



# 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

Issue Date: \_\_\_\_\_

PERMIT APPLICATION PLEASE CHECK ALL THAT APPLY

Permit No.: \_\_\_\_\_

**BUILDING**    **PLUMBING**    **MECHANICAL**    **REVISION**    **DEMOLITION\*\***    **MODULAR**

ESTIMATED VALUATION

\$ \_\_\_\_\_

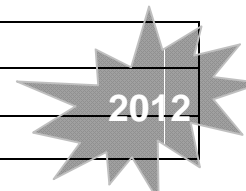
PROPERTY INFORMATION:

Tax Parcel Number \_\_\_\_\_

Project Street Address (if assigned): _____	Island: _____	<b>SHORELINE:</b>
Description of Project/Work: _____		YES <input type="checkbox"/> NO <input type="checkbox"/>
		If YES, answer shoreline exemption questions on back

APPLICANT INFORMATION:

Name of Owner(s): \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_



CONTACT INFORMATION/AGENT (This is the person to be contacted about this permit application)

CONTACT PERSON				MAILING ADDRESS, ZIP		PHONE	E-MAIL or FAX #	
<b>Building Application Type</b>				<b># ea.</b>	<b>Plumbing Fixtures</b>	<b>Mechanical Equip.</b>	<b>Qty.</b> <b>Fee</b>	<b>TO BE COMPLETED BY SJC STAFF</b>
	<b>New</b>	<b>Addition</b>	<b>Remodel</b>		Toilet/Urinal/Bidet	HVAC; Furnace, Boiler, Air Handler	\$20.00	= _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Sinks	Non-Elect Unit Heater & Zero-Clear FP	\$20.00	= _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Shower, Bathtub	Kitchen Hood/ ductwork (residential)	\$17.00	= _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Dishwasher	Kitchen Hood/ ductwork (commercial)	\$105.00	= _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Clothes washer	Exhaust Fans / ductwork	\$8.00	= _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Floor Drain	Clothes Dryer	\$12.00	= _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Radiant Floor Piping	Wood/Pellet Stove/FP insert	\$17.00	= _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Water Heater	Wood Stove Piping	\$8.00	= _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Hose Bib	LPG or Fuel Oil Tank (Size) _____	\$12.00	= _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Modular (Under-Floor)	Underground Fuel Oil/LPG piping	\$12.00	= _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Other:	Interior Gas Piping	\$12.00	= _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>TO BE COMPLETED BY SJC STAFF</b>	Oil / Kerosene Heater	\$12.00	= _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Total x \$11.00 =	Other	\$12.00	= _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Process Fee: +\$34.00	Process Fee	\$34.00	= 34.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Plumbing Permit Fee*	<b>Mechanical Permit Fee*</b>		= _____
<b>Square Feet</b>	<b>Type of Floor Areas Being Permitted</b>			<b>ACCESS PERMIT #:</b> _____				
<input type="checkbox"/>	Commercial			<b>WATER AVAILABILITY #:</b> _____				
<input type="checkbox"/>	Residential			<b>SEPTIC DESIGN #:</b> _____				
<input type="checkbox"/>	Garage/Shop/Shed/Barn			<b>TOTAL # OF BEDROOMS:</b> _____				
<input type="checkbox"/>	Un-Finished Basements			<b>R.P.A. (or other land use permit) #:</b> _____				
<input type="checkbox"/>	Uncovered Porches/Decks							
<input type="checkbox"/>	Covered Porches/Decks							
<input type="checkbox"/>	Greenhouse/Sunroom							
<input type="checkbox"/>	Other							
<input type="checkbox"/>	<b>Total</b>							
<b>Disturbed Land Area:</b> _____ sq. ft.								

\*Minimum fee for stand-alone Plumbing and Mechanical Permits is \$69.00 | \*\*Demolition fee is \$105.00 plus a \$4.50 state surcharge.

CONTRACTOR(S) AND DESIGNER INFORMATION:

OWNER CONTRACTOR  (CHECK BOX & SEE DECLARATION ON REVERSE SIDE)

GENERAL CONTRACTOR OR OWNER/CONTRACTOR	MAILING ADDRESS, ZIP	PHONE	LICENSE #
PLUMBING CONT. OR OWNER/CONT. (if applicable)	MAILING ADDRESS, ZIP	PHONE	LICENSE #
MECHANICAL CONT. OR OWNER/CONT. (if applicable)	MAILING ADDRESS, ZIP	PHONE	LICENSE #
ARCHITECT, ENGINEER, OR DESIGNER OF RECORD	MAILING ADDRESS, ZIP	PHONE	E-MAIL or FAX #

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. **\*(Legal Owner must sign the application in order for it to be valid.)**

**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"/> | Will the land disturbing activities (grading, excavation, fill, etc.) exceed 7000 square feet? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you own a single family residence on any other waterfront parcel in San Juan County?        |

**STOP: If you answered yes to any of these questions, contact CD&P for a Shoreline Permit Application**

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

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.

PLAN REVIEW AND PERMIT EXPIRATION NOTICES:

1. 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.
2. 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.
3. 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.

\_\_\_\_\_  
Signature of Applicant (Owner or Authorized Agent)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Legibly Printed Name of Applicant

**(Owner Signature required if box checked for Owner Contractor)**

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



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### **STANDARD SAN JUAN COUNTY 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 or IBC 105.2
- A storage shed which has more than 200 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)
- 2009 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:  
Complete the "Project Scope of Work" form.
- 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, with no commercial use.
  - Commercial: for commercial, industrial, office and multi-family dwellings.
  - 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. The Permit Planner 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.
  - A \$34.00 process fee is added to the Plumbing Permit fee.
  - Stand Alone Plumbing Permits are a minimum of \$69.00
  - 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.
  - Interior gas piping will be assessed a \$12.00 fee.
  - Underground piping includes both fuel oil and LPG (propane) exterior locations.
  - A \$34.00 process fee will be added to the individual fees. All totals will be calculated by SJC Staff.
  - Stand Alone Mechanical Permits are a minimum of \$69.00
  - Floor Plans: If the Mechanical Permit consists of relocating existing appliances and/or equipment, or the provision for new appliances and/or equipment, provide two (2) Floor Plans.
- Access Permit #:  
This number is issued by the San Juan County Public Works department: (360) 370-0500. You will need to obtain an access permit if you are creating a new access that enters onto a County Road.  
If your driveway enters a private road, an access 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, Owner Contractor, and Owner/Builder Permits are established by San Juan County Ordinance 28-2011 and require a calculation based on valuation. See Fee Worksheet and also the website for a permit fee calculator at <http://www.sanjuanco.com/cdp/permitcalc.aspx> (Note: Fees are subject to change at any time)  
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
  - PW Plan Review fees per Ordinance 46-2009
 \*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 Marshal 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](http://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.
- An access permit is required if you are constructing a new driveway from a public County road. An "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) – 2 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.
    - 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.
    - 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 \$105.00 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.
- ❖ WHEN WILL THE PERMIT APPLICATION EXPIRE?

The permit application is valid for 180 days (6 months) from the date of application. Extensions may be granted by the Building Official upon written request and where justifiable cause is demonstrated, or if the application has been pursued in good faith.
- ❖ WHEN 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 \$56.00 (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?

Your permit will include a permit card listing the required inspections. 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 retrieve messages. If you call in after 3 p.m., your inspection will not take place the following day. 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.
- ❖ 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.

### CD&P HOURS & CLOSURE INFORMATION for 2012

Office Hours are Monday through Friday, 8:00 am – 1:00 pm, and by appointment, except for the following holidays and closures:

January 16, 2012	Martin Luther King Day	November 12, 2012	Veteran's Day
February 20, 2012	President's Day	November 22, 2012	Thanksgiving and
May 28, 2012	Memorial Day	November 23, 2012	the day after Thanksgiving
July 4, 2012	Independence Day	December 25, 2012	Christmas Day
September 3, 2012	Labor Day		

## VALUATION

Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official. Where the estimated valuation is lower than the final valuation, revised Plan Review fees shall be assessed. Separate plumbing and mechanical fees will also be assessed based on the number and type of fixtures and will be due at the time of permit issuance. There is a \$69.00 minimum permit fee. For your reference, Ordinance 46-2009 requires that any Public Works development review fees be collected when your permit is issued. This could include a \$150 new address assignment fee, and/or a \$90 review fee for drainage systems.

Building Valuation	Fee	Calculation for Permit Fee (Value must be rounded up to the next \$1,000 increment)	Plan Review Fee	Fee Estimate
\$1 to \$2,000	\$69			\$69
\$2,001 to \$40,000	\$69 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, to and including \$40,000	$((\text{Value}-2,000)*0.011) + 69$	Permit Fee * .65	Permit Fee + Plan Review Fee
\$40,001 to \$100,000	\$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000	$((\text{Value}-40,000)*0.009) + 487$	Permit Fee * .65	Permit Fee + Plan Review Fee
\$100,001 to \$500,000	\$1,027 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, to and including \$500,000	$((\text{Value}-100,000)*0.007) + 1,027$	Permit Fee * .65	Permit Fee + Plan Review Fee
\$500,001 to \$1,000,000	\$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	$((\text{Value}-500,000)*0.005) + 3,827$	Permit Fee * .65	Permit Fee + Plan Review Fee
\$1,000,001 to \$5,000,000	\$6,327 for the first \$1,000,000; plus \$3 for each additional \$1,000 or fraction thereof, to and including \$5,000,000	$((\text{Value}-1,000,000)*0.003) + 6,327$	Permit Fee * .65	Permit Fee + Plan Review Fee
\$5,000,001 and over	\$18,327 for the first \$5,000,000; plus \$1 for each additional \$1,000 or fraction thereof	$((\text{Value}-5,000,000)*0.001) + 18,327$	Permit Fee * .65	Permit Fee + Plan Review Fee

Example is based on a \$249,364 Value (Valuation must be rounded up to the next \$1000, or \$250,000, as the fee schedule is based on an incremental charge for each additional \$1,000, or fraction thereof.)

Conventional Building Permit Fee:  $\$250,000 \text{ (Valuation)} - 100,000 = 150,000 \times .007 = 1,050 + 1,027 = \$2,077.00$   
 Conventional Plan Review Fee:  $\$2,077 \times .65 =$  \$1,350.05  
 Estimate (does not include plumbing, mechanical, etc.) \$3,427.05

Owner / Builder Fees: After you've made the Building Permit Fee calculation for the conventional permit, multiply this by .575 to arrive at the O/B Permit Fee amount. Likewise, after you've made the Plan Review calculation for the conventional permit, take this amount and multiply it by .75; as shown below.

Owner / Builder Permit Amount:  $\$2,077.00 \times .575 =$  \$1,194.28  
 Owner / Builder Permit Plan Review Fee:  $\$1,350.05 \times .75 =$  \$1,012.54  
 Estimate (does not include plumbing, mechanical, etc.) \$2,206.82

PER SAN JUAN COUNTY ORDINANCE NO. 28-2011  
BUILDING FEES

SERVICE	FEE		
Conventional Building Permit	Based on Valuation* per attached table (\$69 minimum)		
Conventional Plan Review	65% of Building Permit Fee		
Annual Renewal Fee	\$56.00/year		
Owner Builder Building Permit	57.5% of Conventional Fee (\$69 minimum)		
Owner Builder Plan Review	75% of Conventional Plan Review Fee		
Annual Renewal Fee	\$56.00/year		
Subsequent Life-Safety Inspection for sale, lease, or rental	\$111.00		
Mobile/ Manufactured Home Permits	\$222.00/unit		
Modular Permits (Residential or Commercial)	\$222.00 (foundation) + \$222.00/unit		
Replacement of Building Permit/Inspection Record Card	\$25.00		
Temporary Certificate of Occupancy	\$222.00		
Plumbing Permits Associated with a Building Permit	\$34.00 + \$11.00 per fixture		
Sprinkler system on one meter, including backflow device	\$17.00		
Non-atmospheric backflow protection device ≤ 2"	\$17.00		
Non-atmospheric backflow protection device >2"	\$22.00		
Stand Alone Plumbing Permit	\$69.00 minimum		
Mechanical and Fuel Gas Permits Assoc. with Building Permit	\$34 base fee		
HVAC-Boiler-Air Handler	\$20.00		
Non-electric floor/wall heater including zero clearance fireplace	\$20.00		
Kitchen hood/ ductwork – residential	\$17.00		
Kitchen hood/ ductwork – commercial	\$105.00		
Source specific exhaust fans & ductwork	\$8.00		
Clothes dryer	\$12.00		
Wood, pellet stove, fireplace insert	\$17.00		
Wood stove piping	\$8.00		
LPG or fuel oil tank	\$12.00		
Underground LPG or fuel oil piping	\$12.00		
Interior Gas Piping	\$12.00		
Oil/ Kerosene Heater	\$12.00		
Stand Alone Mechanical and Fuel Gas Permit	\$69.00		
Stormwater Review & Inspection	\$70.00/hr, \$245.00 minimum		
Demolition Permit/ Inspection	\$109.50 (\$105.00 plus \$4.50 state surcharge)		
Work begun without required permit – After the Fact (ATF)			
Conventional Permit	Double permit and plan review fee		
Owner Builder Permit	Conventional permit and plan review fees + O/B fees		
Reactivation of expired permit after construction started	Half of original total permit fee + renewal fees to date		
Change of occupancy, use or classification (in addition to any other required permits or fees)	\$105.00		
Title Elimination	\$34.00		
Plan recheck, research, inspection, re-inspection, site visit or other professional service	\$70/hr, ½ hr minimum		
State Building Codes Council fee	as required by State		
Plan review by third party	Cost plus 15%		
Written Construction Code Interpretation	\$95.00/hr		
Appeal of code interpretation**	\$2,300		
Clerical Services	\$35/hr, ½ hr minimum		
<b>Copies</b>			
Up to 8 ½" x 14" (Black & White)	\$0.15	18" x 24" (Black & White and Color)	\$5.00
11" x 17" (Black & White)	\$1.00	24" x 36" (Black & White and Color)	\$6.50
Up to 8 ½" x 14" (Color)	\$1.50	36" x 48" (Black & White and Color)	\$8.00
FAX	\$2.00 + \$1.00 each additional page		

\*Final Building Valuation is determined by the Building Official or Fire Code Official, based on the current International Code Council Building Valuation Data with a cost modifier of 1.3, and/or local valuation information.

\*\*Appeal Fee. If the appellant is the prevailing party in an appeal of a code or administrative determination, and the County chooses not to appeal the decision, the County shall refund the Appeal Fee.

\*\*\*An estimated non-refundable deposit of the Plan Review Fee, as calculated by CD&P, shall be collected at time of permit application.



