



SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

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POLICY/PROCEDURE/INTERPRETATION

VESTING OF ONLINE BUILDING SUBMITTALS

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Building Official

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Department of Community Development

Issue: San Juan County Department of Community Development (**DCD**) has recently been accepting 'ONLINE BUILDING SUBMITTALS' through the permit portal and email. Accepting digital submittals raises the question about 'Vesting' of a permit and timing concerns.

The International Residential Code (2015) states:

R105.3 Application for permit. To obtain a permit, the applicant shall first file an application therefor in writing on a form furnished by the department of building safety for that purpose. Such application shall:

- 1. Identify and describe the work to be covered by the permit for which application is made.*
- 2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.*
- 3. Indicate the use and occupancy for which the proposed work is intended.*
- 4. Be accompanied by construction documents and other information as required in Section R106.1.*
- 5. State the valuation of the proposed work.*
- 6. Be signed by the applicant or the applicant's authorized agent.*
- 7. Give such other data and information as required by the building official.*

Further:

R106.1.1 Information on construction documents. Construction documents shall be drawn upon suitable material. Electronic media documents are permitted to be submitted where approved by the building official. Construction documents 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 the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official.

Analysis: In a traditional office setting the applicant brings the permit documents to the counter and staff reviews them for completeness. Staff can assess the application, determine the correct permit type, and collect fees for plan review. Complete applications can be considered “Vested” once all fees have been paid, and all application materials have been accepted for review.

Digital plan submission, and digital plan review have become widely available as technology has improved. In addition, due to the COVID 19 virus recently affecting SCJ DCD operations, and we are now accepting electronic format building permit applications.

The initial process of creating an ‘ONLINE BUILDING SUBMITTAL’ is similar to an applicant visiting the office in person and presenting the application for review. The submittal by the applicant automatically creates a place holder on our permit tracking system to upload the documents for review, assess fees, and determine correct permit type.

Policy: Effective immediately, an ‘ONLINE BUILDING SUBMITTAL’ will be considered a complete building permit application only after it has been assigned a permit type, permit number, appropriate plan review fees have been paid, all other application submittal requirements have been met. Upon creation of an ‘ONLINE BUILDING SUBMITTAL’, the applicant has 30 days to submit all required documents, or the submittal will be cancelled as incomplete.

After the submittal has been accepted, paid for, and permit type assigned, the application then conforms to

R105.3.2 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.