



## 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  
www.sanjuanco.com

It is the permit holder's responsibility to renew their permit each year on its issue date. Failure to do so may result in revocation.

# **STANDARD BUILDING PERMIT PACKET**

This packet is designed to help you understand what information will be necessary to complete your application and to answer common questions related to your building permit.

***(Includes Plumbing and Mechanical Permits and Automatic Fire Suppression System Approvals)***

### ❖ WHEN IS A BUILDING PERMIT NECESSARY?

A Building permit is required for each individual structure before construction is started if your project involves:

- Any structure not specifically exempt by the San Juan County Code or IRC 105.2
- Storage shed which has more than 120 square feet of floor area.
- Any structure for residential use, regardless of size.
- Remodeling, except painting, papering, and similar finish work
- Placement of a manufactured or modular home, or a relocated structure.
- Where a building permit is not required, but where plumbing and mechanical work is being performed, separate plumbing and mechanical permits are required from CD & P.
- Where electrical work is being performed, separate electrical permits are required from the Department of Labor and Industries, at (360) 647-7333 or [www.wa.gov/lni](http://www.wa.gov/lni).

### ❖ WHAT LAWS APPLY TO CONSTRUCTION?

Construction must conform to standards adopted by San Juan County and the State of Washington. These include:

- 2009 International Building Code
- 2009 International Fire Code
- 2009 International Residential Code (IRC)
- 2009 International Mechanical Code (IMC)
- 2009 Uniform Plumbing Code (UPC)
- 2006 WA State Energy Code (WSEC)
- RCW 19.27 & 70.92
- WAC Chapters 51-40; 42; & 44 – 47
- SJCC Title 15 (San Juan County Building Code)
- SJC Unified Development Code
- SJC Comprehensive Plan

### ❖ LOCAL DESIGN CRITERIA

- Seismic Zone: D1
- Wind Load: 85 mph Wind Exposure: site specific
- Assumed Soil Bearing: 1500 PSF (Note: if assumed soil bearing exceeds 1500 PSF, the actual soil bearing must be verified by a Geologist, or Washington State licensed Engineer or Architect.
- Frost Depth: 12 inches
- Snow Load: 25 lb. L.L.
- Floor Load: 40 lb. L.L./30 lb. L.L. Sleeping Room
- Setbacks: Per IRC Figure R403.1.7.1 (setbacks from slopes) & UDC Tables 6.1 & 6.2 (See insert)
- Fire Hydrant Provisions: Residential Structures that contain 4000 sq. ft. or more of living area must be serviced by approved fire hydrants or a fire suppression system installed in accordance with NFPA 13-R.

### ❖ WHAT INFORMATION IS NECESSARY TO COMPLETE THE APPLICATION?

In order to submit an application for your building permit the following information should be provided:

- Type of Permit(s). You will need to tell us what type of permit you are applying for by checking the appropriate boxes on the application.
  - Generally, any new residence will require a building, plumbing and mechanical permit.
  - If you already have a building permit, but want to change the scope of work, you will need to apply for a revision.
  - If you plan to demolish a structure that would have required a building permit to construct today, you need to apply for a demolition permit. This will legally remove the structure from the tax records.
  - A modular structure is a manufactured building that was constructed elsewhere and inspected by the State in accordance with the International Codes. Generally, if you are applying for a modular permit, the building inspector will be looking at your foundation construction, and inspecting items on site as required by the State. There are differences between manufactured modular homes and HUD manufactured (Mobile) homes. A separate permit application is available for Mobile homes. Please contact CD&P if you are unsure of which application to complete.
- Estimated Valuation: Provide a cost estimate to the total value of the work, including labor and materials, for which the permit is being sought. This value should be equal to what the contract cost for new construction and materials would be. The final building valuation may be adjusted and set by the building official.
- Property Information: Parcel number, island, and street address (If your property does not have an address, one will be assigned by Public Works. All existing addresses will be reviewed. See enclosed "Address Request / Review Form". - Requires 1 copy of site plan.)
- Describe Project/Work: Provide a brief description of the purpose, extent, and nature of the project or work to be covered by the permit.
- Applicant Information: Owner's name, mailing address, and phone #.
- Contractor and Designer Information:
  - Provide the Contractors' name, mailing addresses, phone #'s, and License #'s. If you choose to act as your own general contractor, or you plan to build the structure yourself, please write "Owner" in this space and check the "Owner/Contractor Affidavit" box on the back side of the Application Form. The Contractor or Owner/Contractor lines of the permit application must be complete in order to issue the permit (per Washington State Law).
  - Architect, Engineer, or Designer's name, mailing address, and phone # (if applicable).