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

### APPLICATION CHECKLIST

*(Forms must be completed in ink.)*

- 1. Write/input your valuation estimate for the proposed structure
- 2. Number of Sets required:
  - Site Plans (3 copies)
  - Project Plans (Including Floor Plans) (2 sets)
  - Profile Plans (2 copies)
- 3. Energy Form – Sign and date form.
- 4. Mechanical & Plumbing information table filled out if applicable.
- 5. Driveway & Access Forms completed – (Regardless if new or existing)
- 6. Water & Septic Certificate Numbers – Health Department 378-4474
- 7. Project Scope of Work form completed
- 8. STORMWATER MANAGEMENT PLAN  
“IMPERVIOUS SURFACES WORKSHEET” – Must be filled out
  - OVER 2,000 SF or OVER 7000 SF OF LAND DISTURBANCE
    - Submit 2 Sets of your Stormwater Maintenance Plan to SJC CD&P for review with a check for \$245.00, made out to SJC CD&P.
    - Be sure to fill out the “Stormwater Plan Review Application.”
  - UNDER 2,000 SF and UNDER 7000 SF OF LAND DISTURBANCE
    - Sign the enclosed Certification of Compliance – Impervious Surfaces Areas Minimum Requirement #2
- 9. Read Utility Certification on back of application
- 10. Mark in the SHORELINE section whether your development is on a shoreline lot
  - If it is in the shoreline, complete the Shoreline Exemption section below
- 11. Contractor information, including business name, address, phone, license number
- 12. Be sure the applicant or agent signs the back of the application.

Please call 378-2116 if you have any questions.





**SAN JUAN COUNTY**  
**COMMUNITY DEVELOPMENT AND PLANNING**  
**2009 RESIDENTIAL WSEC COMPLIANCE PACKET**  
 (360) 378-2116

APPLICANT IS TO COMPLETE PAGES 1-8 - INCOMPLETE ENERGY FORMS WILL NOT BE ACCEPTED

Project Name & Location: \_\_\_\_\_ SJC Permit # \_\_\_\_\_

Select applicable item(s) from options provided:

JOB TYPE:	NEW CONSTRUCTION	ADDITION	REMODEL
BUILDING TYPE:	1 OR 2 FAMILY RESIDENCE; TOWNHOUSE	GARAGE, WORKSHOP, OTHER ACCESSORY BLDG.	
HEATING SOURCE:	ELECTRIC	OIL	PROPANE (LPG)
HEATING SYSTEM:	FORCED AIR	ROOM HEATERS	RADIANT
	HEAT PUMP	EXISTING SYSTEM	WOOD STOVE
LOCATION OF HEATING EQUIPMENT:			
OTHER: _____			

Check the box below for the compliance option you are choosing for this project. Carefully review all of the included forms and fill them out completely, unless otherwise exempted. All the information relating to energy code compliance must clearly be shown on the submitted construction documents. These forms are provided as a compliance tool. They are not a substitute for the actual full text of the energy code. This can be found at <http://www.energy.wsu.edu/code>. The WSU website also has similar compliance forms in an excel format for completion and would be accepted.

PLEASE CHECK ONLY ONE:

- I will meet the prescriptive requirements of the 2009 Washington State Energy Code and have completed all the forms in this packet. (Reference WSEC Ch. 6)
- I will meet the 2009 WSEC using a component performance approach. I have completed the "component performance worksheet" (not included) in addition to the glazing worksheet, Ch. 9 credit worksheet, and heat sizing worksheets found in this packet. (Reference WSEC Ch. 5)
- I will meet the 2009 WSEC using a Building Design By Systems Analysis. I have included all necessary documentation demonstrating compliance. (Reference WSEC Ch. 4)
- I am constructing an unheated accessory structure (garage, workshop, or similar). It is NOT necessary to complete any additional forms

The following is a list of the pages in this packet and a brief description. Please read all forms and complete as required.

- 1) Information Page. Must fill out and pick compliance option
- 2) Ventilation info, glazing info, acknowledgement of compliance. Read, fill out, and acknowledge with signature
- 3) Prescriptive Energy Code Compliance: choose prescriptive path for insulation
- 4) Chapter 9 Energy Credit Options: select option for compliance with Ch. 9 credit requirement
- 5) Glazing Schedule Worksheet: check box on page 2 indicating reason for completion or if exempt.
- 6) Glazing Schedule Worksheet (con't): additional space, including boxes for totaling
- 7) Residential Heating System Sizing: to be completed for prescriptive and component compliance paths
- 8) Building Heat Loss Calculation: worksheet to obtain heat loss for completing Heating System Sizing.

GLAZING SCHEDULE: Check reason(s) for completion of glazing schedule; pages 5&6 of this packet	
1)	Does not apply. (See Instructions) <u>Using Prescriptive Option III</u> (pg. 3). All glazing and doors meet maximum U-Factor. Alternate heating size method submitted. Also check if N/A for UNHEATED ACCESSORY STRUCTURES.
2)	<u>Prescriptive Option I or II</u> (pg. 3) Glazing to floor area limits. (WSEC 602.7.2)
3)	Area weighted window, skylight or door U-Factor (WSEC 602.7.2)
4)	As part of the heating system sizing calculation (IRC M1401.3 & WSEC 503.2.2)

WHOLE HOUSE VENTILATION SYSTEMS: Check the box corresponding to the WH Ventilation system to be used	
1)	Whole House Ventilation using exhaust fans. (IRC 1508.4)
2)	Whole House Ventilation integrated with a forced-air system. (IRC 1508.5)
3)	Whole House Ventilation using a supply fan. (IRC 1508.6)
4)	Whole House Ventilation using a heat recovery ventilation system. (IRC 1508.7)
5)	Engineered "Whole House Ventilation" system designed in accordance with IMC 403.8.10
LOCATION OF WHOLE HOUSE FAN: _____ SIZE: _____ (CFM)	
6)	Exempt from WHV for building with less than 500 square feet of conditioned floor area
7)	Exempt from WHV for replacement of HVAC equipment without altering or repairing the associated air distribution system
<p>**NOTE:** In addition to the required "whole house ventilation system", "source specific exhaust ventilation" is required in each kitchen, bathroom, water closet, laundry room, indoor swimming pool, spa, and other rooms where excess water vapor or cooking odors are produced.</p> <p>***Additional note*** Accessory structures are not required to comply with the WHV system requirements. They shall, however, comply with any applicable source specific exhaust requirements.</p>	

By signing below, you are acknowledging that:

- 1) You have read and completed the attached forms to demonstrate compliance with the current Washington State Energy Codes & Ventilation and Indoor Air Quality provisions of the IRC.
- 2) These forms are provided as a compliance tool but do not represent all the intricacies of the codes.
- 3) You are aware that a complete copy of the energy code is available at [www.energy.wsu/code](http://www.energy.wsu/code)
- 4) You are aware that the 2009 International Residential Code contains requirements and provisions for insulation and ventilation and copies of the Washington St. Amendments to this code are available at <https://fortress.wa.gov/ga/apps/sbcc/Default.aspx>
- 5) You have included all necessary details demonstrating compliance with these codes on your submitted construction drawings.
- 6) San Juan County is not responsible for any errors or omissions on these forms.
- 7) All elements of construction are subject to field inspection and correction.

Signature \_\_\_\_\_

Date \_\_\_\_\_

(owner or other authorized agent)

(required)

**2009 WSEC PRESCRIPTIVE ENERGY CODE COMPLIANCE FOR SINGLE FAMILY RESIDENCES IN SAN JUAN COUNTY**

**CHECK THE OPTION** below that will apply to your project. The insulation values and construction details are required to be shown on the submitted construction drawings. (WSEC 104.2)

**TABLE 6-1 PRESCRIPTIVE REQUIREMENTS<sup>0,1</sup>**

Option	Glazing Area <sup>10</sup> : % of floor	Glazing U- Factor		Door <sup>9</sup> U- Factor	Ceiling <sup>2</sup>	Vaulted Ceiling <sup>3</sup>	Wall <sup>12</sup> above grade	Wall-int <sup>4</sup> below grade	Wall-ext <sup>4</sup> below grade	Floor <sup>5</sup>	Slab <sup>6</sup> on grade
		Vertical	Overhead <sup>11</sup>								
<input type="radio"/> I	13%	0.34	0.50	0.20	R-49 or R-38 adv.	R-38	R-21 Int. <sup>7</sup>	R-21 TB	R-10	R-30	R-10 2ft.
<input type="radio"/> II	25%	0.32	0.50	0.20	R-49 or R-38 adv.	R-38	R-21 Int. <sup>7</sup>	R-21 TB	R-10	R-30	R-10 2ft.
<input type="radio"/> III	Unlimited	0.30	0.50	0.20	R-49 or R-38 adv.	R-38	R-21 Int. <sup>7</sup>	R-21 TB	R-10	R-30	R-10 2ft.

**Footnotes:**

0. Nominal R-values are for wood frame assemblies only or assemblies built in accordance with Section 601.1.

1. Minimum requirements for each option listed. For example, if a proposed design has a glazing ratio to the conditioned floor area of 15%, it shall comply with all of the requirements of the 25% glazing option (or higher). Proposed designs which cannot meet the specific requirements of a listed option above may calculate compliance by Chapters 4 or 5 of this Code.

2. Requirement applies to all ceilings except single rafter or joist vaulted ceilings complying with note 3. 'Adv' denotes Advanced Framed Ceiling.

3. Requirement applicable only to single rafter or joist vaulted ceilings.

4. Below grade walls shall be insulated either on the exterior to a minimum level of R-10 continuous, or on the interior as a framed wall. Exterior insulation installed on below grade walls shall be a water resistant material, manufactured for its intended use, and installed according to the manufacturer's specifications. See Section 602.2.

5. Floors over crawl spaces or exposed to ambient air conditions.

6. Required slab perimeter insulation shall be a water resistant material, manufactured for its intended use, and installed according to manufacturer's specifications. See Section 602.4. For slabs inside a foundation wall, the insulation shall be installed to provide a thermal break (TB) between the slab edge and the foundation. Monolithic slabs shall include insulation, installed outside the foundation wall, and shall extend downward from the top of the slab for a minimum distance of 24 inches or downward and then horizontally for a minimum combined distance of 24 inches. Monolithic slabs shall also include R-10 insulation under the non-load-bearing portions of the slab.

7. Int. denotes standard framing 16 inches on center with headers insulated with a minimum of R-10 insulation.

8. Reserved.

9. Doors, including all fire doors, shall be assigned default U-factors from Table 10-6C.

10. Where a maximum glazing area is listed, the total glazing area (combined vertical plus overhead) as a percent of gross conditioned floor area shall be less than or equal to that value. Overhead glazing with U-factor of U=0.35 or less is not included in glazing area limitations.

11. Overhead glazing shall have U-factors determined in accordance with NFRC 100 or as specified in Section 502.1.5.

12. Log and solid timber walls with a minimum average thickness of 3.5" are exempt from this insulation requirement.

**WSEC Chapter 9 Energy Credit Options. Check all that apply. Total of 1 Point required.**

+1pt	1A	<u>HIGH EFFICIENCY HVAC EQUIP. 1:</u> Gas, propane, or oil fired furnace or boiler with minimum AFUE of 92% or air-source heat pump with minimum HSPF of 8.5
+2pts	1B	<u>HIGH EFFICIENCY HVAC EQUIP 2:</u> Closed loop ground source heat pump with minimum COP of 3.3
+1pt	1C	<u>HIGH EFFICIENCY HVAC EQUIP 3:</u> Where primary space heating system is zonal electric heating, a ductless heat pump system shall be installed to provide heating to at least one zone
+1pt	2	<u>HIGH EFFICIENCY HVAC DISTRIBUTION:</u> All heating and cooling system components installed inside the conditioned space. All combustion equipment shall be direct vent or sealed combustion. Locating system components in conditioned crawl spaces is not permitted under this option. Electric resistance heat is not permitted under this option. Direct combustion heating equipment with AFUE less than 80% is not permitted under this option.
+½ pt	3A	<u>EFFICIENT BUILDING ENVELOPE 1:</u> Prescriptive compliance per Table 6-1, Option III **as modified per CH 9** or component performance compliance: reduce the Target UA from table 5-1 by 5% as determined using EQ. 1
+1pt	3B	<u>EFFICIENT BUILDING ENVELOPE 2:</u> Prescriptive compliance per Table 6-1, Option III **as modified per CH 9** or component performance compliance: reduce the Target UA from table 5-1 by 15% as determined using EQ. 1
+2pts	3C	<u>EFFICIENT BUILDING ENVELOPE 3:</u> Prescriptive compliance per Table 6-1, Option III **as modified per CH 9** or component performance compliance: reduce the Target UA from table 5-1 by 30% as determined using EQ. 1
+½ pt	4a	<u>AIR LEAKAGE CONTROL AND EFFICIENT VENTILATION:</u> Envelope leakage reduced to SLA of 0.00020 building envelope tightness when tested with blower door at pressure difference of 50 Pa after rough in and installation of all building envelope penetrations, and all whole house ventilation requirements met by heat recovery ventilation system per IRC section 1508.7
+1pt	4B	<u>AIR LEAKAGE CONTROL AND EFFICIENT VENTILATION:</u> Envelope leakage reduced to SLA of 0.00015 building envelope tightness when tested with blower door at pressure difference of 50 Pa after rough in and installation of all building envelope penetrations, and all whole house ventilation requirements met by heat recovery ventilation system per IRC section 1508.7
+½ pt	5A	<u>EFFICIENT WATER HEATING:</u> Water heating system shall include one of the following: gas, propane, or oil water heater with minimum EF of 0.62; <u>OR</u> electric water heater with minimum EF of 0.93 <u>AND</u> for both cases all showerheads and kitchen sink faucets shall be rated at 1.75gpm or less, all others 1.0gpm or less when tested in accordance with ASME A112.18/CSA B125.1
+1.5pts	5B	<u>EFFICIENT WATER HEATING:</u> Water heating system shall include one of the following: gas, propane or oil water heater with minimum EF of 0.82; <u>OR</u> solar water heating supplementing minimum standard water heater. Solar water heating will provide minimum savings of 85 therms or 2000kWh based on Solar Rating and Certification Corp. (SRCC) Annual performance of OG-300 Certified Solar Water Heating Systems; <u>OR</u> Electric heat pump water heater with minimum EF of 2.0
+1pt	6	<u>SMALL DWELLING UNIT:</u> Dwelling less than 1500 sq. ft. with less than 300 sq. ft. window and door openings. Additions to existing buildings that are less than 750 sq. ft of heated floor area
-1pt	7	<u>LARGE DWELLING UNIT:</u> Dwelling exceeding 5000 sq. ft. floor area shall be assessed a deduction
+½ pt	8	<u>RENEWABLE ELECTRIC ENERGY:</u> For each 1200 kWh of electrical generation provided annually by on-site wind or solar equipment, a 0.5 credit shall be allowed, up to 3 credits. Generation shall be calculated as follows: For solar electric systems, the design shall be demonstrated to meet this requirement using the National Renewable Energy Laboratory calculator PVWATTS. Documentation noting solar access shall be included on the plans For wind generation projects, designs shall document annual power generation based on the following factors: the wind turbine power curve, average annual wind speed at the site, frequency distribution of the wind speed at the site, and the height of the tower.

