name:	Cell Phone:
<input type="checkbox"/> Contractor	email:	Home Phone:
<input type="checkbox"/> Other (Authorized Agent)	Address:	

What type of work is proposed?	
<input type="checkbox"/> Driveway	Describe: <i>(attach construction plans)</i>
<input type="checkbox"/> Utility	
<input type="checkbox"/> Other	

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:
<input type="checkbox"/> Fee Paid \$ _____ Receipt # _____ <input type="checkbox"/> Additional Fee Due \$ _____			
2	Permit Approved By:	Approved Date:	Expiration Date:
<input type="checkbox"/> Wet Weather Moratorium		<input type="checkbox"/> Approved Construction Plans Attached, Number of Pages:	
3	48 Hour Notice From:	Received Date:	Start Date:
<input type="checkbox"/> Owner Builder Work		<input type="checkbox"/> 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.



PERMIT APPLICATION

ISSUE DATE:	_____
PERMIT NO.:	_____

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 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.
 - **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.
 - **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.

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 (a hard surface area that prevents or retards the entry of water into the soil such as roof tops, walkways, patios, driveways, parking lots, concrete, asphalt, gravel and packed earthen materials) for your property as follows:

1. **New Impervious Areas on Site:**
 - a. Shall not be required to include all impervious areas in existence for more than 2 years.
 - b. Shall include all impervious areas in existence for less than 2 years.
 - 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. **Replaced Impervious Areas on a Site:**
 - a. Shall include removal of an impervious surface and replacement with a new impervious surface in the same location.
 - b. Shall include removal of an impervious surface in one location and construction of a new impervious surface in another location.
3. **Existing Impervious Areas on a Site:**
 - a. Shall include all existing impervious areas in existence for more than 2 years that are not a part of an active project.
 - b. Shall not include impervious areas that are part of an active project and which are considered New Impervious Areas.
4. **Land Disturbance** (clearing, grading, excavation or fill) associated with Project:
 - a. All new areas cleared for septic systems, construction, and access.
 - b. All new Landscaping.
5. **Redevelopment projects** are projects with 35% or more existing impervious surface. All other projects are considered to be new development projects. **Check here if this is a redevelopment project.**

All NEW and REDEVELOPMENT projects with new and replaced impervious under 2,000 sf and under 7,000 sf of total land disturbing activity, sign Minimum Requirement #2 certification only. There is no stormwater permit fee.

FOR NEW DEVELOPMENT:

1. Minimum Requirements #1 - #5 (SMALL PROJECT) apply if:
 - A > 2,000 sf,
 - A – B > 2,000 sf,
 - B > 2,000 sf, or
 - land disturbing activity > 7,000 sf.
2. Minimum Requirements #1 - #10 (LARGE PROJECT) apply if:
 - A – B > 5,000 sf,
 - ¾ acre of native converted to lawn/landscaped, or
 - 2.5 acre of native converted to pasture.

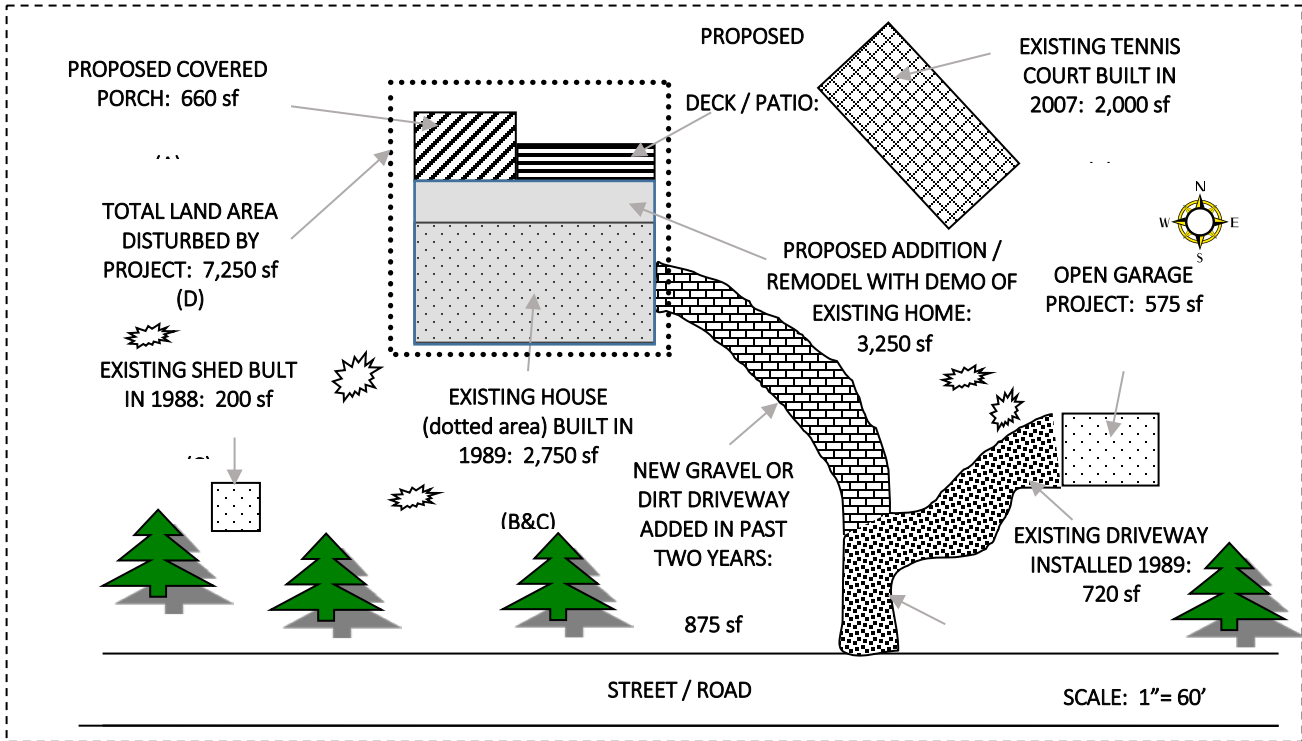
FOR RE-DEVELOPMENT:

1. Minimum Requirements #1 - #5 (SMALL PROJECT) apply if:
 - A > 2,000 sf,
 - A – B > 2,000 sf,
 - B > 2,000 sf, or
 - land disturbing activity > 7,000 sf.
2. Minimum Requirements #1 - #10 (LARGE PROJECT) apply if:
 - A – B > 5,000 sf,
 - ¾ acre of native converted to lawn/landscaped,
 - 2.5 acre of native converted to pasture, or
 - A > 5,000 sf and the value of the improvements exceed 50% of the assessed value (or replacement value) of the existing site improvements.

COMPLETE AND TALLY ALL SQUARE FOOTAGES	
(A) PROJECT IMPERVIOUS AREA – PROPOSED IMPROVEMENTS	SQUARE FEET
Proposed gravel driveway/parking	
Roof area of all proposed buildings	
Proposed decks, patios, covered porches, sports surfaces, etc.	
Area of all impervious surfaces created under an OPEN PERMIT/S	
Area of all impervious surfaces created within the PAST two years	
SUBTOTAL:	(A)
(B) REPLACED IMPERVIOUS AREA	
Area of existing impervious area within the footprint of new development	(B)
(C) EXISTING IMPERVIOUS SURFACES	
Area of all impervious surfaces existing OVER 2 years	
SUBTOTAL:	(C)
NEW IMPERVIOUS AREA = PROPOSED - REPLACED IMPERVIOUS: (A) - (B)	
TOTAL POST-PROJECT IMPERVIOUS AREA: (A) - (B) + (C)	
(D) TOTAL LAND DISTURBING ACTIVITY	
Areas to be cleared associated with proposed project, including landscaping.	

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

SAMPLE WORKSHEET & FEE INFORMATION



COMPLETE AND TALLY ALL SQUARE FOOTAGES	
(A) PROPOSED IMPROVEMENTS – NEW IMPERVIOUS AREA	SQUARE FEET
Proposed gravel driveway/parking	0
Roof area of all proposed buildings	3,250
Proposed decks, patios, covered porches, sports surfaces, etc.	1,176
Area of all impervious surfaces created under an OPEN PERMIT/S	575
Area of all impervious surfaces created within the PAST two years	875
SUBTOTAL:	(A) 5,876
(B) REPLACED IMPERVIOUS AREA	
Area of existing impervious area within the footprint of new development	(B) 2,750
(C) EXISTING IMPERVIOUS SURFACES	
Area of all impervious surfaces existing OVER 2 years	(C) 5,670
NEW IMPERVIOUS AREA = PROPOSED - REPLACED IMPERVIOUS: (A) - (B)	3,126
TOTAL POST-PROJECT IMPERVIOUS AREA: (A) - (B) + (C)	8,796
(D) TOTAL LAND DISTURBING ACTIVITY	
Areas to be cleared associated with proposed project, including landscaping.	7,225

FOR NEW DEVELOPMENT:

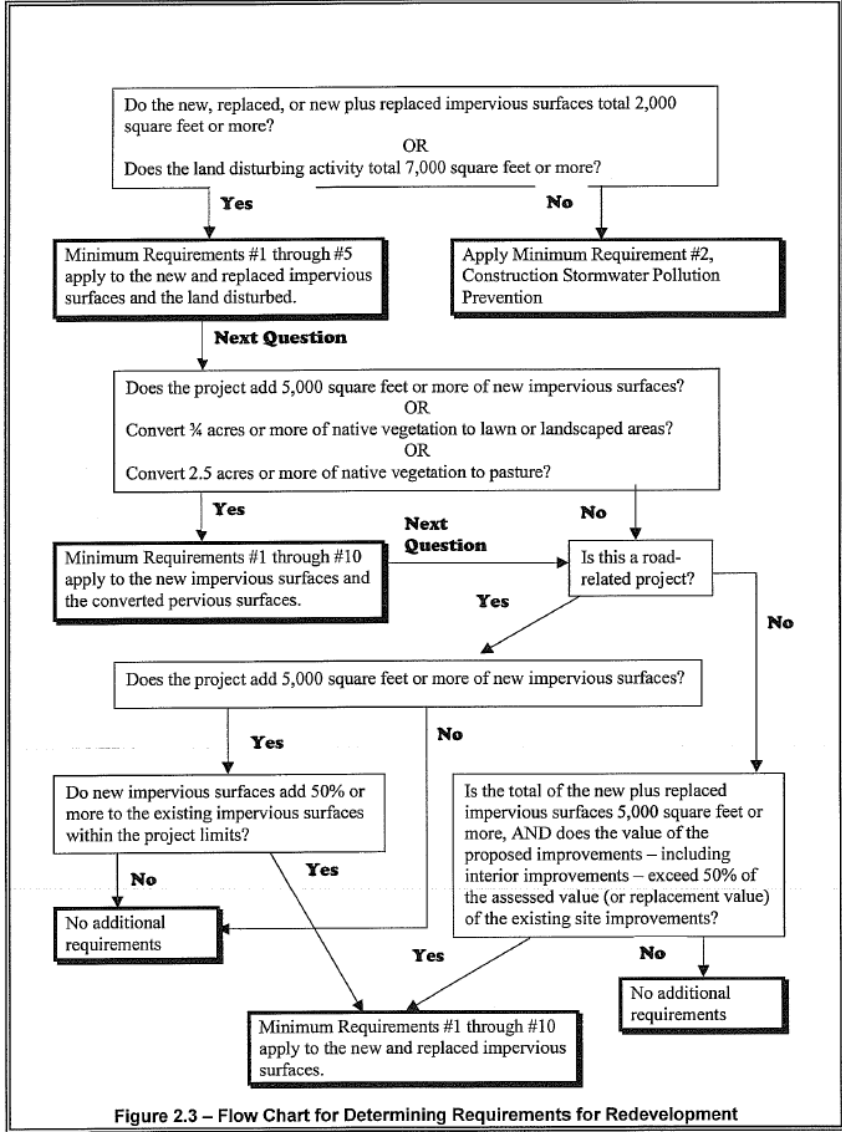
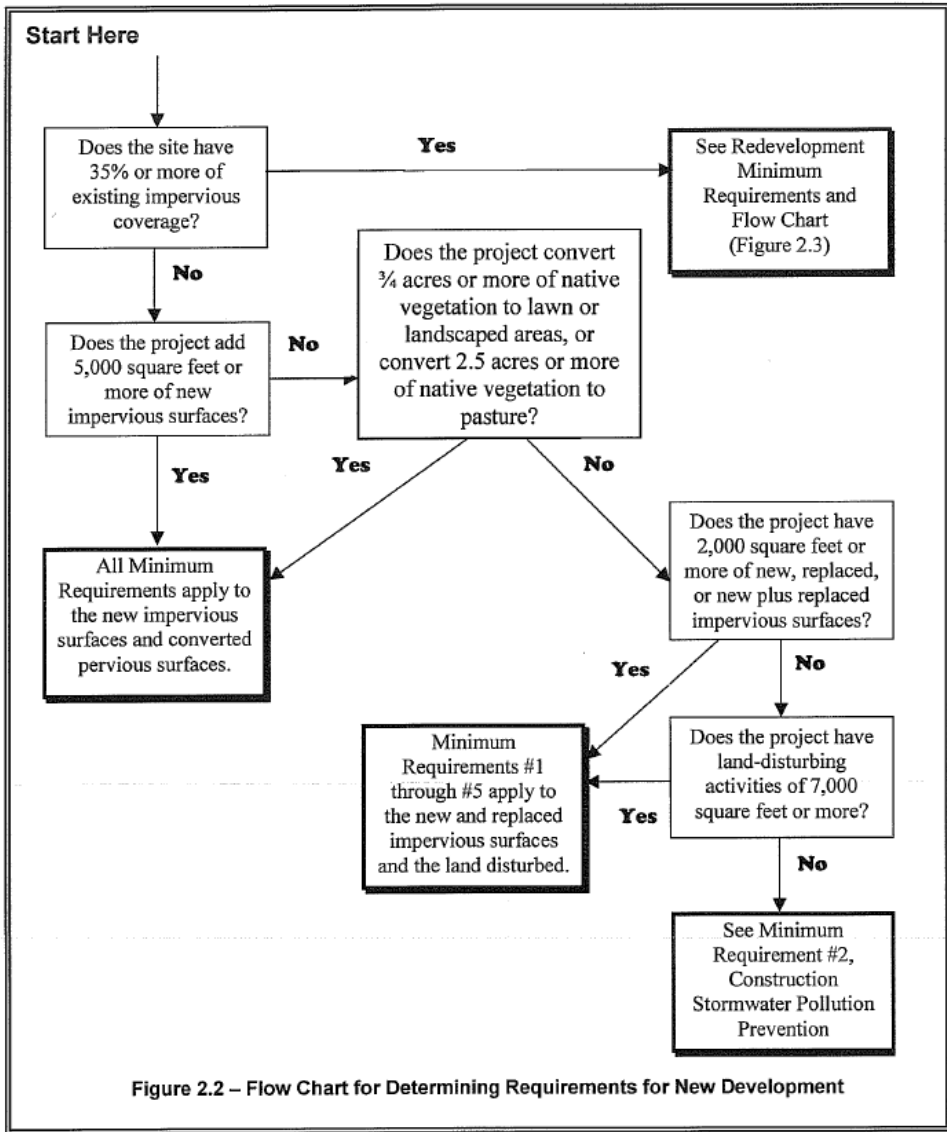
3. MR #1 - #5 (SMALL PROJECT) apply if:
 - A > 2,000 sf,
 - A – B > 2,000 sf,
 - B > 2,000 sf, or
 - land disturbing activity > 7,000 sf.
4. MR #1 - #10 (LARGE PROJECT) apply if:
 - A – B > 5,000 sf,
 - ¾ acre of native converted to lawn/landscaped, or
 - 2.5 acre of native converted to pasture.