- Contact Information:  
Name, mailing address, phone # and FAX # of the person we should contact if we have any questions regarding your application or plans. The plans examiners, at their discretion, may also contact the architect, engineer, or designer responsible for the construction documents.
- Building Application Type:
  - Residential: includes any structure or portion of a structure (addition) that will be constructed for the private use of the owner and with no commercial use.
  - Commercial: for commercial, industrial, office and other non-residential uses.
  - Repair/Remodel: for changes or repairs to an existing building.
  - Revision: where changes are to be made to a structure with an open permit (has not yet had a final inspection.)
  - Change of Use: Changing the approved use of a structure. i.e., structure has been approved as a garage and owner wants to convert to a bedroom.
  - Other: If the type of building application doesn't fit into the categories we listed, please specify.
- Type Of Floor Area Being Permitted:  
List the Floor Area in square feet (including the outside walls) for the type of structure or area where the work will occur. This information is needed to help us determine the Permit Fees. The Permit Coordinator may require additional information to determine compliance with Land Use Laws.
- Disturbed Land Area:  
Specify, in sq. ft., the area that will be disturbed. If > 7,000 sq. ft., requirements #1 thru #5 of the Stormwater Management Manual apply, including a Stormwater Site Plan and a Construction Stormwater Pollution Prevention Plan. Plans must be approved by CD&P prior to any land disturbance. Additional requirements apply where  $\geq \frac{3}{4}$  acres of native vegetation are converted to lawn or landscaping, or where  $\geq 2.5$  acres of native vegetation are converted to pasture.
- Plumbing Fixtures:
  - If you apply for a Plumbing Permit, you need to tell us how many of each of the plumbing fixtures you plan to install. Sinks include wash basins, bar sinks, kitchen sinks (a double kitchen sink counts as one sink), floor sinks, and laundry sinks. If you apply for a Modular Permit, San Juan County is required to inspect the under floor plumbing system.
  - Once you have determined the total number of fixtures to be installed, multiply the total by \$11.00. Then add the \$33.25 Process Fee to determine the Plumbing Permit fee.
  - Stand Alone Plumbing Permits are a minimum of \$105.00
  - Floor Plans: If the Plumbing Permit consists of relocating existing fixtures, or the provision for new fixtures, provide 2 Floor Plans.
- Mechanical Equipment:
  - If you apply for a Mechanical Permit, you need to tell us how many of each type of mechanical fixtures you plan to install.
  - Floor, wall and unit heaters apply only to non-electric units. (LPG or Fuel Oil only)
  - Exhaust fans are required in every bathroom, water closet, laundry room, indoor swimming pool, spa, and other rooms where excess water vapor or cooking odor is produced, regardless of whether or not the room has an openable window. Range hoods or down draft exhaust vents in a kitchen may serve as the exhaust fan for this room.
  - Gas outlets include every shutoff valve for LPG (propane) appliance located within the structure. The cost for the first 4 outlets is \$6.50 total.
  - Add \$2.00 for each additional outlet over 4.
- Underground piping includes both fuel oil and LPG (propane) exterior locations.
- Once you have determined the total cost of the fixtures, add the \$33.25 Process Fee to determine the Mechanical Permit fee.
- Stand Alone Mechanical Permits are a minimum of \$105.00
- Floor Plans: If the Mechanical Permit consists of relocating existing appliances and/or equipment, or the provision for new appliances and/or equipment, provide 2 Floor Plans.
- Driveway Permit #:
 

This number is issued by the San Juan County Public Works department: (360) 370-0500. You will need to obtain a driveway permit if you are creating a new driveway that enters onto a County Road. If your driveway enters a private road, a driveway permit is not required. However, you are still responsible for compliance with provisions for environmental sensitive/critical areas and for fire apparatus access requirements. Prior to the construction of your driveway contact San Juan County Community Development & Planning at (360) 378-2116 to verify applicable requirements.
- Water Availability #:
 