**FOOTNOTES:**

- Interior duct placement: Ducts included as Option 2 (above) shall be placed wholly within the heated envelope of the housing unit. The placement shall be inspected and certified to receive the credits associated with this option.

Exception: Ducts complying with this section may have up to 5% of the total linear feet of ducts located in the exterior cavities or buffer spaces of the dwelling. If this exception is used, the ducts will be tested to the following standards: Post construction test: Leakage to outdoors shall be less than or equal to 1 CFM per 100 sq. ft. of conditioned floor area when tested at a pressure differential of 0.1 inches w.g. (25 Pa) across the entire system, including the manufacturer's air handler enclosure. All register boots shall be taped or otherwise sealed during the test.

- Plumbing Fixtures Flow Ratings: Low flow plumbing fixtures (water closets and urinals) and fittings (faucets and showerheads) shall comply with the following:
  - Residential bath lavatory sinks faucets: Max. flow rate 1.0 gal/min (tested in accordance with ASME 112.18.1/CSA B125.1)
  - Residential kitchen faucets: Max. flow rate 1.75 gal/min (tested in accordance with ASME 112.18.1/CSA B125.1)
  - Residential shower heads: Max. flow rate 1.75 gal/min (tested in accordance with ASME 112.18.1/CSA B125.1)



(CONTINUED FROM FRONT)

VERTICAL GLAZING (Windows, Glazed doors with >50% glazing)

Plan ID	Component Description	Qty.	width		height		Glazing U-Factor	Glazing Area	Glazing UA
			feet	inch	feet	inch			(area x U)
Sum of Area and UA									
Area Weighted UA = UA ÷ Area									

OVERHEAD GLAZING

Plan ID	Component Description	Qty.	width		height		Glazing U-Factor	Glazing Area	Glazing UA
			feet	inch	feet	inch			(area x U)
Sum of Area and UA									
Area Weighted UA = UA ÷ Area									

Completing the Glazing Schedule Worksheet:

EXTERIOR DOORS:

The exterior door section is for swinging doors only. Enter sliding doors in the vertical glazing section of the worksheet.

If a swinging door includes glazing, it may be included in the vertical glazing schedule or the exterior door schedule.

Obtain NFRC tested U-Factors from the door manufacturer or use U-Factors from WSEC tables. (Refer to CH. 10 for tables).

Areas of windows, doors, and skylights are measured using the area of the rough opening.

Glazing area in exterior doors is added to the total of glazing areas of the project as follows: If greater than 50%, 100% of the area is entered in the door glazing area. If less than 50%, only the glazed area will be entered in the door glazing area.

Exempt Door: One door, 24 ft<sup>2</sup> or less is not included in the U-Factor of the glazing area calculations. You must calculate the door area to verify that it is 24 ft<sup>2</sup> or less. This also enters the door heat loss into the heat system size calculation.

VERTICAL AND HORIZONTAL GLAZING:

Obtain NFRC tested U-Factors from the glazing supplier. These will give the most accurate and likely the most favorable results. If you can't obtain this data, the tables in WSEC Ch. 10 must be used.

## 2009 Residential WSEC CH. 5 & 6 Heating System Sizing

The 2009 Washington State Energy Code (WSEC) requires heating and cooling systems for residential projects to be sized. With few exceptions, heating and cooling systems may not exceed 150% of the design loads as calculated per the 2009 WSEC or 2009 IRC section M1401.3 or 2009 IMC section 312.

This form will only size an electric, natural gas, LPG or oil fired heating system when all the required information has been filled out. The type of insulation and areas involved, skylights, doors, and window sections of this form must be completed accurately.

If your system provides cooling, it must be sized using ASHRAE Manual J or equivalent calculations and they must be attached to this form. Please contact your mechanical contractor for this information.

### PLEASE READ AND CHECK THE APPROPRIATE BOX

<input type="checkbox"/> <b>A</b>	I am using this form to define my project and to size the heating system
<input type="checkbox"/> <b>B</b>	I am using this form to define my project and to size the heating system. The heating system installed will be fueled by LPG or Oil with an annual fuel utilization efficiency (AFUE) of 90% or greater. The minimum heat output of the heating system may be exceeded by no more than 250%
<input type="checkbox"/> <b>C</b>	This project is using ASHRAE Manual J or an approved equivalent method for the sizing of the heating system. I have attached the form that sizes my equipment.
<input type="checkbox"/> <b>D</b>	This project uses a heating and cooling system. An ASHRAE Manual J equivalent method for sizing the heating and cooling system is attached. I have attached the form that sizes my equipment.
<input type="checkbox"/> <b>E</b>	This project uses a heating system <u>fueled by LPG or Oil</u> , is less than <u>1500 sq. ft.</u> in size, and is in compliance with <u>Prescriptive Path Option I</u> . A <u>heating system not to exceed 40,000 BTU/H</u> total output will be installed. The following sizing calculations are not required to be completed.
<input type="checkbox"/> <b>F</b>	NOT APPLICABLE. UNHEATED ACCESSORY STRUCTURE.

### SIMPLE HEATING SYSTEM SIZE: Climate Zone 1. Outdoor Design Temp = 24° for entire County

Design Temperature Difference=	46° <sup>F</sup>	Conditioned Floor Area =	Ft. <sup>2</sup>
SUM OF UA (heat loss of building, calculation on back of this page)		Conditioned Volume (CV)=	Ft. <sup>3</sup>

	Other Fuels: <u>Btu/Hr.</u>	ELECTRIC: <u>KW</u> (convert BTU→KW: Btu÷3413)
ENVELOPE HEAT LOAD (Sum of UA X Design Temp. Difference)		
AIR LEAKAGE HEAT LOAD (CV X 0.6) X (Outdoor Design Temp) X (.018)		
BUILDING DESIGN HEAT LOAD (Air Leakage + Envelope Heat Load)		
MINIMUM HEATING EQUIPMENT OUTPUT: (Use 1.15 x Building Design Heat Load if ducts are in unconditioned space) (Use 1.0 x Building Design Heat Load if ducts are in conditioned space)		
MAXIMUM HEATING EQUIPMENT OUTPUT (Min. Output x 1.5)		
INCREASE Max. Heating Equip. Output (Requires 90% High Efficiency Furnace from Option B. = Min Output x 2.5)		

## 2009 WSEC Ch. 5&6 Heating System Sizing – Building Heat Loss Calculations

ATTIC (type)	U-FACTOR	X	AREA (sq. ft)	=	UA
R-49	0.027	X		=	
R-38	0.026	X		=	
(other):		X		=	

SINGLE RAFTER or JOIST VAULTED CEILINGS	U-FACTOR	X	AREA (sq. ft)	=	UA
R-38 Vented	0.027	X		=	
(other):		X		=	

ABOVE GRADE WALLS	U-FACTOR	X	AREA (sq. ft)	=	UA
R-21	0.056	X		=	
(other):		X		=	

FLOORS	U-FACTOR	X	AREA (sq. ft)	=	UA
R-30	0.029	X		=	
(other):		X		=	

SLAB ON GRADE	F-FACTOR	X	LENGTH (perimeter)	=	UA
R-10 2 ft @perimeter	0.54	X		=	
R-10 Full (heated slab)	0.55	X		=	
(other):		X		=	

BELOW GRADE WALLS	U-FACTOR	X	AREA (sq. ft)	=	UA
2 Ft. Depth	0.042	X		=	
3.5 Ft. Depth	0.041	X		=	
7 Ft. Depth	0.037	X		=	
(other):		X		=	

SLAB BELOW GRADE	F-FACTOR	X	LENGTH (perimeter)	=	UA
2 Ft. Depth	0.59	X		=	
3.5 Ft. Depth	0.64	X		=	
7 Ft. Depth	0.57	X		=	
(other):		X		=	

SUBTOTAL OF UA VALUES FROM WORKSHEET ABOVE	=	
COPY SUM OF UA VALUE FROM GLAZING WORKSHEET	=	
<b>BUILDING HEAT LOSS CALCULATION VALUE</b>	=	





# San Juan County Public Works Department

915 Spring St | P. O. Box 729 | Friday Harbor, WA 98250  
(360) 370-0500 | Fax (360) 378-6405 | e-mail: [pubwks@sjcpubpublicworks.org](mailto:pubwks@sjcpubpublicworks.org)  
[www.sanjuanco.com](http://www.sanjuanco.com)

## ADDRESS REQUEST / REVIEW FORM

### APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ (if other than owner)  
Street Number/Name: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Preferred method of contact: \_\_\_\_\_

### PROPERTY INFORMATION

Tax parcel number: \_\_\_\_\_  
Island: \_\_\_\_\_  
Street address (if known): \_\_\_\_\_  
If no address, name of the road the driveway is accessed from: \_\_\_\_\_  
\_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By signing this application you agree that Public Works personnel may enter the premises for the purpose of mapping the location of the buildings and driveways.

### FOR OFFICIAL USE ONLY

Verified address: \_\_\_\_\_  
Newly assigned address: \_\_\_\_\_  
No additional address required. Primary address at this location: \_\_\_\_\_

- |  |   |                                    |
|--|---|------------------------------------|
| <input type="checkbox"/> Database      | <input type="checkbox"/> Edit data      | <input type="checkbox"/> Post data |
| <input type="checkbox"/> Mapped        | <input type="checkbox"/> Address        | <input type="checkbox"/> Notice    |
| <input type="checkbox"/> Add data tool | <input type="checkbox"/> Street Address | <input type="checkbox"/> CD&P      |

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## Instructions for Address Request / Review and Access Permit

Because consistent and accurate addresses are essential to providing rapid response in emergency situations, **an address review is required for all new construction.**

Existing addresses will be reviewed for compliance with applicable regulations and for consistency with surrounding addresses. If no address exists for the new building site, one will be assigned.

**An access permit is required if a new access will be constructed off a public county road.** The driveway access location will be reviewed for sight distance, grade, drainage and other issues which affect safety and impact the County road infrastructure.

***Access permits are not required for driveways off of private roads!***

If you are unsure whether the road is private or County, please call Public Works at (360) 370-0500.

### Instructions:

1. Fill out the "Address Request/Review" form on the back of this sheet.
2. Fill out the enclosed "Access Permit" if applicable.
3. Submit a site plan with your application.
4. On your property, flag your driveway access location.
  - a. If your driveway has already been built, and an address has already been assigned make sure your address is posted at the driveway entrance.
  - b. If your driveway has been built but no address has been assigned, mark the driveway entrance as described below.
  - c. If this is a new driveway then mark the location of where the access will meet the road.
  - d. Mark the driveway access point (the point where the driveway meets the road) with highly visible flagged stakes or ribbons on each side that have the word 'Driveway' and your name in large letters.
5. Submit the completed forms along with your building permit package.
6. Community Development and Planning will forward your application to Public Works for processing.
7. For questions call Public Works at (360) 370-0500.



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[www.sanjuanco.com](http://www.sanjuanco.com)

## APPLICATION FOR ACCESS PERMIT

Check Web Site for Fee Schedule - Ordinance 46-2009

For Public Works Use:  
**Permit No:** \_\_\_\_\_  
**Tracking No:** \_\_\_\_\_

Please check the type of Access permit you are submitting:

- Single-Family Residence
- Other \_\_\_\_\_

**FEE:** \_\_\_\_\_

**OWNER/APPLICANT INFORMATION**

Name of Applicant (Legal Owner): \_\_\_\_\_

Name of Project (if different from above): \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred method of contact? \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**SITE INFORMATION** **DRAWING MUST BE INCLUDED WITH APPLICATION.**

Tax Parcel Number: \_\_\_\_\_ ISLAND: \_\_\_\_\_

Location (street name & address, if known): \_\_\_\_\_

Nearest road intersection: \_\_\_\_\_

Distance from intersection: \_\_\_\_\_ (feet / miles) Side of street (*i.e.*: North) \_\_\_\_\_

Is Property to be subdivided? Yes \_\_\_\_ No \_\_\_\_

Is project within 200 feet of a water body or wetland? Yes \_\_\_\_ No \_\_\_\_

TYPE OF ACCESS: EXISTING \_\_\_\_ NEW \_\_\_\_ OTHER: \_\_\_\_\_

**CONTRACTOR (MUST BE ON COUNTY APPROVED LIST):**

Contact Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

By signing this application you agree that Public Works personnel may enter the premises for the purpose of mapping the location of the buildings and driveways.

OWNERS SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

# Instructions for Access Permit

Check web site, [www.sanjuanco.com](http://www.sanjuanco.com), for Fee Schedule - Ordinance 46-2009

**An Access Permit is required for any road, driveway, or access which enters a public County Road.** The access location will be reviewed for sight distance, grade, drainage and other issues which affect safety and impact the County road infrastructure and right-of-way.

If you have questions about the application form or process, please call Public Works (360-370-0500).

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## INSTRUCTIONS:

1. Read all application instructions. See our web site for construction specifications.
2. Fill out the Application for Access Permit.
3. **IMPORTANT: Include a drawing** showing all of the following:
  - a. Property location relative to known land marks (street intersections, posted addresses, etc.).
  - b. Adjacent roads and streets.
  - c. Position and location of work relative to parcel boundaries, streets, nearby buildings, etc.
  - d. Position of work relative to existing utilities.
4. For non-single family projects, as applicable, provide:
  - a. Plan view sections and details of construction in County Road ROW, per County Standards for non-single family projects.
  - b. Sections and details of curb/gutter/sidewalk.
  - c. Proposed gutter/ditch flow line elevations and elevations of the existing upstream and downstream tie points.
5. **IMPORTANT:** On your property, **flag your access location.**
  - a. For an existing driveway with an assigned street address, make sure your address is clearly posted at the driveway entrance.
  - b. For non-addressed sites that are existing, new or other access locations, mark the access point on both sides where access meets road, with highly visible, flagged stakes or ribbons that have the word 'Access', and your name, in large letters.
6. **If your application is made in conjunction with a building permit application**, submit the completed Access Permit form to the Community Development and Planning Department along with your building permit package. **If not part of a building permit application**, submit your Access Permit application directly to Public Works.
7. Once we have received your application, the Public Works Inspector will inspect the proposed location and, if the chosen site is acceptable, issue a letter of approval to begin work, and specifying any special permit requirements. After access fee is paid, permit is valid for 90 days and work must start within 30 days of letter of approval. Contact us if you need more time. **IMPORTANT: You must keep a copy of the letter of approval and permit requirements at the work site.**
8. If the location is not acceptable, the inspector will contact you stating the reason and will give suggestions for an acceptable location.
9. **IMPORTANT:** Call the **Call Before You Dig** utility location service **1-800-424-5555**. Damage to utility lines can be costly and time consuming.
10. **IMPORTANT:** After receiving an approval to begin work, you must notify the Public Works Inspector **24 HOURS PRIOR TO CONSTRUCTION (360-376-3307)**.
11. **YOU MUST ALSO NOTIFY THE PUBLIC WORKS INSPECTOR WHEN CONSTRUCTION IS COMPLETE.** At that time the Inspector will make an inspection and the final permit number will be issued upon completion and satisfaction of all requirements.