FOR RE-DEVELOPMENT:

3. MR #1 - #5 (SMALL PROJECT) apply if:
 - A > 2,000 sf,
 - A – B > 2,000 sf,
 - B > 2,000 sf, or
 - land disturbing activity > 7,000 sf.
4. MR #1 - #10 (LARGE PROJECT) apply if:
 - A – B > 5,000 sf,
 - ¾ acre of native converted to lawn/landscaped,
 - 2.5 acre of native converted to pasture, or
 - A > 5,000 sf and the value of the improvements exceed 50% of the assessed value (or replacement value) of the existing site improvements.



Plan review fee for small and large projects is \$245.00.





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

ISSUE DATE: _____
PERMIT NO.: _____

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



SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

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dcd@sanjuanco.com | www.sanjuanco.com

PERMIT APPLICATION

ISSUE DATE: _____
PERMIT NO.: _____

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 CD&P



SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

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dcd@sanjuanco.com | www.sanjuanco.com

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 18.35.065(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

18.35.065 Geologically hazardous areas - Protection Standards.

- B. Category II.
- 4. Development shall be located in accordance with the following:
 - a. Structures and improvements shall be sited, designed, and constructed to minimize cut and fill and to retain as much of the natural topographic character of the slope as possible; and
 - b. Structures and improvements shall be located to avoid the most hazard-prone portion of the proposed development area and to preserve vegetation necessary to prevent soil erosion.
- 6. To prevent soil erosion and destabilization of slopes, areas that are cleared or graded and that are not covered with structures or other improvements must be protected until replacement plantings are established. Temporary erosion and drainage controls may be required unless permanent restoration and protection are timed to ensure slope stability in the wet season.

Agent Authorization

We the undersigned hereby authorize _____

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

For the following parcels of land _____

Signature of all property owners:

Property owner signature (1)

Property owner signature (2)

Property owner name (printed)

Property owner name (printed)

Property owner signature (3)

Property owner signature (4)

Property owner name (printed)

Property owner name (printed)