The San Juan County Health Department (360) 378-4474 issues this number. RCW 19.27.097 requires that each applicant for a building permit where potable water is required shall provide evidence of an adequate water supply for the intended use of the building. An approved and signed Certificate of Water Availability should be submitted with the Building Permit Application. If this process is not completed at the time of application, you should keep in contact with the Health Department, and provide the CD&P with the approved form when it is completed. The permit cannot be issued until the Water Certificate number is assigned. If you have any questions regarding Water Availability please contact the Health Department.
- Septic Design #:
 

The San Juan County Health Department issues this number: (360) 378-4474. The septic design will establish the maximum number of bedrooms allowed in a residence. The building permit can't be issued until a Sewer Certificate number has been assigned. Please contact the Health department if you have any septic design questions.
- Total # of Bedrooms:
 

The Health Codes create a link between the size of the required drain field and the number of bedrooms in the structure being served by the on-site sewage disposal system. For the purpose of reviewing building permit applications with respect to the number of bedrooms for which a septic design has been approved, a 'bedroom' is determined to have been created where:

  - A room, regardless of how it is labeled on the plans, which is not less than 7' wide and has a total area of at least 70 square feet, and
  - Contains a closet or a recessed or delineated area which is useable as, or readily convertible for use to a closet, and / or
  - Contains or has direct access to a toilet and/or bathing and/or showering facilities.
  - A room labeled as a bedroom on the plans, which is not less than 7' wide and has a total area of at least 70 square feet.

Other rooms which are functionally and normally useable for sleeping purposes may also be classified as bedrooms when an alternate use cannot be reasonably determined by permanently installed construction elements, fixtures, or appliances.
- RPA # (Residential Pre-Application Site Plan):
 

When an applicant wants CD&P to determine if a proposed structure is consistent with current land use regulations, he or she may request a pre-application site plan approval by completing an RPA application, available from CD&P. This is generally used for shoreline parcels. It is not a permit, does not vest the project, and does not preclude the project from complying with all applicable regulations upon submittal of a complete building permit application.
- Shoreline:
 

Shoreline parcels include parcels within 200' of ordinary high water mark. They may require further review for compliance with shoreline rules. If

any portion of your parcel is within 200' of the shoreline check "yes" on the application.

Please indicate clearly on the plan sets, or attach separate sheets showing the profile views of all faces of the buildings in the shoreline 200 foot zone 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.

➤ **Shoreline Exemption:**

If your permit application is for a waterfront parcel, you will need to answer yes or no to the following questions:

- Is the property owned by a corporation?
- Is the building permit application in a corporate name?
- Is the proposed residence being built to sell?
- Is the proposed residence to be rented?
- Will site grading (excavation or fill) exceed 7,000 sq. ft.?
- Do you own a single-family residence on any other waterfront parcel in San Juan County?

✓ If you answered yes to any of these questions, please contact the CD&P for shoreline permit application procedures.

➤ **Owner/Contractor Affidavit:**

If you choose to act as your own general contractor, or wish to do the construction yourself, you may check the Owner/Contractor Affidavit box on the application. The owner must sign the application form.

➤ **Lender Information:**

Washington State Law, RCW 19.27.095, requires that all building permits include the name, address, and phone number of the office of the lender administering 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. The bond amount must be at least 50% of the total amount of the construction project. (Keep in mind that contractors are only required to carry a bond amount of \$6,000 in order to be licensed.)

❖ **HOW MUCH WILL MY PERMIT COST?**

- In addition to the Plumbing and Mechanical Permit Fees ( as calculated on the application form), the fees for Contractor and Owner Contractor Permits are established by San Juan County Ordinance and are a percentage of valuation (see Estimated Valuation). The Contractor and Owner Contractor Permit Fees are calculated based on the following:

1 & 2 Family Building Permit	.7% of value, \$105 min.
1 & 2 Family Plan Review	.4% of value
Commercial, Multi-family, Mixed Use Building Permit	1.1% of value, \$105 min
Commercial, Multi-family, Mixed Use Plan Review	65 % of permit fee

- Plan Review fees are due at Permit Application Submittal.
- Building Permit fees are due at Permit Issuance.
- Automatic Fire Suppression Systems are assessed additional fees per the following schedule:  
 Commercial Projects - \$575.00 plus \$10.00 per head  
 Residential Projects - \$400.00 plus \$10.00 per head

SEE ENCLOSED BULLETIN FOR HELP IN CALCULATING YOUR DEPOSIT AMOUNT

❖ **HOW LONG WILL IT TAKE TO RECEIVE THE PROCESSED PERMIT?**

Our goal is to have your permit ready in four to six weeks, but current workload and other factors can cause the process to take longer. The best thing you can do to speed things long is to provide detailed, legible information when you first apply. Incomplete plans will cause delays. The length of time needed to approve the permit will largely depend upon the amount of time it takes for all of the necessary information to be received, reviewed, re-reviewed (when necessary) and approved. We'll call you as soon as your permit is ready.