# Access Permit Conditions

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1. The location, type of work, materials and equipment used, manner of erection or construction, safeguarding of public traffic during work or after doing same, mode of operation and manner of maintenance of project petitioned for, shall be approved by the County Engineer prior to start of work and shall be subject to the inspection of the County Engineer so as to assure proper compliance with the terms of the permit.
2. **The grantee shall commence work within 30 days after the granting of this permit. If, at the end of 90 days after date of granting same the grantee shall have not completed the installation, then the rights herein conferred shall cease and terminate.**
3. The grantee shall leave all roads, streets, alleys, public places, and structures in a good and safe condition in all respects as they were before commencement of work by grantee.
4. In case of any damage to any roads, streets, public places, structures or public property of any kind on account of said work by the grantee he will at once repair said damage at his own sole cost and expense.
5. The County Engineer, his agents or representatives may do, order, or have done any and all work considered necessary to restore to a safe condition any road, street, alley, public place or structure which is in a condition dangerous to a life or property resulting from the grantee's installation as permitted herein, and upon demand the grantee shall pay to the County all costs of such work and material.
6. If at any time the County deems it advisable to widen, grade, regrade, plank, pave, improve, alter or repair any road, street, alley, public place or structure, the grantee upon written notice by the County Engineer, his representatives or agents, will at his own sole cost and expense, raise, lower, change, move or reconstruct such installations to conform to the plans of work contemplated or ordered by the County.
7. If upon written notice by the County Engineer the grantee fails to relocate any portion or all of the project as granted under this permit, the County, its agents or representatives may do any work at the cost and expense of the grantee, and all costs to remove or reconstruct same, shall be borne by the grantee.
8. All such changes, reconstruction or relocation by the grantees shall be done in such manner as will cause the least interference with any of the County's work and shall be subject to the same provisions which control an original installation. The County shall in no wise be held liable for any damage to the grantee by reason of any such work by the County, its agents or representatives, or by the exercise of any rights by the County upon roads, streets, alley, public places or structures in question. The grantee shall have twenty-four (24) hours written notice by the County Engineer or his representatives or agents of any blasting contiguous to the grantee's permit rights in order that he may protect his interests.
9. All provisions, conditions, regulations and requirements herein contained shall be binding upon the successors and assigns of the grantee and all privileges of the grantee shall inure to such successors and assigns as if they were specifically mentioned.
10. The County Engineer may revoke, annul or terminate this permit if grantee fails to comply with any or all of its provisions, requirements or regulations as herein set forth or through willful or unreasonable neglect, fails to heed or comply with notices given or if the work herein permitted, is not installed or operated and maintained in conformity herewith or at all.
11. The County Council may at any time, change, amend, modify, amplify or terminate any of the conditions herein enumerated so as to conform to any state statute or county regulation pertaining to the public welfare, safety, health or highway regulations as are, or may hereinafter be enacted, adopted or amended, etc. The County Council may terminate this permit if grantee fails to comply with any such changes.
12. Petitioner by accepting this permit agrees to notify and check with all utilities regarding their installations before commencing work, together with private property owners when such property is liable to injury or damage through the performance of such work, and the applicant shall make all necessary arrangements relative to the protection of such property and/or utilities.
13. In accepting this permit the petitioner, his successors and assigns agree to protect and save harmless the County from all claims, actions or damages of any kind and description which may accrue to or be suffered by any person or persons, corporation or property by reason of performance of any such work, character of materials used or manner of installation, maintenance and operation or by the improper occupancy of rights-of-way or public place or public structure, and in case any such suit or action is brought against said County for damages arising out of or by reason of any of the above causes, the petitioner, his successors or assigns will upon notice to him or them or commencement of such action defend the same at his or their sole costs and expense and will fully satisfy any judgment after the said suit or action shall have finally been determined if adversely to the County.





# 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

## POLICIES / PROCEDURES / INTERPRETATIONS

### NEW IMPERVIOUS SURFACES FOR STORMWATER

René M. Beliveau  
Deputy Director/Chief Building Official

Issued 01/10/2008

**ISSUE:** As currently interpreted, the stormwater rules require that all impervious surfaces in existence since September 1, 1991 be considered as New Impervious Surfaces. This requirement is not embedded in the Stormwater Management Manual for Western Washington (SMM) or within the San Juan County Code (SJCC). This interpretation effectively requires all new development to comply with Minimum Requirements 1 through 10 of the SMM. Absent this interpretation, only Minimum Requirement 2 would apply on minor projects (those creating less than 2,000 sq ft of impervious area and disturbing less than 7,000 sq ft of land area) and only Minimum Requirements 1 through 5 would apply on small projects (those creating more than 2,000 sq ft but less than 5,000 sq ft of impervious area; and disturbing less than 7,000 sq ft of land area)

**ANALYSIS:** The interpretation classifying all impervious areas created after September 1, 1991 as "New Impervious Surfaces" originates in an undated policy statement issued by Janice Flagan, former county engineer.

This may have been an attempt to address the requisite elements for small projects found in Requirement #1 wherein Stormwater Site Plan development must consider all impervious areas in order to determine the applicable thresholds for treatment or flow control listed in Requirements 6, 7, or 8. While providing the information on total existing impervious areas is required- (as they may trigger additional requirements); they are not intended to trigger the separate requirements by themselves.

Additionally, (Section 2.5.7 Minimum Requirement # 7: Flow Control – Standard Requirements Page 2-33 of Volume I) the SMM provides for modifying the pre-development design conditions to that of the existing land cover condition where the drainage area and all subsequent downstream basins have had at least 40% impervious area since 1985, not 1991.

In establishing triggers for a "Project", and determining the applicable minimum requirements, Chapter 2 of the SMM (as described in this chapter and depicted in Flow Charts 2.2 and 2.3) only requires the consideration of the existing impervious surfaces where the "Site" has 35% or more of existing impervious areas and is thereby classified as "Redevelopment". (Flow Chart 2.2 applies to "New Development Projects" while Flow Chart 2.3 applies to "Redevelopment Projects". See attached.)

This is not to imply that consideration of total existing and new impervious surfaces should not be considered where established engineering practice and/or design parameters of the SMM require their consideration. The development of a Stormwater Site Plan, and its requirement to consider total impervious areas, may cause such additional requirements where the total impervious area exceeds the triggers for treatment or flow control.

There is also a concern that projects will be piecemealed or otherwise broken up to circumvent the provisions of the SMM. An active project is generally defined by a start and completion date. For stormwater requirements, a project's start date commences with the first land disturbance activity and ends when all permanent stormwater controls are installed and approved; and, all temporary stormwater controls are removed and the site fully stabilized. It generally requires a minimum of two (2) full growing seasons before a site becomes fully stabilized. For stormwater purposes, where additional work occurs on an active project, such work should be considered as a revision to the ongoing project. In this case the new impervious surfaces of the original permit and the revision should be added together to accurately determine which requirements of the SMM apply.

It should also be noted that SJCC Tables 6.1 and 6.2 of Sections 18.60.050, Tables 3.9 of Sections 18.30.320 (Deer Harbor Hamlet), and the Eastsound Subarea Plan, have additional impervious surface or lot coverage restrictions that can vary depending on Land Use designation. Additionally, Section 18.60.060 of the SJCC prohibits surface drainage from being directed or discharge to County roads or ditches within County rights-of-way unless approved by the County engineer.

**POLICY:** While information on all existing and new impervious surfaces must be provided as required; effective immediately, in determining the applicable triggers to a project for the application of the minimum requirements of the SMM:

1. New Impervious Areas on a 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.

**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.

**New Impervious Under** 2,000 sq. ft. new impervious, **and** under 7,000 sq.ft. of total land-disturbing activity, sign Minimum Requirement #2 letter **ONLY, no money**.

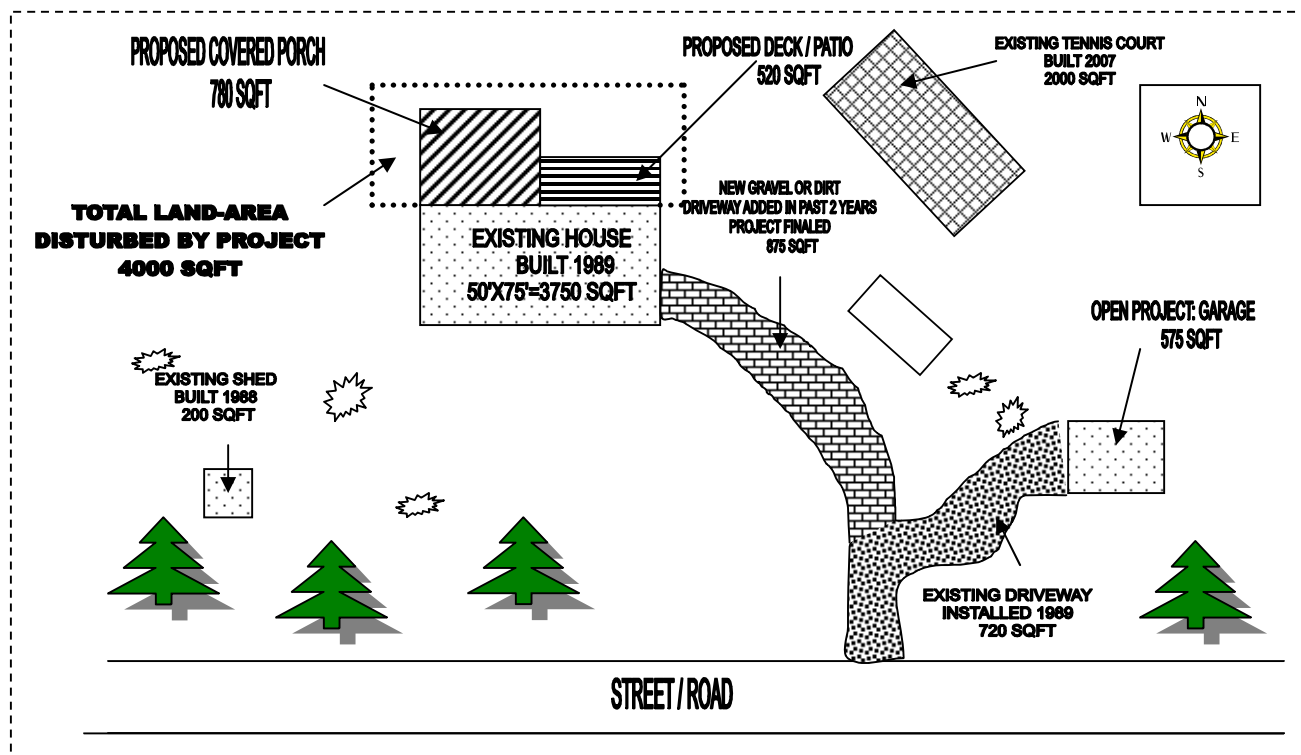
If **New Impervious is OVER** 2,000 sq. ft. new impervious, or 7,000 sq.ft. total land-disturbance submit a SWMP and a check for **\$245.00** made out to **SJC CD&P**.

*SQUARE FOOTAGES OF ALL IMPERVIOUS SURFACES **TO BE FILLED OUT BY APPLICANT/AGENT***

<b>(A) <u>NEW IMPERVIOUS</u></b>							
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						
<b>(A)SUB TOTAL:</b>	<b>_____ SQFT</b>						
<b>(B) <u>IMPERVIOUS ASSOCIATED WITH ACTIVE PROJECT</u></b>							
Area of all <u>OPEN</u> projects, i.e. buildings, driveways, parking areas, decks, patios, sports surfaces, etc.	_____ SQFT						
<b>(C) <u>EXISTING IMPERVIOUS</u></b>							
Area of all existing impervious surfaces							
<u>Older</u> than 2 years	_____ SQFT						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">TOTAL NEW IMPERVIOUS SURFACE AREA (A+B)</td> <td style="text-align: right;">_____ SQFT</td> </tr> <tr> <td style="padding-left: 20px;">TOTAL LAND DISTURBING ACTIVITY (Include all areas to be cleared associated with proposed project, including landscaping)</td> <td style="text-align: right;">_____ SQFT</td> </tr> <tr> <td style="padding-left: 20px;">TOTAL POST-PROJECT IMPERVIOUS AREA (A+B+C)</td> <td style="text-align: right;">_____ SQFT</td> </tr> </table>		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
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.***

**EXAMPLE**



**EXAMPLE OF SQ FT OF ALL IMPERVIOUS SURFACES AS SHOWN ABOVE**

**(A) NEW IMPERVIOUS**

Proposed gravel driveway/parking	0 SQFT
Roof area of all proposed buildings	0 SQFT
Proposed decks, patios, covered porches	1300 SQFT
Proposed sports surfaces (tennis court, etc)	0 SQFT
Area of all existing impervious surfaces created in <u>past two years</u> :	875 SQFT

**(A) SUB TOTAL: 2175 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.	575 SQFT
--	----------

**(C) EXISTING IMPERVIOUS**

Area of all existing impervious surfaces <u>Older</u> than 2 years	6670 SQFT
---	-----------

TOTAL NEW IMPERVIOUS SURFACE AREA (A+B)	2850 SQFT
TOTAL LAND DISTURBING ACTIVITY (Include all areas to be cleared associated with proposed project, including landscaping)	4000 SQFT
TOTAL POST-PROJECT IMPERVIOUS AREA (A+B+C)	9520 SQFT



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## CERTIFICATION OF COMPLIANCE

### Impervious Surface Areas Minimum Requirement

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, \_\_\_\_\_ (*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





San Juan County  
**Community Development & Planning**

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## **SAN JUAN COUNTY EROSION CONTROL**

### **The 12 Elements of Minimum Requirement #2**

#### **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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# San Juan County Community Development & Planning

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## STORMWATER MANAGEMENT APPLICATION

DATE: \_\_\_\_\_ PERMIT NUMBER \_\_\_\_\_

RESIDENTIAL       COMMERCIAL       PLAT       CLEARING & GRADING

NAME OF LANDOWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

ISLAND: \_\_\_\_\_ ZONING: \_\_\_\_\_

NAME OF PROJECT: \_\_\_\_\_

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

PROJECT ADDRESS: \_\_\_\_\_

NAME OF PROJECT CONTACT: \_\_\_\_\_

CONTACT MAILING ADDRESS: \_\_\_\_\_

PROJECT CONTACT'S PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

ANTICIPATED DATE OF CONSTRUCTION: \_\_\_\_\_

ISSUANCE OF THIS STORMWATER 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.

