



# DEPARTMENT OF COMMUNITY DEVELOPMENT

San Juan County Department of Community Development  
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Staff will review the checklist and provide a determination of completeness/incompleteness. If the application is deemed complete for intake, the fee will be determined and you will be advised of the amount due, which will need to be submitted prior to officially accepting the application and having it entered into the system for review.

## BUILDING APPLICATION INTAKE CHECKLIST FOR: \_\_\_\_\_

(To be completed by DCD staff upon intake.)

**All items on the checklist must be included unless waived by the Building Official, Environmental Health Manager, Planning Manager, or Department Director. Waivers must be requested/decided and in place prior to submittal. Reviewer to select one checkbox for all elements except 4 & 9, which must include all that apply.**

YES	NEED	N/A	Element (These elements must be submitted with the permit application.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1. Application, signed and including Valuation</b> (with Agent Authorization Form if applicant is not property owner) If Owner/Contractor, declaration on page 2 of application signed, scope of work included. Is project in Eastsound UGA? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2. Water</b> <input type="checkbox"/> Approved Certificate of Water Availability; (attach approved Health Department Water Certificate); OR <input type="checkbox"/> Water Availability Application, under review by the Health Department (attach a copy of your date-stamped application, or receipt); OR <input type="checkbox"/> Structure/project has/requires no potable water.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3. Septic/Sewer</b> <input type="checkbox"/> Approved Septic Design for _____ Bedrooms; OR <input type="checkbox"/> public sewer with letter of availability; OR <input type="checkbox"/> Septic Design Application under review by Health (attach approved or pending design, or public sewer verification; OR <input type="checkbox"/> structure is not plumbed; OR <input type="checkbox"/> If plumbed, current septic inspection on file, dated _____; OR <input type="checkbox"/> no plumbing, additional bedrooms, or commercial kitchen proposed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>4. Stormwater Pollution Prevention Plan</b> <input type="checkbox"/> <b>Impervious Surfaces Worksheet</b> (except internal remodel only) Plan Level based on worksheet results: <input type="checkbox"/> Simple (Minimum 2); OR <input type="checkbox"/> Small; OR <input type="checkbox"/> Large
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>5. Address</b> <input type="checkbox"/> Application for GIS; OR <input type="checkbox"/> Proof of submittal to GIS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>6. Driveway (ROW) Review Application</b> <input type="checkbox"/> attached; OR <input type="checkbox"/> verification of permitted driveway from PW; OR <input type="checkbox"/> access to private road
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>7. Energy Form</b> indicating project size, credits, and/or calculations. <input type="checkbox"/> attached; OR <input type="checkbox"/> no conditioned space.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>8. Site Plan and Requirements</b> (except when doing internal remodeling only) Three copies of site plan drawn to a standard engineering scale; one in each plan set; one reduced to 11X17 or smaller for scanning.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>9. Construction Plans</b> 2 complete plan sets, compliant with the 2015 IBC or IRC, site and building specific, to standard architectural scale, with title block, North Arrow on ea pg, page _ of _ , and sized no larger than 24" X 36" including the following: <input type="checkbox"/> Site Section <input type="checkbox"/> Foundation Plan <input type="checkbox"/> Floor Plan with all rooms labeled <input type="checkbox"/> Roof Framing Plan, incl. gravity load and headers <input type="checkbox"/> Engineering/ Civil Drawings (comm. only) <input type="checkbox"/> Building Section <input type="checkbox"/> N,S,E,W Elevations <input type="checkbox"/> Floor Framing Plan unless manufactured home) <input type="checkbox"/> Landscape/Parking Plans (commercial only). <b>For new manufactured homes or commercial coaches</b> , include <input type="checkbox"/> 1 copy of the floor plan & <input type="checkbox"/> 1 copy of the installation manual - provide model year _____. <b>Pre-June 1976 requires L&amp;I Safety Inspection.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>10. Fee payment based on adopted fee schedule.</b> (Fee calculator to determine the PLAN REVIEW fee amount available at: sanjuanco.com/504) (Fees double if permit is a result of an enforcement action.)

### FOR DCD USE ONLY

This Application Is Deemed:  Complete  Incomplete By: \_\_\_\_\_  
*Printed Name*

INTAKE NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intake Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Receipt Number: 00

**EASTSOUND SUB-AREA/UGA REVIEW CHECKLIST**

<b>Permit Application #</b>	<b>Project Name:</b>		
<b>Date:</b>	<b>Airport Overlay?</b> (Section 18.30.180)	Y <input type="checkbox"/>	N <input type="checkbox"/>
<b>TPN:</b>	<b>Zone:</b>		
<b>Designation:</b>	<b>Conservancy Overlay?</b> (Fig 120-1 & Sec 16.55.250)	Y <input type="checkbox"/>	N <input type="checkbox"/>
<b>Lot Size:</b>	<b>Feature:</b>		
<b>Proposed Use:</b>	<b>Country Corner LAMIRD?</b> (Section 18.30.450)	Y <input type="checkbox"/>	N <input type="checkbox"/>
<b>Proposed Use Allowed?</b> Y <input type="checkbox"/> N <input type="checkbox"/>	<b>Citation:</b>		
	<b>Y</b>	<b>N</b>	<b>N/A</b>
Off-Street Parking Requirement Met 16.55.300(B & C)			
Parking Complies With Table 300-1			
Parking Complies With Figure 130-1			
Parking Complies With Figure 130-2			
Parking Complies With Figure 130-3			
Parking Complies With Figure 130-4			
Parking Complies With Figure 130-5			
Sign Proposed Meets Standard 16.55.300(D)			
Architectural Standards Apply 16.55.300(E)			
Complies with Architectural Standards & Figure 300-3			
Landscaping Required			
Project Meets Landscaping Requirements 16.55.300(F)			
Drainage Requirement Met 16.55.300(G)			
Exterior Lights Meet Standard 16.55.300(H)			
Open Space, Historic or Natural Feature 16.55.120 and Figure 120-1			
Complies With Conservancy Overlay District Requirements 16.55.250			
Complies With Country Corner LAMIRD Section 18.30.450			
Complies with Limit on Extension of Urban Services Outside of UGA. Sec 18.60.250			