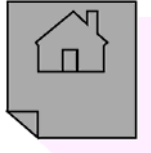




All owners must sign and have each of their signatures notarized on the "Owner Builder Affidavit for Exemption".

PERMIT EXEMPTION

Application for:



OWNER / BUILDER EXEMPTION

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

EXEMPTION APPLICATION SUBMISSION CHECKLIST

Please provide the following documents with your permit submission:

1. Typed legal land description from the deed.
2. Site Plan showing proposed structure location and distances from property lines and existing structures (all drawings legible, in ink, with **1 inch margins on 8 ½" X 11" paper**. Scale of 1 inch = 20, 30, 40, or 50 feet.
3. Elevation Plan
4. Floor Plan utilizing ¼" scale
5. Stormwater Management Plan
6. "Impervious Surfaces Worksheet" (Form SW 3) must be completed and submitted – example provided.
7. 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).
8. If you will be creating over 2,000 sf of new impervious surface, or creating over 7,000 sf of land disturbance, 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.
9. Owner/Builder Affidavit for Exemption, completed, signed by all owners, and notarized.
10. Check or money order for \$105.00

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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.

AFTER RECORDING RETURN TO:

Space Reserved for Recorder's use:

Document Title: OWNER BUILDER AFFIDAVIT FOR EXEMPTION

I/we _____ / _____

of _____
(Full mailing address)

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

(Description or use of structure)

On Tax Parcel Number: _____, **located at:** _____

Island: _____

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

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

Signature **Date**

Signature **Date**

STATE OF WASHINGTON

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

(Seal or Stamp) _____
(Signature)

(Title)

My appointment expires _____

NOTIFICATION TO OWNER BUILDERS APPLYING FOR THE OWNER BUILDER EXEMPTION

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

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

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

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

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

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

A Group "U" Occupancy accessory structure may not be heated unless permits are issued for verification of compliance to the applicable Mechanical Code and to the Washington State Energy Code.

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

SIGNATURES REQUIRED FOR APPROVAL:

Permit Coordinator: _____ Date _____

Plans Examiner: _____ Date _____

Stormwater Technician: _____ Date _____

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

DOCUMENTS TO BE SUBMITTED:

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

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

**SJC CD&P
(SAN JUAN COUNTY COMMUNITY DEVELOPMENT & PLANNING)
PO BOX 947
FRIDAY HARBOR, WA 98250**



SAN JUAN COUNTY COMMUNITY DEVELOPMENT & PLANNING

135 Rhone Street, P.O. Box 947, Friday Harbor, WA. 98250 | (360) 378-2354 | (360) 378-2116 | Fax (360) 378-3922
cdp@sanjuanco.com | www.sanjuanco.com

EXEMPTION APPLICATION

ISSUE DATE:	_____
PERMIT NO.:	_____

PROJECT SCOPE OF WORK

PROPERTY INFORMATION

Tax Parcel Number:	Owner:
Island:	Phone Number:
	E-mail Address:

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



EXEMPTION APPLICATION

ISSUE DATE: _____
EXEMPTION 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 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, Error! Bookmark not defined. (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#: _____
(If assigned)

Signature

Date

Signature

Date

The 12 Elements of Minimum Requirement #2 for Erosion Control

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.

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>

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 CD&P**.

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 <u>past</u> two years:	_____ SQFT
SUB TOTAL:	_____ SQFT
(B) IMPERVIOUS ASSOCIATED WITH ACTIVE PROJECT	
Area of all <u>OPEN</u> projects, i.e. buildings, driveways, parking areas, decks, patios, sports surfaces, etc.	_____ SQFT
(C) EXISTING IMPERVIOUS	
Area of all existing impervious surfaces <u>Older</u> 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.



SAN JUAN COUNTY COMMUNITY DEVELOPMENT & PLANNING

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cdp@sanjuanco.com | www.sanjuanco.com

O/B EXEMPTION 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 OWNER OR AUTHORIZED AGENT:

_____ DATE: _____

FOR OFFICE USE ONLY

PAYMENT AMOUNT RECEIVED: _____ RECEIVED BY: _____

DATE	HOURS	COMMENTS