SIGNATURE OF ALL OWNERS OR AUTHORIZED AGENT:

\_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

### FOR OFFICE USE ONLY

PAYMENT AMOUNT RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

DATE	HOURS	COMMENTS





# San Juan County Community Development & Planning

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## **STORMWATER MANAGEMENT for DEVELOPMENT**

**REFERENCE: SAN JUAN COUNTY CODE SECTION 18.60.070 STORM DRAINAGE STANDARDS**

### **ALL NEW DEVELOPMENT AND REDEVELOPMENT**

For stormwater management for new and redevelopment, San Juan County references the Washington State Department of Ecology Stormwater Management Manual, for Western Washington 2005 edition. This provides guidance on the measures necessary to control the quantity and quality of stormwater produced by new development and redevelopment so they comply with water quality standards and contribute to the protection of beneficial uses of the receiving waters. The manual establishes minimum requirements for projects of all sizes, and provides guidance concerning how to prepare and implement stormwater site plans. The Minimum Requirements are satisfied by the application of Best Management Practices (BMPs).

The applicability of Minimum Requirements varies depending on the amount of new or redeveloped impervious area and land disturbance. The Minimum Requirements are:

- |  |                                  |
|--|----------------------------------|
| 1. Preparation of Stormwater Site Plan                   | 5. On-site Stormwater Management |
| 2. Construction Stormwater Pollution Prevention          | 6. Runoff Treatment              |
| 3. Source Control of Pollution                           | 7. Flow Control                  |
| 4. Preservation of Natural Drainage Systems and Outfalls | 8. Wetlands Protection           |
|  | 9. Basin/Watershed Planning      |
|  | 10. Operation and Maintenance    |

#### **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.

Please refer to the San Juan County Public Works Stormwater Utility Website for additional information, Stormwater Site Plan examples, and Best Management Practices. <http://www.co-san-juan.wa.us/publicworks/STORMWATER%20UTILITY/ResidentialStormwaterManagementPlans-Fees.html>

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## **MINIMUM REQUIREMENT FOR ALL PROJECTS**

Projects consisting of **less than** 2,000 square feet of new impervious area **AND less than** 7,000 square feet of land-disturbing activities need only comply with Minimum Requirement #2. The applicant should prepare a written discussion of the 12 elements of the requirement.

### **Minimum Requirement #2 Construction Stormwater Pollution Prevention**

Best Management Practices (BMPs) must be employed in order to control erosion and prevent sediment and other pollutants from leaving the project site during the construction phase.

Each proposed project or development must consider twelve "Elements" (or sets) of BMPs that can be applied for stormwater construction pollution prevention, and must employ BMPs for all Elements that are relevant to the project site. (For many projects, only some of the Elements will be relevant.) The 12 Elements are:

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| 1. Mark Clearing Limits          | 7. Protect Drain Inlets           |
| 2. Establish Construction Access | 8. Stabilize Channels and Outlets |
| 3. Control Flow Rates            | 9. Control Pollutants             |
| 4. Install Sediment Controls     | 10. Control De-watering           |
| 5. Stabilize Soils               | 11. Maintain BMPs                 |
| 6. Protect Slopes                | 12. Manage the Project            |
- 

## **MINIMUM REQUIREMENTS FOR SMALL PROJECTS**

Small projects are those consisting of **more than** 2,000 square feet (but less than 5,000 square feet) of new impervious area **OR more than** 7,000 square feet of land-disturbing activities. Small projects shall comply with Minimum Requirements #1 through #5. The five Minimum Requirements are:

- |   |  |
|---|--|
| 1. Preparation of Stormwater Site Plans         | 4. Preservation of Natural Drainage Systems and Outfalls |
| 2. Construction Stormwater Pollution Prevention | 5. On-site Stormwater Management                         |
| 3. Source Control of Pollution                  |  |

### **Minimum Requirement #1 Preparation of Stormwater Site Plans**

All small projects shall prepare a Stormwater Site Plan in accordance with the Stormwater Management Manual to be reviewed by the County. The level of detail needed for each step depends upon the project size.

- |   |  |
|---|--|
| 1. Collect and analyze information on existing conditions   | 5. Prepare a permanent stormwater control plan                 |
| 2. Prepare preliminary development layout                   | 6. Prepare a construction stormwater pollution prevention plan |
| 3. Perform off-site analysis (at local government's option) | 7. Complete the stormwater site plan                           |
| 4. Determine applicable minimum requirements                | 8. Check compliance with all applicable minimum requirements   |

### **Minimum Requirement #2 Construction Stormwater Pollution Prevention**

This Minimum Requirement is described under "All Projects", above.

### **Minimum Requirement #3 Source Control of Pollution**

All known, available and reasonable source control BMPs shall be applied to all projects in accordance with the Stormwater Management Manual. Prevention is still the best strategy. (This requirement applies primarily to commercial and industrial projects.)

### **Minimum Requirement #4 Preservation of Natural Drainage Systems and Outfalls**

Maintain natural drainage patterns, and protect downstream receiving waters and down-gradient properties from adverse impact. Discharges from the project site shall occur at the natural location, and all outfalls require energy dissipation.

### **Minimum Requirement #5 On-site Stormwater Management**

Use inexpensive BMPs (stormwater dispersion, infiltration, and retention) on-site to reduce the amount of hydrologic change. (This requirement applies primarily to residential projects.)

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## **MINIMUM REQUIREMENTS FOR LARGE PROJECTS**

Large projects are those consisting of **more than** 5,000 square feet of new impervious area **OR** a project that converts **more than**  $\frac{3}{4}$  acres of native vegetation to lawn or landscaped areas, **OR** a project that converts more than 2.5 acres of native vegetation to pasture. A large project shall comply with Minimum Requirements #1 through #10. The ten Minimum Requirements are:

1. Preparation of Stormwater Site Plans
2. Construction Stormwater Pollution Prevention
3. Source Control of Pollution
4. Preservation of Natural Drainage Systems and Outfalls
5. On-site Stormwater Management
6. Runoff Treatment
7. Flow Control
8. Wetlands Protection
9. Basin/Watershed Planning
10. Operation and Maintenance

### **Minimum Requirement #6 Runoff Treatment**

Projects whose runoff from pollution-generating surfaces exceeds the thresholds below must, in addition to Minimum Requirement #5, apply water quality treatment BMPs in order to reduce pollutant loads and concentrations in the stormwater runoff and meet state and federal water quality laws. Several “menus” or sets of BMPs may be relevant: Basic Treatment, Enhanced Treatment, Phosphorus Treatment, and Oil Control.

The thresholds are runoff from: 5,000 square feet of pollution-generating impervious surfaces, **OR** greater than  $\frac{3}{4}$  acre of pollution-generating pervious surfaces.

### **Minimum Requirement #7 Flow Control**

Projects whose runoff volume exceeds the thresholds below must provide flow control of stormwater runoff in order to reduce the adverse impacts of increased peak volumes and durations of stormwater runoff (from new impervious surfaces and vegetation removal) on stream channel erosion rates and on fish habitat and production. The thresholds for flow control requirements are:

- Greater than  $\frac{3}{4}$  acres conversion to lawn/landscape, **OR**
- Greater than 2.5 acres conversion to pasture, **OR**
- Greater than 10,000 square feet of effective impervious area, **OR**
- Greater than 0.1 cubic feet per second increase in the 100-year flood frequency.

The Western Washington Design Storm and Hydrologic Runoff Model shall be used to estimate runoff. For determining the pre-development runoff rates, the pre-developed condition to be matched shall be a forested land cover. The preferred approach to stormwater management is, first, on-site full dispersion of the runoff, and second, infiltration, where the site can meet suitability requirements per the San Juan County Code and the Stormwater Management Plan.

### **Minimum Requirement #8 Wetlands Protection**

Wetlands are extremely important natural resources, but they can be severely degraded by stormwater discharges due to pollutants in the runoff and disruption of natural hydrologic functions (i.e., changes in water levels and the frequency and duration of inundation). Projects that discharge runoff into a wetland, either directly or indirectly, and whose runoff exceeds the thresholds of Minimum Requirements #6 or #7, must apply additional BMPs. Discharges to wetlands must be controlled to maintain the hydrologic conditions, vegetation, and substrate characteristics necessary to support existing and designated uses. A wetland can be considered for stormwater treatment and/or hydrologic modification, but only in accordance with guidance in the Stormwater Management Manual.

### **Minimum Requirement #9 Basin/Watershed Planning**

Watershed-based planning may be used as a means to develop and implement comprehensive water quality protection measures. A project may be required to apply additional BMPs, or required to meet more stringent minimum requirements in order to address overall pollution impacts. In addition, a project may be required to provide additional basin or watershed protection on the basis of conditions and responses that are identified at the watershed level in a Basin or Watershed Plan.

### **Minimum Requirement #10 Operation and Maintenance**

Stormwater control facilities must be properly operated and adequately maintained for the life of the development. A responsible party must be identified, and a copy of the manual shall be retained at or near the site.

**Ecology Construction Stormwater General Permit Coverage Determination:** If applicants are disturbing more than 1 Acre during platting or construction, consultation should take place with Ecology to determine whether or not coverage should be obtained under the Construction Stormwater General Permit. Contact Andrew Craig in Ecology's Bellingham office for more information. Telephone number is 360.738.6250

**Washington Department of Fish & Wildlife Hydraulics Projects Approval (HPA) Permits:** Any projects proposing to tight line stormwater run-off to the shoreline need to contact WDFW to apply for an HPA permit. Telephone number is 425.775.1311

**San Juan County Public Works** recommends that applicants seek assistance from a stormwater design professional for Large Projects.

**State law requires** that engineering work be performed by or under the direction of a professional engineer licensed to practice in Washington State. This requirement applies to plans involving construction of treatment facilities or flow control facilities (detention ponds or infiltration basins), structural source control BMPs, or drainage conveyance systems.

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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 **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.

## **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.



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## POLICIES / PROCEDURES / INTERPRETATIONS

### Inspection of Existing ON-SITE SEWAGE SYSTEMS and Permitting Requirements

René M. Beliveau

Deputy Director/Chief Building Official

Issued 01/10/2008

**ISSUE:** What shall be the permitting restrictions associated with the inspection and maintenance of on-site sewage systems of Section 8.16.160.G1 of the San Juan County Code (SJCC)?

**ANALYSIS:** In order to verify the required Operation and Maintenance of “on-site sewage systems” in existing buildings, Section 8.16.160.G.1 of the San Juan County Code (as amended by Ordinance 58-2007) specifies that:

Verification of satisfactory inspections conducted in accordance with Table VA will be required prior to;

1. Sale of the residence; or
2. Obtaining a building permit.

Table VA requires the following inspection intervals:

Inspection Interval	Type of System(s)
Quarterly	Restaurants, Deli’s, and Markets
Yearly	Residential Pressure Distribution, Mound or Sand Filter Systems Proprietary Treatment Systems Systems Serving Transient Accommodations Systems Serving Other Commercial Establishments
Three Years	Residential Gravity Systems (conventional septic tank and leach field)

**POLICY:** This policy is adopted in order to verify the required Operation and Maintenance Inspections, of Section 8.16.160.G.1 of the SJCC, and to show compliance with applicable design requirements on lots served by an existing “on-site sewage system”.

The owner/applicant of a building permit shall be required to demonstrate to the Health Department that the existing septic system has been inspected and is in compliance with all applicable Health Department Regulations.

Where the work covered by the building permit will increase anticipated or design sewage flows, or involves a change of use, the on-site sewage system must be shown and, where necessary, be redesigned to be in full compliance with all current applicable codes and regulations.

The nature of the work covered by your building permit (i.e. creation of additional bedrooms, installation of commercial fixtures, or change of use) may also require that your septic system be reevaluated and/or redesigned to adequately handle any additional fixtures and/or revised design requirements.

Questions about the requirements for septic design and testing shall be directed to the Health Department at (360) 378-4474.

# Environmental Health On-site Sewage Requirements for Building Permit Proposals Served by Existing Systems

Revised: 3/17/08

## I. EXISTING ON-SITE SEPTIC SYSTEM – COMPLETE RECORDS

**Expansions** – Increases in anticipated sewage flows by either increasing the number of bedrooms beyond the total approved on the septic permit or changing the use of the structure (e.g.: residential to commercial), or changes that would result in adverse impact on the existing system & reserve.

- **Requirements** – System and reserve must be in compliance with current codes. This typically will require submittal of a new or revised design showing how system will be expanded to accommodate increase flows.

**Additions/Remodels** – No increase in anticipated sewage flow or number of bedrooms and no structural or use changes that would adversely impact the existing system and/or reserve area.

- **Requirements** – System must be non-failing. In order to document the system is non-failing; the applicant must submit a pumper's or wastewater inspector's report, from the past 3 years for gravity systems and within the past year for all other systems (pressure distribution, sand filters, aerobic units, etc.), documenting the non-failing status of the system. Note: Gravity systems installed within last 3 years are exempt from this requirement.

**Structural Repairs** – Routine maintenance and repair of roofs, foundations or walls without restructuring the basic floor plan of the residence.

- **Requirements** – Not applicable

## II. EXISTING ON-SITE SEPTIC SYSTEM – INCOMPLETE RECORDS

**Expansions (see definition above)** - System and reserve must be in compliance with current codes. This typically will require submittal of a new or revised design showing how system will be expanded to accommodate increase flows. Proposals to add onto or utilize the existing system will require completion of an as-built for the existing system showing location, layout, depth to bottom of trench, soil type & depth of profile and other key components.

**Additions/Remodels that Expand Building Footprint (but do not increase the load)** - System must be non-failing. In order to document the system is non-failing, the applicant must submit a pumper's or wastewater inspector's report, from the past 3 years for gravity systems and within the past year for all other systems (pressure distribution, sand filters, aerobic units, etc.), documenting the non-failing status of the system. In addition, a designer must complete an as-built drawing documenting the primary and reserve drainfield area.

**Internal Remodels Only** - System must be non-failing. In order to document the system is non-failing; the applicant must submit a pumper's or wastewater inspector's report, from the past 3 years for gravity systems and within the past year for all other systems (pressure distribution, sand filters, aerobic units, etc.), documenting the non-failing status of the system.

**Structural Repairs (see definition above)** – No requirements

**Note:** \*Systems installed within last 15 years should have complete records on file. If no records can be found, the applicant must apply for an on-site septic design (including new design fee), expose the ends of each lateral to verify length and layout, dig a test hole adjacent to the drainfield and two test holes in an area suitable for a reserve field. A designer must complete an as-built drawing and submit records for the system.