❖ **WILL I NEED OTHER PERMITS OR APPROVALS IN CONJUNCTION WITH MY APPLICATION?**

- Automatic Fire Suppression Systems will be reviewed and approved as a deferred submittal. A separate application form along with 3 sets of plans is required to be submitted to CD&P within 60 days of the permit issuance. Plans must be approved, and all applicable fees paid, prior to Framing Inspection. Additionally, the Fire Marshall must approve the rough installation of the Automatic Fire Suppression System prior to the Framing Inspection.
- Electrical permits can be obtained from the Washington Department of Labor and Industries, ((360) 647-7333 or www.wa.gov/lni). Electrical permits are required for all electrical work as required by the National Electrical Code.
- A Flood Elevation Certificate is required for structures proposed to be constructed in a FEMA flood zone.
- Address review is required by Public Works for all new construction. An "Address Request / Review Form" can be found in this packet.
- A driveway access permit is required if you are constructing a new driveway from a public County road. A "Driveway / Access Permit Application" can be found in this packet.

❖ **WHAT DOCUMENTS SHOULD BE SUBMITTED TO OBTAIN A BUILDING OR MODULAR PERMIT?**

- A Completed Permit Application. Be Sure It Is Signed!
- Plans - 2 Sets. (See Sample Plan Bulletin) Plans must be to scale (Floor Plans, Foundation Plans, and Framing plans are required to be ¼ inch per foot scale) and include:
  - Site Plan (3 copies) one for Public Works
  - Site Profile (2 copies)
  - Building Elevations (all sides – Include ground level grade lines that indicate the Existing Pre-development grades and the proposed Final Post-Development grades.)
  - Floor Plan (for each floor level)
  - Foundation Plan (including reinforcing and hold downs)
  - Floor Framing Plan(s) (joist, beams, girders & headers)
  - Wall Framing Details (beams, girders, # of jack studs, post & wall bracing location and schedules)
  - Roof Framing Plan (rafters, trusses, beams, & headers)
  - Typical Cross Section
  - Engineering Construction Specifications (if applicable)
  - Stormwater Drainage Plan (if required) – 3 Sets + Impervious Surfaces Worksheet Filled Out with \$245.00 check made out to SJC CD&P.
- Structural Calculations – 1 set. (if applicable)
- A structure that does not meet the prescriptive requirements of the International Building or Residential Codes must be designed by an Architect or Engineer licensed by the State of Washington. Most commonly, structural calculations are required when a building lacks adequate braced wall panels, has over height studs, is constructed with posts and piers, does not have a direct load path from the roof to the foundation, or has concrete retaining walls over 5 feet in height and holding a surcharge.
- Please note that if the engineer or architect has determined through calculation that specific methods of construction are required, these requirements must be included on the full size structural

construction drawings (foundation and framing plans). For other than minor work, plans containing engineered design requirements must bear the seal of the engineer or architect responsible for the plans or for the transfer of the design requirements to the plans.

➤ **Structural Calculations (Continued)**

- If calculations are required, the structural plans and the calculations must be stamped and signed by the architect or engineer of record, whoever is responsible for the structural design of the project, and the design criteria should be provided.

➤ **Energy Compliance Form – 1 Form**

- Washington State requires that all heated structures comply with specific insulation values and window ratings to minimize heat loss and conserve energy.
- A Prescriptive Compliance Form for standard framed homes is included in the application packet. For log structures see energy form item #12.
- If you do not like the options in the prescriptive packet, you may contact an energy consultant to perform calculations to show compliance, or you may contact the CD&P and request a component analysis form in which you may do your own calculations.
- Heated garages/shops must comply with the Non Residential Energy Code. Compliance forms are available upon request.

