



SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

135 Rhone Street, PO Box 947, Friday Harbor, WA 98250

(360) 378-2354 | (360) 378-2116

dcd@sanjuanco.com | www.sanjuanco.com

2022 DCD Application Checklist for Residential Building permits

Complete applications will be processed faster. Incomplete applications delay review times.

1. **Application:** REQUIRED FOR ALL PERMITS
 - a. Completely fill out application and sign it (They must be either signed Electronically, or with a pen and scanned in). Include details for contacts, contractors, address, or parcel number. Owner contractors must also sign page 2.
 - b. Agent authorization needed when 3rd party is applying on behalf of the owner.
2. **Site Plan:** Must include the following, and be to standard engineering scale: see instructions and examples on SJC website (LINK) (*shoreline parcels require additional information*)
 - a. **Title Block**
 - b. **Scale**
 - c. **North Arrow**
 - d. **Property Lines**
 - e. **Setbacks**
 - f. **Easements**
 - g. **Existing and Proposed Structures**
 - h. **Adjacent Buildings**
 - i. **LPG tanks and lines (both above and below grade)**
 - j. **Driveways and Parking**
 - k. **Adjacent Roads**
 - l. **Spot Elevations and Topography**
 - m. **Show location of Water Supply**
 - n. **Show location of all Sewage Disposal Systems**
 - o. **Water Bodies, Wetlands, and Drainage**
 - p. **Shoreline:**
 - i. **Tree Plan**
 - ii. **Ordinary High Water Mark**
 - iii. **Top and Toe of Bank**
 - iv. **Setback from Top of Bank and O.H.W.M.**
 - v. **200' Shoreline Jurisdiction**
3. **Profile, or Section drawing** showing
 - a. **Title Block**
 - b. **Scale**
 - c. **Show location of Water Supply**
 - d. **Show location of all Sewage Disposal Systems**
 - e. **Water Bodies, Wetlands, and Drainage**
 - f. **Building Height**
 - g. **Roof Pitch**

4. **Water/sewer/septic:**
 - a. Health dept reviews and approves water and septic/sewer applications. Water availability and septic designs must be submitted to health and community services along with the associated fees PRIOR to, OR simultaneously with submitting your permit application to DCD. SJC Health dept requires Water and Sewer review for any new plumbing, or when increasing bedroom count.
5. **Stormwater plan:**
 - a. Stormwater forms must be filled out based on the scope of your project. Impervious surface worksheet and the flow chart will help you determine what size of stormwater plan you must include with your application. Fill out forms completely.
6. **Construction drawings:**
 - a. Drawings must show details of how your project is built and meets current minimum code standards. Plans should be numbered, with a title block, and name of owner, include tax parcel number and or address. Details should include everything from the foundation to the roof, such as floor plans, roof construction, building sections, elevations (N,S,E,W). Plans must be dimensioned, all rooms labeled, appliance and heating equipment locations shown, egress windows, Smoke and CO detector locations etc. Plans must be to standard architectural scale. Plans must show how it meets prescriptive code minimums must be engineered. We don't design it for you.
7. **Energy Code:** Info to show on plans must include 1) Prescriptive Method (or Component Performance), 2) Glazing Schedule & 3) Heating System Sizing Calculator. Forms are available online at:
 - a. <http://energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx>. Form must be filled out completely.
8. **Address Request/GIS:** This form is REQUIRED for all applications to verify E911 address in our emergency responder system. Please fill out form entirely even if you already have an address. Application for GIS; OR Proof of submittal to GIS.
9. **Right of Way, "ROW":** For access to public roads, you will need a ROW application, or verification of permitted driveway when existing. Private roads do not require this document.
 - a. Provide verification of permitted driveway from Public Works; OR access to private road. (N/A)
10. **Review Fees:**
 - a. Plan review fees are based on valuation of labor plus materials. The SmartGov Permit Portal will calculate the fees due to begin review of your documents. This fee is required at submittal to start the review of your application. Remaining fees are calculated during review and the balance is due at permit issuance.

Check the San Juan County DCD Webpage and SmartGov portal for more information.

EASTSOUND SUB-AREA/UGA REVIEW CHECKLIST

| | | | |
|--|---|----------------------------|----------------------------|
| Permit Application # | Project Name: | | |
| Date: | Airport Overlay? (Section 18.30.180) | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| TPN: | Zone: | | |
| Designation: | Conservancy Overlay? (Fig 120-1 & Sec 16.55.250) | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| Lot Size: | Feature: | | |
| Proposed Use: | Country Corner LAMIRD? (Section 18.30.450) | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| Proposed Use Allowed? Y <input type="checkbox"/> N <input type="checkbox"/> | Citation: | | |
| | Y | N | N/A |
| 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 | | | |