\*Systems installed since 01/01/1998 – if never used – do not require a septic inspection if they have passed a "Final" installation inspection.



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## POLICIES / PROCEDURES / INTERPRETATIONS

Verification of

### WATER AVAILABILITY

on Existing Water Supply Systems

René M. Beliveau

Deputy Director/Chief Building Official

Issued 01/10/2008

**ISSUE:** When shall owners/applicants for building permits which include the replacement or relocation of existing plumbing fixtures and/or the addition of new plumbing fixtures be required to verify water availability?

**ANALYSIS:** Section 8.06.140 of the San Juan County Code specifies that “Applicants for building permits which contain plumbing fixtures dependent on water for their operation must demonstrate an adequate, potable water supply for the intended use of the structure.” This section goes on to specify what evidence is acceptable to demonstrate adequacy.

However, this section is silent on how to deal with modifications to legally existing plumbing systems.

**POLICY:** This policy is adopted to clarify when and if water availability shall be required for permits issued on existing plumbing systems.

- An adequate water supply shall be presumed to exist where:
  - Existing water dependent plumbing fixtures in a legally existing and previously approved/accepted plumbing system are being replaced or relocated; or
  - Additional water dependent plumbing fixtures are being added to legally existing and previously approved/accepted plumbing system and where the work does not modify or change the applicable design requirements for water availability [i.e. does not create additional dwelling unit(s), does not involve commercial activities, or is not associated with a change of use].
- An adequate water supply shall be verified as required by Section 8.06.140 of the San Juan County Code where:
  - Water dependent plumbing fixtures are being added to a legally existing and previously approved/accepted plumbing system where the work modifies or changes the applicable design requirements for water availability [i.e. creates additional dwelling unit(s), involves commercial activities, or is associated with a change of use]; or
  - Water dependent plumbing fixtures are being added to an existing but not previously approved/accepted plumbing system.

Questions about the requirements for obtaining verification of water availability shall be directed to the Health Department at (360) 378-4474.

**BULLETIN:**  
**SAN JUAN COUNTY'S CRITICAL AQUIFER RECHARGE PROTECTION STANDARDS**

On December 2, 2008 San Juan County updated the designation and regulations related to critical aquifer recharge areas. The purpose of this update is to assure a safe and adequate supply of water by protecting the quantity and quality of water available to recharge the County's aquifers.

Based on an evaluation of the groundwater characteristics in San Juan County, the entire County was designated as a ***Critical Aquifer Recharge Area***. This designation was based on the following criteria:

1. A hydrogeologic study of the County was performed in accordance with State guidance. It was determined that most of the drinking water supply in San Juan County is moderately to highly susceptible to contamination.
2. San Juan County's aquifers are recharged only by localized rainfall.
3. Many of the aquifers in the County are located in bedrock and susceptible to direct surface contamination.
4. Because of the small land areas (islands) and extensive shoreline in San Juan County, maintaining the seawater to freshwater interface is critical to prevent seawater intrusion into our drinking water supply.
5. Groundwater is also an important source of water for lakes, streams, and wetlands that provide both drinking water for people and water for fish and wildlife.

So, what does this mean to you as you prepare to develop land and live in San Juan County? In a general sense, it means we all need to be very careful how we store, handle, and dispose of hazardous chemicals. In a more specific sense, the following are required throughout the County:

1. Pesticides, petroleum products, and other chemicals that could be a health hazard in drinking water shall:
  - a. Be used in accordance with the manufacturers directions;
  - b. Be stored, handled, and disposed of in a manner that prevents them from coming into contact with the ground surface, or with groundwater or surface water; and
  - c. Not be disposed of in floor drains, injection or drywells, septic or sewage disposal systems.
2. Prior to approval, the County shall review plans for commercial, industrial, public, and institutional facilities for compliance with groundwater protection requirements.
3. All existing commercial, industrial, public, and institutional facilities that handle hazardous chemicals or generate hazardous waste are subject to periodic inspection by the County to ensure compliance with groundwater protection requirements.
4. All agricultural uses shall employ best management practices in the application, storage, and disposal of pesticides, herbicides, fertilizers, animal wastes, and any other chemicals that could be a health hazard in drinking water.

The bottom line, common sense message contained within this bulletin is that because of the nature of our island community, the quantity and quality of our groundwater supply is vulnerable. We all need to be careful that we actively manage hazardous chemicals to protect our critical groundwater resources. A good rule of thumb is that if you don't want to drink it, don't pour it on the ground or down the drain. Please keep in mind that hazardous chemicals that become hazardous waste are very difficult to dispose of here in San Juan County. 'Hazardous Waste Round-Up' collection events occur only once per year on Orcas Island, San Juan Island, and Lopez Island.

For additional information regarding hazardous chemical storage, handling and disposal, please contact: Brian Rader (San Juan County Pollution Prevention Specialist; 370-7581) or Helen Venada (San Juan County Waste Reduction and Hazardous Waste Coordinator; 370-0503).

# **SAN JUAN COUNTY FIRE MARSHAL**

1011 Mullis St., Friday Harbor, WA 98250  
360 378-3473 FAX 360 378-2591  
www.sjcfiremarshal.org

## **Site & Building Access Checklist**

**Definition:** 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. Fire apparatus access roads are a minimum of twelve feet (12) wide with vertical clearance of twelve feet (12). Planters, medians, or landscape do not obstruct access road.
- 2. Fire apparatus access roads shall be designed and maintained to support a fire apparatus, and shall be provided with a surface as to provide all-weather driving capabilities.
- 3. Grades for fire department access roads meet one or more of the following: Does not exceed 16% or 16% or greater must be approved by the Fire Marshal
- 4. All roadways shall be posted with their street name in accordance with the County Address Ordinance.
- 5. Fire apparatus access roads are within 150 feet of all exterior walls, as measured by an approved route around the building.
- 6. Bridges, culverts and elevated surfaces are designed to meet load limits of fire apparatus and shall have load limits posted with durable signs
- 7. If fire apparatus roads have gates or barriers installed, then an approved opening device shall be installed in accordance with current ordinances. The fire district shall approve the operation of the gate or barrier.

### **TURNAROUNDS:**

- 1. Dead end access roads exceeding 150 feet in length shall be provided with an approved turnaround ( cul-de-sac or hammerhead )
- 2. Minimum turning radius of: 96 foot inside diameter for commercial, multi-family, or industrial site.
- 3. Minimum turning radius of: 80 foot inside diameter for single-family residential access.

### **COMMERCIAL:**

- 1. Fire lanes are posted with approved signs or painted red and stenciled



# 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

## DRAWING A SITE PLAN

### Site Plan Instructions

Note: The numbers in parentheses, e.g., (1), correspond to the numbers on the sample site plan attached to these instructions.

**Format** - All drawings shall conform to the following requirements.

Sheet size – Preferred sizes are 11"x17", 18"x24", 24"x36", or 30"x42". An 8½"x11" site plan is acceptable only if all information can be shown at a legible and reproducible scale. One 8 ½"x11" reduced copy is required for recording by the Auditor for Land Use Permits.

(1) **Title Block** - Locate the following information on the right hand or bottom margin of all sheets:

- Owner's Name
- Date
- Owner's Address
- Site Address
- Page Number
- Name, Address & Phone number of person preparing drawings
- Tax Parcel Number
- Lot Description
- Drawing Title
- Drawing Scale
- Revision Date & Number

(2) **Scale** – All site drawings shall be of a consistent and industry standard scale.

Indicate scale with bar symbol for plan reduction integrity.

Site drawings are preferred to be at a scale of 1" = 20', 30', 40', or 50'. Scales of 1" = 100' or 200' should only be used for very large parcels, and then a smaller scale drawing should also be submitted to provide greater detail of the area where new work is proposed.

Graphic scales shall not substitute for dimensioned drawings.

(3) **North Arrow** - Include on all site and site-related drawings (i.e., vicinity map, detail enlargements, floor plan, etc.).

(4) **Property Lines** - Show the location and dimension of all property lines.

(5) **Easements** – Show location for all existing and proposed utility, open space, drainage, and access easements and/or private roads; draw to scale and accurately dimension.

(6) **Existing and Proposed Structures** - Show location, dimension, and use of all existing and proposed buildings and structures on the site; show distances to EACH property line from the furthest most projection of the structure, including overhangs and decks. All setbacks are measured to the furthest most projection of any structure, including overhangs and decks.

(7) **Adjacent Buildings, Wells, and Septic Systems** – When your building, well or septic system is within 50 feet of any adjacent property line, you must show all buildings, septic systems and well locations on the adjacent parcel that are located within 50' of the property line. Show distances from the adjacent property line to the neighboring structures.

(8) **Setbacks** – Show applicable minimum setbacks to ALL property lines and to the center- line of ALL adjacent roads.

(9) **Driveways and Parking** – Show location of on-site driveways and parking.

(10) **Adjacent Roads** – Locate and label the existing roads or rights of way, both county and private. Show centerlines.

(11) **Spot Elevations and Topography** - Show surface elevations at each corner of the site and at each corner of the structure base. Where any portion of the parcel has a slope that exceeds 1:10, show existing and proposed contours at 5-foot intervals.

(12) **Show location of Water Supply, Service lines and Storage Tanks** – Include zones of protection for well, and zones of protection for any well on adjoining property that extends across property boundaries. Also see item 7 for additional requirements.

(13) **Show location of all Sewage Disposal Systems** – Include location of all test holes for sewage disposal permits and the general area and layout planned for the sewage disposal system. If the system is built, show as built.

(14) **Water Bodies, Wetlands, and Drainage** - Show all ponds, wetlands, wetland buffers, streams, and bodies of water.

**In addition, a drainage plan must be submitted with the building permit application when required by the unified development code section 6.**

## Shoreline Parcels

The remaining items are required to be shown on the site plan if any portion of the proposed construction is located within 200' of the shoreline (O.H.W.M.).

(15) **Ordinary High Water Mark (O.H.W.M.)** – Must be shown for all shoreline parcels.

(16) **Top and Toe of Bank** - Show top and toe of bank or berm.

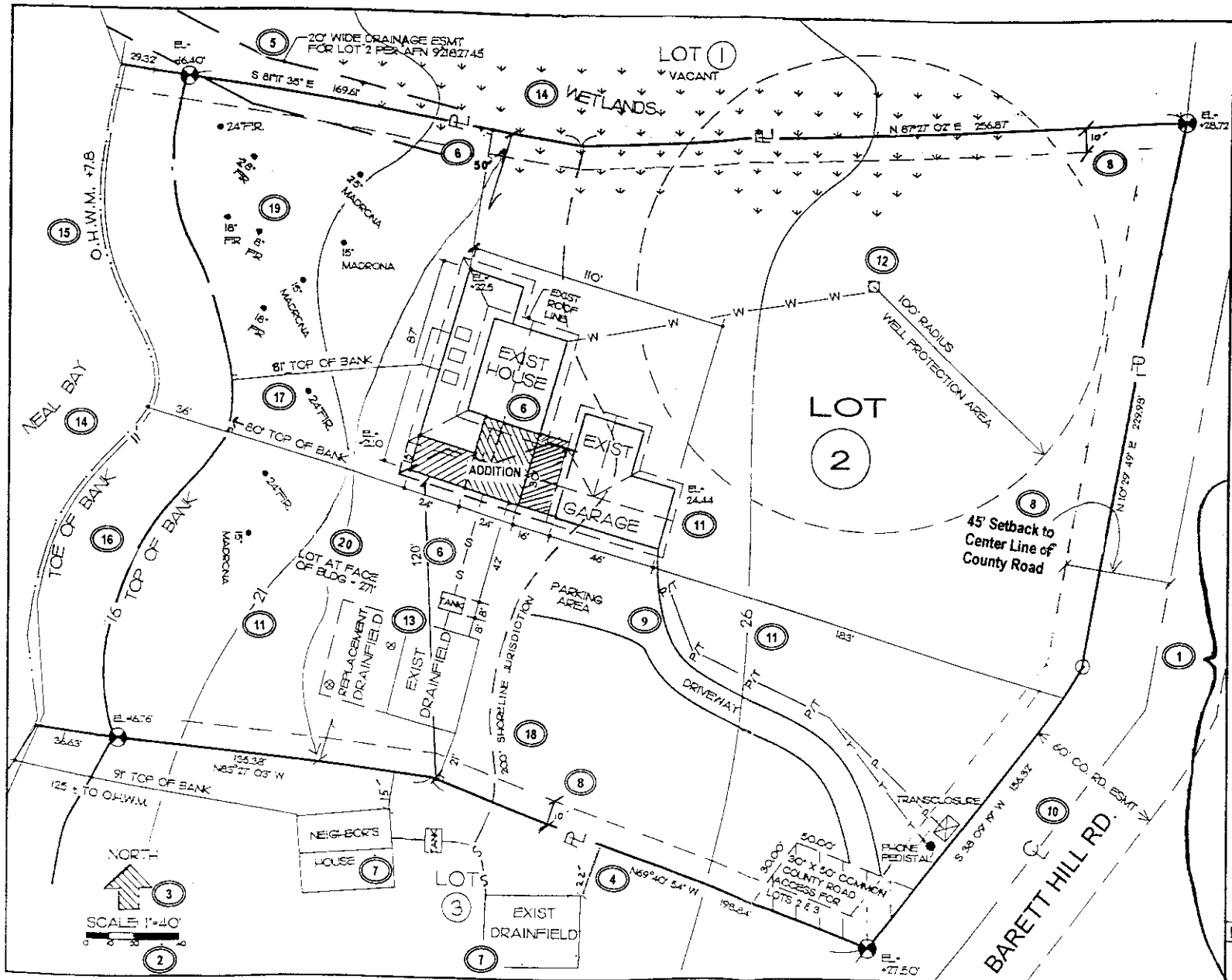
(17) **Setback from Top of Bank** - Show distance from the top of the bank to the seaward face of the structure(s). To be measured at a right angle from the top of the bank or berm.

(18) **200' Shoreline Jurisdiction** – Show a line marking 200 feet from Ordinary High Water Mark. This line should follow the contour of the shoreline.

(19) **Tree Plan** – Show species and trunk diameter for all existing trees that exceed 3- inches in diameter at 4-feet above the ground located within the 200' shoreline area. Also identify any trees that you will be removing in the future.

(20) **Lot Width** – Indicate lot width at seaward face of building.

In addition you will need to provide photographs taken from the shoreline toward the project and from the project to the shoreline.



- LEGEND:**
- PROPERTY LINE
  - SURVEY MONUMENTS
  - PROPOSED AREAS OF CHANGE
  - WETLANDS
  - BROKEN LINES DEPICT LEGAL SETBACKS, EASEMENTS, OR RESTRICTIONS UNLESS OTHERWISE NOTED
  - P — POWER LINE
  - T — TELEPHONE LINE
  - W — WATER LINE
  - S — SEPTIC LINE
  - WELL
  - PERC HOLE

Owner: JOHN DOE Date: 11/25/94

Owner's Address: 104 N. 42ND, ISLAND, WA. 98102

Site Address: 2360 BARETT HILL RD. SAN JUAN IS.

