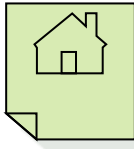




## PERMIT APPLICATION

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!

### Stand-Alone Permit Application for:



- Plumbing
- Mechanical
- Demolition
- Residential window resizing
- Commercial Re-roof/Re-siding and Window Replacement

Use this application for obtaining a permit for the installation, repair, and/or replacement of any plumbing fixture or mechanical device regulated by the adopted codes. Also for use on commercial re-roofing permits, commercial re-siding permits, and window replacement (commercial and residential).

#### Common items requiring a stand-alone permit include:

- ANY and ALL LPG (propane) line(s), tank, and/or fixture(s), that are installed, replaced, relocated, or altered.
- Installation or replacement of a water heater, boiler, or similar.
- Installation, repair, or replacement of any heating system or equipment including wood fired appliances, heat pumps, boilers, hydronic heat, and other systems not listed here. (Electric heaters are excluded. For these installations, an electrical permit must be obtained from L&I)
- Installation of a new plumbing fixture (in a new location, not replacement). Simple replacement of an existing toilet, faucet, sink, clothes washer or dishwasher **would not** require a permit. Installing a new one where one did not previously exist would require a permit. Moving the fixture to a new location would require a permit.
- Demolition or relocation of any structure regulated by adopted codes.
- Replacement of windows only requires a permit if the window opening(s) are being enlarged or reduced.
  - A permit is *not* required for residential "like-for-like" window replacement.
- Commercial window replacement must meet the Washington State non-residential energy code and all safety glazing requirements.

#### PERMIT SUBMISSION CHECKLIST

##### Please provide the following documents with your permit submission:

1.  Completed Permit Application (Green form) including "Description of Work".
2.  Signed Stormwater Management Certification of Compliance
3.  2 copies - Basic Site Plan: Location of structure, address/TPN, name of owner. (Overhead photo with structure circled is acceptable.)
4.  2 copies - Floor plan: provide a basic rough sketch including labeling all rooms and showing where appliance or fixture is located. Show location of LPG tank (if applicable), note size and indicate location of piping & outlets.



## PERMIT APPLICATION

### CRITICAL NOTICES

#### 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.

#### 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.



#### CRITICAL AREAS

##### 18.35.030 Critical areas - General exemptions.

- B. The operation, maintenance, repair, remodel, or replacement of existing structures, facilities, infrastructure systems, development areas and uses, provided there is no further intrusion into geologically hazardous areas, frequently flooded areas, wetlands, or fish and wildlife habitat conservation areas or their buffers; soil erosion is controlled; disturbed areas are promptly stabilized; and actions do not have an additional adverse effect on the functions and values of critical areas. Existing structures, uses and activities located within shorelines of the state are addressed separately as described in SJCC 18.35.025 and 18.35.110 through 18.35.140.
- C. 1. Installation and construction of: electrical, telecommunications, cable, water, sewer, and other utility lines and equipment within existing structures, facilities, infrastructure systems, development areas and uses, utility easements, and public and private rights-of-way, provided:
- There is no further intrusion into geologically hazardous areas, frequently flooded areas, wetlands, or fish and wildlife habitat conservation areas or their buffers;
  - Soil erosion is controlled;
  - Disturbed areas are promptly stabilized; and
  - Any adverse impacts to critical areas are mitigated in accordance with SJCC 18.35.040.
2. Installation and construction of utility lines and equipment not previously covered in subsections (B) and (C)(1) of this section; provided, that reasonable efforts are made to avoid impacts to critical area functions and values, and:
- BMPs are used to minimize clearing, erosion, sedimentation and other soil disturbance;
  - Disturbed areas are promptly stabilized and revegetated; and
  - Any adverse impacts to critical areas are mitigated in accordance with SJCC 18.35.040.

Note that the above activities listed in SJCC 18.35.030 (B) are exempt from standard critical area regulations, but all conditions listed under 18.35.030 (C) 1 and 2 must be adhered to and addressed.



**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**

**PLUMBING**
 **MECHANICAL**
 **DEMOLITION\*\***
 **RESIDENTIAL**
 **COMMERCIAL**
 **OTHER**

*PLEASE CHECK ALL THAT APPLY ABOVE*

**PROPERTY INFORMATION**

**VALUATION:** \_\_\_\_\_

Tax Parcel Number _____	Shoreline: <input type="checkbox"/> YES <input type="checkbox"/> NO <small>(IF YES, ANSWER SHORELINE EXEMPTION QUESTIONS ON REVERSE)</small>
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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
Date of Original Const Year: _____ Square Footage of Structure: _____	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	=
Comments: _____	Other: _____	_____	Gas Appliances / Outlets	_____	\$12.00	=
	<b>TO BE COMPLETED BY SJC STAFF</b>		Other	_____	\$12.00	=
	Total x \$11.00 =	_____	Process Fee	_____	\$34.00	= 34.00
	Process Fee: +\$34.00	_____	Mechanical Permit Fee*	_____		=
	Plumbing 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"/> | 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 CD&P 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
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**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 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.

**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 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 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.



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BUILDING PERMIT APPLICATION

CERTIFICATION OF COMPLIANCE

Stormwater Management Minimum Requirement #2

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

If your project involves less than 2000 square feet of new, replaced, or any combination of new and replaced impervious surface; and involves less than 7000 square feet of land-disturbing activity, then the applicant shall implement the **Twelve Elements of Minimum Requirement #2** of the WA State Dept. of Ecology's *Stormwater Management Manual for Western Washington* (2005).

The following criteria are to be used in making this determination:

- New Impervious Areas on Site:
a. Shall not be required to include all impervious areas in existence for more than two years.
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. (Projects that have not received a final building inspection and approval are considered "active.")
➤ 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.
➤ Land Disturbance Associated with Project:
a. All new areas cleared for construction and access.
b. All new landscaping.

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 implement the twelve Elements listed below.

TPN: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

(If assigned)

Signature

Date

Signature

Date



## BUILDING PERMIT APPLICATION

### SAN JUAN COUNTY EROSION CONTROL MINIMUM #2 REQUIREMENTS

*(RETAIN THIS DOCUMENT FOR REFERENCE)*

#### THE 12 ELEMENTS OF MINIMUM REQUIREMENT #2

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

##### **Element 1: Mark Clearing Limits**

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

##### **Element 2: Establish Construction Access**

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

##### **Element 3: Control Flow Rates**

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

##### **Element 4: Install Sediment Controls**

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

##### **Element 5: Stabilize Soils**

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

##### **Element 6: Protect Slopes**

Cut and fill slopes shall be designed and constructed in a manner that will minimize erosion. Consider soil type and its potential for erosion. Divert drainage, including stormwater from off-site, from flowing over the slope. Diverted flows shall be redirected to the natural drainage location at or before the property boundary. Contain collected flows in pipes, slope drains, or protected channels. Check dams, or partial barriers, typically constructed of rock or pea-gravel filled bags, shall be placed at regular intervals to reduce the flow velocity within trenches that have a gradient greater than 4%. Stabilize soils on slopes, as specified in Element #5.

### **Element 7: Protect Drain Inlets**

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

### **Element 8: Stabilize Channels and Outlets**

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

### **Element 9: Control Pollutants**

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

### **Element 10: Control De-Watering**

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

### **Element 11: Maintain BMPs**

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

### **Element 12: Manage the Project**

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

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

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