❖ **DEMOLITION PERMIT - WHAT DOCUMENTS SHOULD BE SUBMITTED?**

- A completed Permit Application. Be sure it is signed!
- Site Plan - 2 sets, each clearly indicating which structure is being demolished.
- Fee is \$61.00 plus \$4.50 state surcharge.

❖ **WHAT DOCUMENTS SHOULD BE SUBMITTED TO OBTAIN A REVISION PERMIT?**

- Permit Application Form  
➤ Plans - 2 sets

- Must clearly depict original information and all revisions must be highlighted or bubbled for easy review by the plans examiner. Any revision that significantly modifies the original plan or any revision that is not accurately drafted may be returned by the reviewer who will request that complete new plans be drafted and returned to the building department for approval.
- A letter requesting revision must accompany all plans or specifications, which clearly describes the intent of the revision in full.
- Construction projects may be delayed or construction prohibited until the CD&P approves the revision.

❖ **WILL THE PERMIT APPLICATION EXPIRE?**

The permit application is valid for 180 days (6 months) from the date of application, unless application has been pursued in good faith. Extensions may be granted by the Building Official upon written request and where justifiable cause is demonstrated.

❖ **WILL THE PERMIT EXPIRE?**

Your building permit will expire, by limitation, if the permit is not renewed annually, if work is not commenced within 180 days of issuances, or if work is suspended or abandoned for more 180 days. Extensions of a permit may be approved by CD&P when a written request demonstrating cause for an extension is provided. At a minimum, an inspection should be requested at least once every 180 days to assure the validity of the Permit.

❖ **IS THERE A PERMIT RENEWAL FEE?**

- Building Permits must be renewed every year (from date of issue) until the construction is complete and the work is approved in form of a final inspection.
- A renewal fee of \$55.50 (subject to change) should be sent to the CD&P every year until the project has been finalized. Please make the check or money order payable to SJC CD&P. Please note the permit number on the check.
- If the work authorized by the permit is not started or is stopped for a period of 180 days, the permit may not be renewed. It will be the owner's responsibility to assure that work on the project is in progress and the permit has not expired.

❖ **WHAT INSPECTIONS ARE REQUIRED?**

At the very minimum, the following inspections are required on most new construction:

- **Setback, Footing, Foundation Stem wall, Slab on Grade:** To be made after excavations for footings are complete and any required steel, hold downs, and forms are in place.
- **Underground Plumbing & Mechanical, & Under Slab Insulation:** To be made after all in or under-slab building service equipment, piping accessories, mechanical ducts, and/or under slab insulation are in place; and before concrete is placed.
- **Shear Wall & Roof Nailing:** To be made after all shear wall and roof sheathing is applied and prior to any wall or roof covering.
- **Framing, Rough- In Plumbing, & Rough-In Mechanical:** To be made after all framing, fire blocking and bracing are in place and all pipe, chimneys and vents are complete and the rough plumbing, and heating wires, pipes and ducts are installed, the rough electrical is approved by Labor & Industries, and, where applicable, the rough fire suppression system has been approved by the Fire Marshall.
- **Insulation:** To be made after all insulation and windows are installed, and before finish wall material applied or window stickers removed. Check Window U-Values.
- **Other Inspections:** Other inspections may be required as determined necessary by the Building Official.
- **Final:** After all work is complete and building is ready for occupancy.

❖ **HOW DO I REQUEST AN INSPECTION?**

To request an inspection you will need to call our inspection request hotline at: (360) 378-6270

Requests for inspections on San Juan, Lopez and Orcas must be called in by 3 p.m. on the day before you would like the inspection. Outer Island inspections must be called in by 3 p.m. the Friday before we need the inspection.

At 3 p.m. we will empty the answering machine. So if you call in after 3 p.m., you won't be on the next day's schedule. When you call in you will need to provide all of the following information:

- Island where inspection is to be done
- The day you would like the inspection
- Permit Number
- Owner's Name
- Project Address
- Contact Person and Contact Person's Phone Number
- Type of inspection you would like.

If any of this information is missing when you leave your message, we may not be able to perform the inspection on the day you requested.

If your home is not being built on site, please contact SJC CD&P to discuss how it will be brought to the islands and to your building site.

❖ **HOME NOT BUILT ON SITE? – PLEASE NOTE:**

If your home is NOT being built on site, please contact SJC CD&P to discuss how it will be brought to the islands and to your building site.