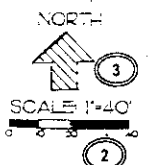
Tax Parcel No. 952541005

Description: LOT 2 OF SHADOW POINT S.P. VOL. — PG. — RECORDS OF S.J.CO.

Prepared by: John Smith Surveying  
1234 Write Road  
Mytown, WA 91111  
(360) 999-1212

Drawing Title: SITE PLAN Drawing Scale: 1"=40'-0"

Page Number: 1 of 2 Revision Date & No.: 1) 9/22/94 (J.S.D.) 2) 10/3/94 (S.B.J.)



# DRAWING A SITE PROFILE

## Site Profile Instructions

Note: The numbers in parentheses, e.g., (1), correspond to the numbers on the sample site profile attached to these instructions.

Format - All drawings shall conform to the following requirements.

Sheet size – Preferred sizes are 11"x17", 18"x24", 24"x36", or 30"x42". An 8½"x11" site plan is acceptable only if all information can be shown at a legible and reproducible scale. One 8 ½"x11" reduced copy is required for recording by the Auditor for Land Use Permits.

(1) Title Block - Locate the following information on the right hand or bottom margin of all sheets:

- Owner's Name
- Date
- Owner's Address
- Site Address
- Page Number
- Name, Address & Phone number of person preparing drawings
- Tax Parcel Number
- Lot Description
- Drawing Title
- Drawing Scale
- Revision Date & Number

(2) Scale – All site drawings shall be of a consistent and industry standard scale.

Indicate scale with bar symbol for plan reduction integrity.

Site drawings are preferred to be at a scale of 1" = 20', 30', 40', or 50'. Scales of 1" = 100' or 200' should only be used for very large parcels, and then a smaller scale drawing should also be submitted to provide greater detail of the area where new work is proposed.

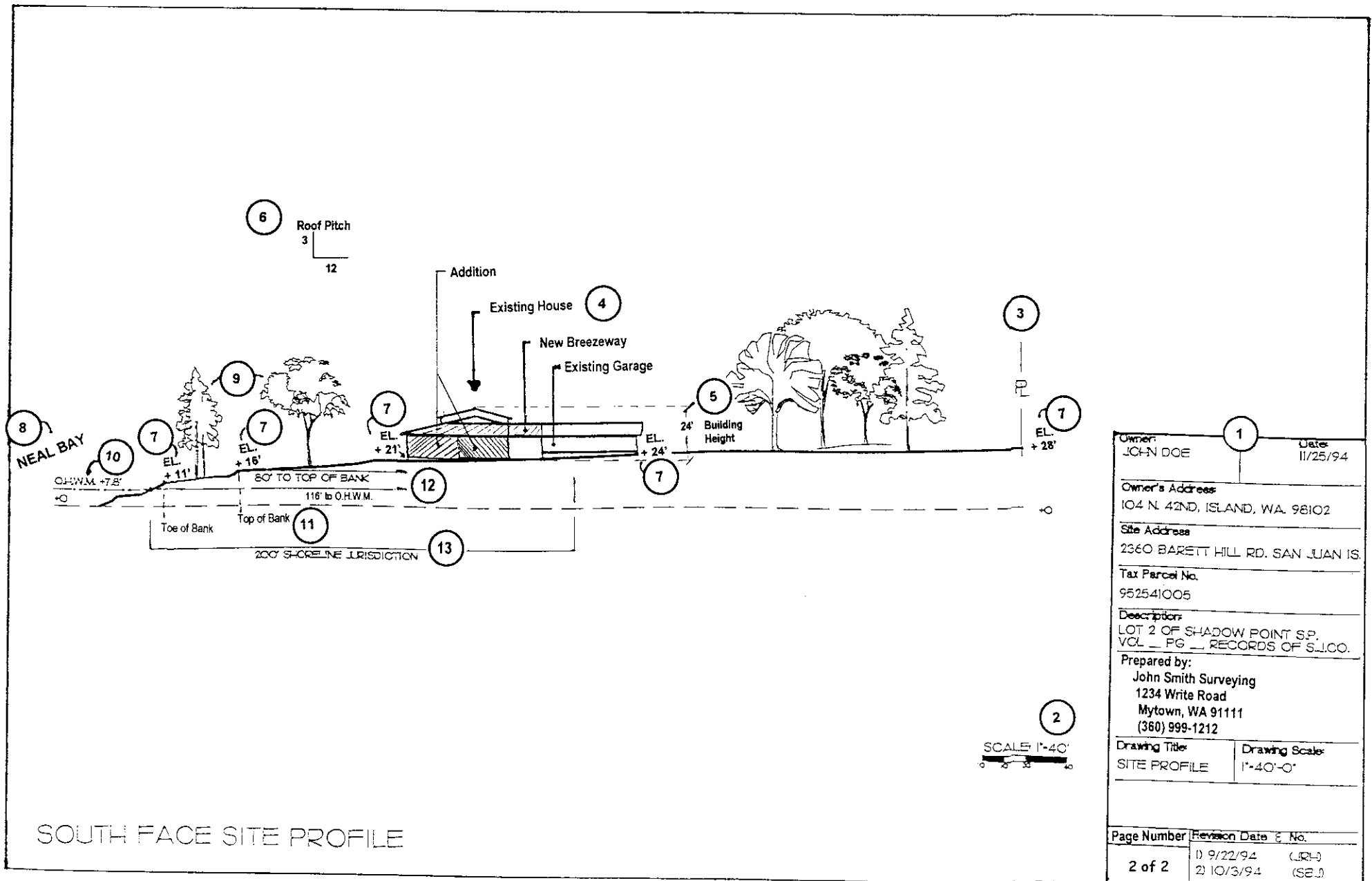
Graphic scales shall not substitute for dimensioned drawings.

- (3) Property Lines - Show property line location in relation to site profile.
- (4) Existing and Proposed Structures - Show profile and use of all existing and proposed buildings and structures on the site.
- (5) Building Height - Show maximum building height. Indicate point of measurements. Structures within 200' of the shoreline O. H. W. M. are typically measured from natural grade level to the highest point of the structure. Structures 200' or more from the shoreline are typically measured from the lowest point of finished grade 5' out from the structure to a point half-way between the ridge and the eave.
- (6) Roof Pitch – Show proposed roof pitch for structures that are or will be located within 200' of the shoreline O.H.W.M.
- (7) Spot Elevations and Topography - Show surface elevations at each corner of the site and at each corner of the structure base. Where any portion of the parcel has a slope that exceeds 1:10, show existing and proposed contours.
- (8) Water Bodies, Wetlands, and Drainage - Show all ponds, wetlands, wetland buffers, streams, and bodies of water.

## Shoreline Parcels

In addition to the previous requirements, the following items are also required to be shown on the site plan if any portion of the proposed construction is located within 200' of the shoreline.

- (9) Tree Plan – Show profile for all existing trees that exceed 3-inches in diameter at 4-feet above the ground located within the 200' shoreline area. Also identify any trees that you would like to remove the future.
- (10) Ordinary High Water Mark (O.H.W.M.) – Show ordinary High Water Mark and elevation above sea level.
- (11) Top and Toe of Bank - Show top and toe of bank or berm.
- (12) Setback from Top of Bank and O.H.W.M. - Show distance from the top of the bank to the seaward face of the structure(s). To be measured at right angle from the top of the bank. Also show distance from the Ordinary High Water Mark to the seaward face of the structure(s).
- (13) 200' Shoreline Jurisdiction – Show a line marking 200 feet from Ordinary High Water Mark. This line should follow the contour of the shoreline.



SOUTH FACE SITE PROFILE

1	
Owner: JOHN DOE	Date: 11/25/94
Owner's Address: 104 N. 42ND, ISLAND, WA. 98102	
Site Address: 2360 BARETT HILL RD. SAN JUAN IS.	
Tax Parcel No. 952541005	
Description: LOT 2 OF SHADOW POINT S.P. VCL - PG - RECORDS OF S.J.I.C.O.	
Prepared by: John Smith Surveying 1234 Write Road Mytown, WA 91111 (360) 999-1212	
Drawing Title: SITE PROFILE	Drawing Scale: 1"=40'-0"
Page Number: 2 of 2	Revision Date & No. 1) 9/22/94 (J.S.) 2) 10/3/94 (S.E.)

## CONSTRUCTION DRAWINGS

Plans and specifications must be drawn to scale upon substantial paper and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to all relevant laws, ordinances, rules and regulations.

Except for Single-Family Dwellings and Garages, building plans shall indicate how required structural and fire-resistive integrity will be maintained where penetrations will be made for conduits, pipes and similar systems.

Residential structures, garages, barns, and Accessory Occupancies, may be designed to the prescriptive construction details and methods for light wood frame construction as described in 2009 International Residential Code. However, in the case of unusual shape, size or weight, split- levels, or when the building is not provided with prescriptive braced wall panels, the building is considered to be of unusual shape or size, and is required to be designed by a Washington State licensed engineer or architect.

Any construction utilizing non-prescriptive methods must be engineered. These include post and pier foundations and pole, log, panelized, concrete, steel, or light- frame structures of unusual shape or size. The design and engineering must be appropriate to the site conditions. The engineer of record must re-calculate engineering if plans are revised.

All engineering must include calculations with references to the particular construction item, name, and location on plans. Engineering requirements must be transferred to the construction drawings and structural drawings must be signed and wet stamped by a Washington State licensed Engineer or Architect. The rule of the State Board of Registration for Professional Engineers and Land Surveyors is that "Engineers...shall not affix their signature and seal to any engineering...nor to any plan or document not prepared under their direct supervision."

Structural calculations will be accepted from Washington State Licensed Architects provided:

- 1) The calculations are related to the design of a single-family dwelling or appurtenant structure prepared, in its entirety, by the same architect.
- 2) The structural calculations and plans are stamped and signed by the architect. (Original signature required on at least one plan set and calculations.)

For additional information concerning residential construction requirements, please refer to the 2006 "International Residential Code" and the 2009 "Uniform Plumbing Code" as adopted and amended by the State of Washington

## INSTRUCTIONS FOR DRAWING CONSTRUCTION PLANS

The following pages show an example of minimum requirements for construction plans of a non-engineered house. Failure to provide sufficient detail may cause delays in our ability to issue a building permit. All drawings shall conform to the following requirements.

Sheet size – Preferred sizes are 11"x17", 18"x24", 24"x36", or 30"x42". An 8½"x11" plan is acceptable only if all information can be shown at a legible and reproducible scale.

Note: The numbers in parentheses, e.g., (1), correspond to the numbers on the attached sample construction drawings.

(1) Title Block - Locate the following information on the right hand or bottom margin of all sheets:

- Owner's Name
- Date
- Owner's Address
- Site Address
- Page Number
- Tax Parcel Number
- Lot Description
- Drawing Title
- Drawing Scale
- Revision Date & Number

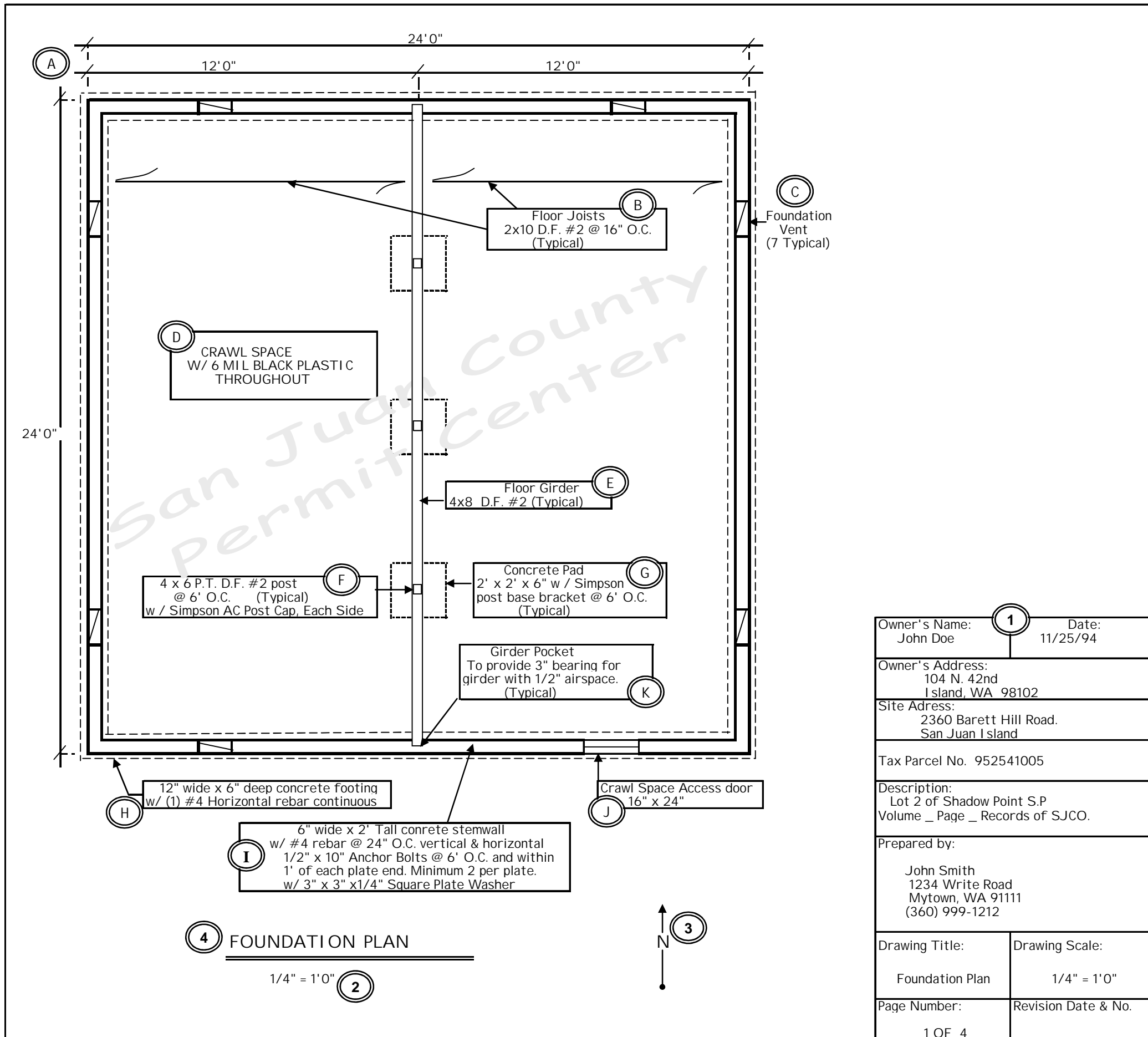
- Name, Address & Phone Number of person preparing drawings
- (2) Scale – All construction drawings shall be of a consistent and industry standard scale. Construction drawings are required to be at a scale of ¼" = 1'. Smaller scales should only be used for very large structures, and then a larger scale drawing should also be submitted to provide greater detail. Detail drawings should be at a minimum scale of ½" = 1'.

