



SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

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

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

dcd@sanjuanco.com | www.sanjuanco.com

2018 DETACHED ACCESSORY DWELLING PERMIT APPLICATION CHECKLIST

If you received a letter indicating that you have been approved for an ADU for 2018, please use this checklist and provide all the following documents for a complete permit application submission by July 16, 2018:

1. **Completed Permit Application** (Buff) including Scope of Work Statement. An estimated **project valuation** must be entered at the top right of the application. A separate application is required for each structure. Enter quantities for SF and Mechanical & Plumbing equipment (if structure contains either or both).
 - a. Read the Utility Certification on page 2 of the permit application.
 - b. Mark the "SHORELINE" section indicating whether your development is within the shoreline jurisdiction (200' of the Ordinary High Water Mark (OHWM)). **IF YES**, complete the "Shoreline Exemption" section.
 - c. Mechanical & Plumbing information table filled out (if structure contains either or both).
 - d. Contractor information, including business name, address, phone, license number, OR Owner/Contractor checked and declaration signed in upper portion of 2nd page of the application.
 - e. Be sure the applicant or agent signs at the bottom of the application. If using an agent, an owner signature authorizing the agent is required.
2. **Environmental Health Review** –ADU's are required to utilize the same on-site sewage/sewer system, and water system as the main residence. Verification that there is adequate capacity in the on-site sewage system will be made by reviewing an approved design, and a current inspection. Verification of water will be determined by an approved water availability application.

A copy of your receipt or a date-stamped cover page from your applications received by HCS must be included with your application if you are submitting a water availability and/or septic design for this application.

Mail to: SJC HCS Department
PO Box 607
Friday Harbor, WA 98250

or Hand Deliver to: SJC HCS Department
145 Rhone St
Friday Harbor, WA

- a. **Water Availability** Approved Certificate of Water Availability (attach approved Health Department Water Certificate); OR Water Availability Application, under review by the Health Department (attach a copy of 1st your date-stamped application, or receipt);
- b. **Septic Verification** Approved Septic Design; OR public sewer with letter of availability; OR Septic Design Application under review by Health; AND current inspection required for existing septic systems;
3. **Stormwater Management** (Required for all projects unless application is for an interior remodel)
 - a. "Impervious Surfaces Worksheet" must be completed and submitted – example provided.
 - b. Minimum 2 Requirement Certification, signed by applicant, if plan level is "Simple".
 - c. Stormwater Plan & Application if plan level based on worksheet results is "Small"; OR "Large"
4. (GIS) Address Request / Review form (Required with all applications for E911 verification.)
5. (PW) Access / Driveway Permit Application form (Required with all applications with access to a public road, even if a driveway exists.)
6. Energy Form (NOT required for modular homes, internal remodel, or non-conditioned projects.)
7. Construction Drawings as follows: (for info on "how to draw a site plan" or information needed on construction drawings, please refer to the website at <http://www.sanjuanco.com/dcd>
(Drawings should be no larger than 24 X 36)
 - a. Complete site plan, including all existing & proposed structures (3 copies – one at 11 X 17 or 8 ½ X 11)
 - b. Profile plans (2 copies)
 - c. Construction drawings (2 copies) 2 complete plan sets, compliant with the 2015 IBC or IRC, site and building specific, to standard architectural scale, with title block, North Arrow on ea pg, page _ of _, and sized no larger than 24" X 36" including the following: Site Section Foundation Plan Floor Plan with all rooms labeled Roof Framing Plan, incl. gravity load and headers Engineering/ Civil Drawings (comm. only) Building Section N,S,E,W Elevations Floor Framing Plan (unless manufactured home) Landscape / Parking Plans (commercial only).**For new manufactured homes or commercial coaches**, include 1copy of the floor plan & 1 copy of the installation manual - provide model year _____. **Pre-June 1976 requires L&I Safety Inspection.**

If you have any questions, please call (360) 378-2116, Monday – Friday, 8:00 am – 4:30