(3) North Arrow - Include on floor plan, foundation plan, and any other plan view drawings.

(4) Drawing Title – In addition to labeling the drawing in the Title Block, label each drawing on the page.

ADDITIONAL INSTRUCTIONS, SPECIFIC TO THE TYPE OF CONSTRUCTION DRAWING, HAVE BEEN PROVIDED ON EACH OF THE FOLLOWING SHEETS.

IF ENGINEERING IS NECESSARY, ADDITIONAL CONSTRUCTION METHODS REQUIRED BY THE ENGINEER (OR ARCHITECT) MUST BE DETAILED IN THE PLANS.



### Instructions for Foundation Plan

In addition to the Title Block, Scale, North Arrow, and Drawing Title the following items should be shown on a typical non-engineered foundation plan.

Circled letters reference items on the plans to the right.

- A** Show dimensions of structure and spacing of framing members
- B** Indicate floor joist size, species and spacing. If this were a slab floor indicate the slab thickness.
- C** Show required foundation vent locations. One square foot of vent area is required for every 150 square feet of under-floor area.
- D** Indicate there will be 6 mil black plastic vapor barrier per the Washington State Energy Code.
- E** Indicate floor girder size and species. If this were a concrete slab and a thickened footing were required, indicate the footing dimensions.
- F** Indicate post size, species and spacing. Also indicate the method of attachment of the post to the girder.
- G** Indicate independent footing size and spacing under posts. Also indicate the method of attachment of the post to the footing.
- H** Indicate perimeter footing size and note the rebar size and spacing to be placed in the footing.
- I** Indicate stemwall size and note the rebar size and spacing to be placed in the stemwall. Also note the anchor bolt size and spacing, and washer specifications.
- J** Show required crawl space access door location and size.
- K** Indicate girder pocket will provide 3" bearing surface and 1/2" airspace.

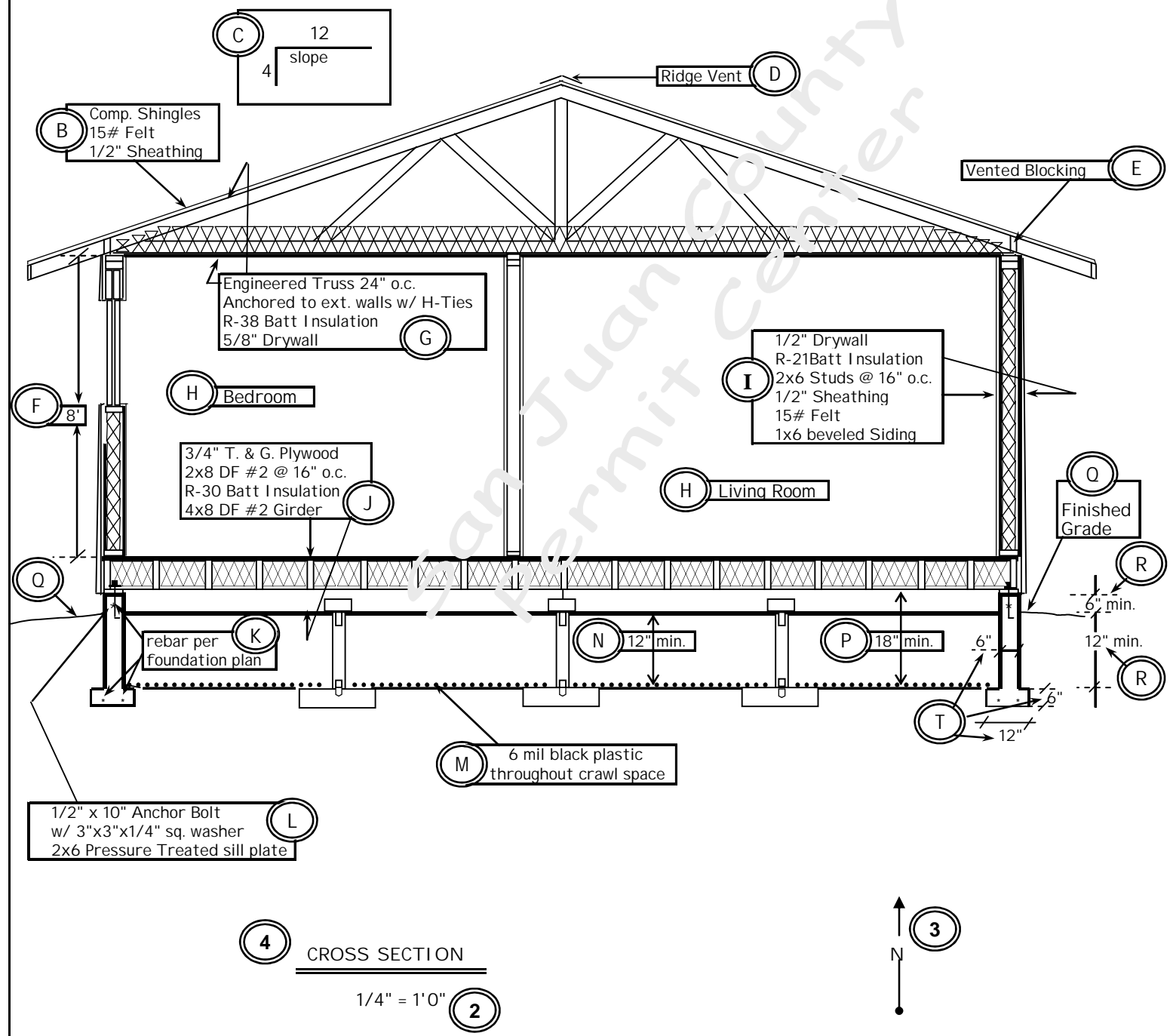
For additional information concerning residential construction requirements, please refer to the 2006 "International Residential Code" and the 2006 Uniform Plumbing Code as adopted and amended by the State of Washington.

**\*EXAMPLE ONLY\***  
Actual requirements are dependent on designs and conditions of submitted project

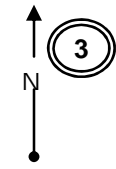


\*EXAMPLE ONLY\*  
Actual requirements are dependent on designs and conditions of submitted project

Note: All Nailing to be in accordance with IRC Table R602.3(1)



4 CROSS SECTION  
1/4" = 1'0"  
2



Instructions for Cross Section

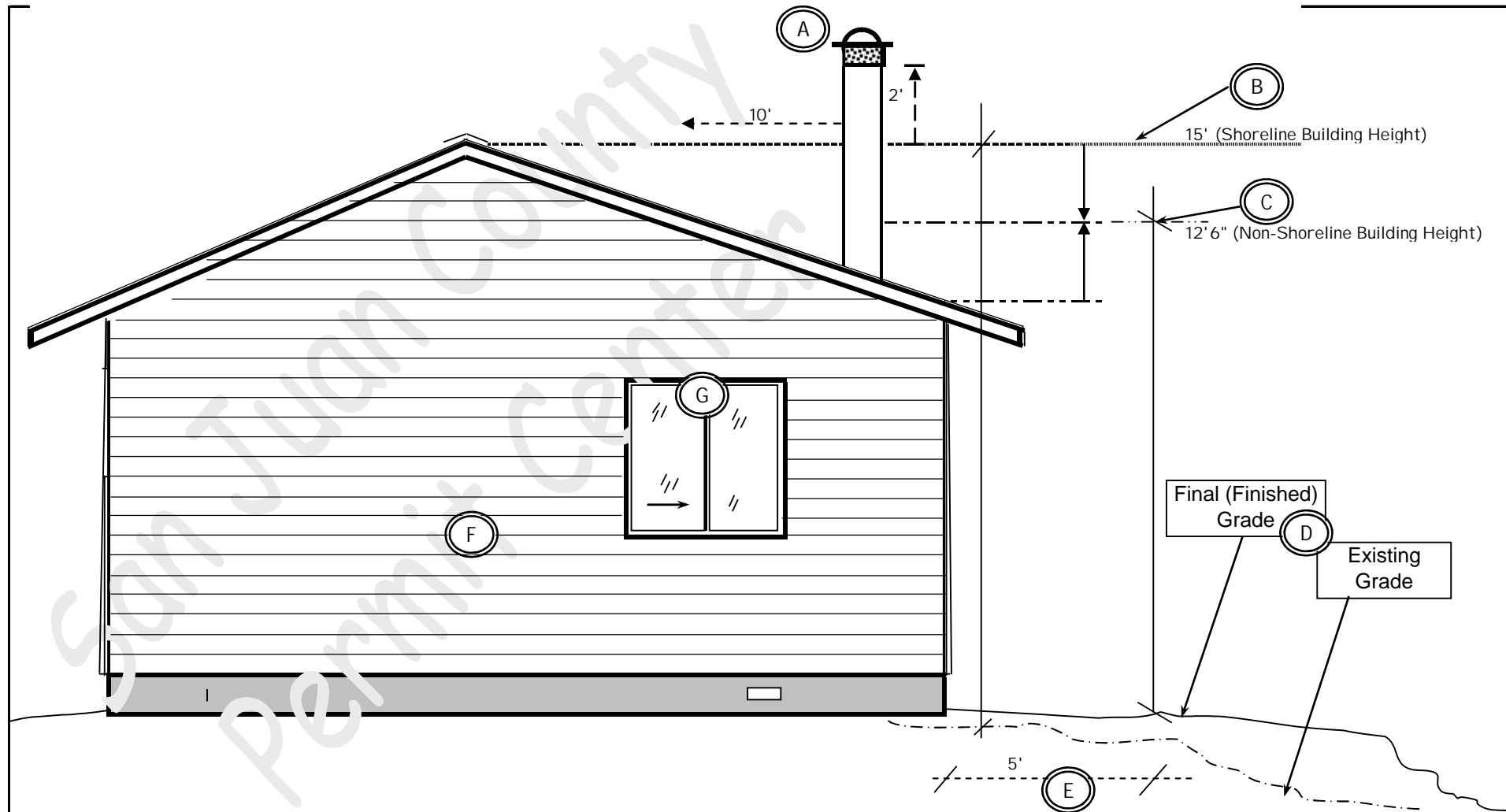
In addition to the Title Block, Scale, and Drawing Title, the following items should be shown on a typical non-engineered cross-section. If different types of construction are used, you should provide additional cross-section drawings showing the method of construction for each area.

Circled letters reference items on the plans to the left.

- A Describe the nailing method to be used. If the nailing method is to be different from IRC Table R602.3(1), please indicate the location and pattern to be used.
- B Indicate roofing material, underlayment type, and sheathing thickness.
- C Indicate roof pitch.
- D Indicate ridge vent if any.
- E Show rafter blocking and indicate if it will be used for attic venting.
- F Indicate exterior wall height.
- G Describe roof/ceiling framing, anchoring method, insulation, and ceiling finish material.
- H Label the rooms where the section view is shown.
- I Describe the exterior wall framing, exterior wall covering, insulation, weather barrier, and interior wall covering.
- J Describe floor framing members (joists and girders), interior floor sheathing, and insulation.
- K Show rebar location as noted on foundation plan.
- L Show anchor bolt, washer, and sill plate size, type, and location.
- M Indicate placement of 6 mil black plastic throughout crawl space.
- N Indicate clearance between bottom of floor girder and underfloor grade level.
- P Indicate clearance between bottom of floor joist and underfloor grade level.
- Q Accurately depict final grade. Soils must be slope away from the structure.
- R Show siding will be at least 6" above finished grade.
- R Show minimum footing depth below finished grade. (Minimum 12" for 1-Story, Minimum 15" for 2-story, Minimum 23" for 3-Story)
- T Show footing and stemwall dimensions.

Owner's Name: John Doe	1	Date: 11/25/94
Owner's Address: 104 N. 42nd Island, WA 98102		
Site Address: 2360 Barrett Hill Road. San Juan Island		
Tax Parcel No. 952541005		
Description: Lot 2 of Shadow Point S.P Volume _ Page _ Records of SJCO.		
Prepared by:  John Smith 1234 Write Road Mytown, WA 91111 (360) 999-1212		
Drawing Title:  Cross Section	Drawing Scale:  1/4" = 1'0"	
Page Number:  3 OF 4	Revision Date & No.	

For additional information concerning residential construction requirements, please refer to the 2006 "International Residential Code" and the 2006 "Uniform Plumbing Code" as amended by the State of Washington



Instructions for Elevation

In addition to the Title Block, Scale, and Drawing Title, the following items should be shown on a typical elevation drawing. We have shown only the west elevation as an example. You should submit elevation drawings for each side of the structure.

Circled letters reference items on the plans to the left.

- (A)** If your structure has a chimney, please show the location on the elevation drawings. The chimney vent must be at least 2' higher than any part of a building within 10' of the chimney. Be sure to check the manufacturer's instructions as well.
- (B)** If any portion of the structure is within 200' of the shoreline, the building height is measured from existing grade to the highest point of the structure. Show building height and points of measure. Show all 4 elevations w/height above grade.
- (C)** If no portion of the structure is within 200' of the shoreline, the building height is measured from finished grade to a point half-way between the ridge and eave of the structure. Show building height and points of measure.
- (D)** Show all final grades. Construction plans subject to Shoreline regulations must show both existing and final grade elevations. It is very important that you show any nearby slopes. Construction may be stopped or delayed if site conditions differ from what is depicted on the drawings.
- (E)** For the purpose of determining building heights where no portion of the structure is within 200' of the shoreline, the measurement is taken 5' away from the structure at finished grade.
- (F)** Show typical exterior finish material (graphically).
- (G)** Show window and door locations.

For additional information concerning residential construction requirements, please refer to the 2006 "International Residential Code" and the 2006 "Uniform Plumbing Code" as adopted and amended by the State of Washington

**\*EXAMPLE ONLY\***  
Actual requirements are dependent on designs and conditions of submitted project.

Owner's Name: <b>1</b> John Doe		Date: 11/25/94
Owner's Address: 104 N. 42nd Island, WA 98102		
Site Address: 236 Barrett Hill Road. San Juan Island		
Tax Parcel No. 952541005		
Description: Lot 2 of Shadow Point S.P Volume _ Page _ Records of SJCO.		
Prepared by:  John Smith 1234 Write Road Mytown, WA 91111 (360) 999-1212		
Drawing Title:  West Elevation	Drawing Scale:  1/4" = 1'0"	
Page Number:  4 OF 4	Revision Date & No.	

