Building Permit Application Instructions

Building permit application forms have been designed to capture the information required to process your permit. Your completed application will be kept on file as a record of what we have permitted so it is important to be as clear and accurate as possible.

All permit applications will require a **Master Building Application and a Universal Plot Plan.** The Master Building Application collects all the state required permit information, information about the project property and general project information. Each item in the project information section has a form which collects information for that part of your project. One Master Building Application and one Universal Plot Plan may be used to apply for multiple permits that your project may require such as a single family home, plumbing and mechanical, and flood development. **All applications must be completed and signed in ink.**

**New** Permits for undeveloped lots or exterior of existing buildings must provide a completed **Field Indicators Worksheet**, a **Land Use Intensity Worksheet** (If applicable) and a **Wetland Buffer Worksheet** (If applicable).

Two complete sets of building plans and engineering are required. After plan review one set will be returned to you to be used for construction and inspections. One set of approved plans will be retained in the building department office. Please submit three sets of fire protection system plans so that a set may be forwarded to the local fire protection district.

**COMPLETED APPLICATIONS MUST BE SUBMITTED IN PERSON AT THE LOCATIONS AND TIMES SPECIFIED BELOW.**

**IF SUBMITTING FOR A COMMERCIAL PERMIT, CALL (360)678-7820 TO SCHEDULE AN APPOINTMENT**

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coupeville</td>
<td>Monday – Friday: 8:00 a.m. to 2:00 p.m.</td>
</tr>
<tr>
<td>Camano</td>
<td>Monday – Friday: 8:00 a.m. to 11:00 a.m. 1:00 p.m. to 2:00 p.m.</td>
</tr>
</tbody>
</table>

All applications and supporting documents will be reviewed for completeness prior to acceptance. **Allow for at least 60 minutes in the office when turning in an application.** Check lists are available that will guide you through the permit application process to insure that all required information has been submitted.
MASTER BUILDING APPLICATION

Owner/Applicant ___________________________ Phone ___________________________
ADDRESS ___________________________ Email __________________________
City, State, Zip ___________________________

CONTACT/AGENT ___________________________ Phone ___________________________
Address ___________________________ Email __________________________
City, State, Zip ___________________________

CONTRACTOR ___________________________
License # ___________________________ Expiration ___________________________
Address ___________________________ Phone ___________________________
City, State, Zip ___________________________ Email __________________________

NAME OF CONSTRUCTION LENDER OR BOND ___________________________
Phone ___________________________ Email __________________________
Address ___________________________ City, State, Zip ___________________________

PROPERTY INFORMATION

PROJECT ADDRESS ___________________________ City ___________________________ Lot Size ______
Subdivision/Mobile Home Park ___________________________ Space # ___________________________ Zone ______
Parcel # ___________________________ Key # ___________________________
Division _____ Block _____ Lot _____ Section ______________ Township ___________ Range ______
Has work started? ________________ Was this ever an Owner Builder Building? __________________——
Adjoining Parcels you own ___________________________ Is the property in a special tax program? ______
Is this property subject to a Moratorium? ______ Yes ______ No ______ Type __________________——

PROJECT INFORMATION

RESIDENTIAL
One and Two Family dwelling & attached accessory structures
Manufactured Home
Detached Accessory structure <3000 sq ft

OTHER
Plumbing/Mechanical
Flood Development
Ebey’s Landing Historical Reserve
Shoreline, bulkhead & docks
Demolition

BUILDING CODE
Non-Residential & Multi-Family Residential
Tenant Improvement or Change of use
Sign
Sprinkler or Fire Alarm

FIRE CODE
Temporary Operational Permit *
Temporary Tents & canopies*
Motor Vehicle fuel dispensing system

*Temporary is 180 days or less.

The applicant warrants that all information in this application is truthful and complete. Permits may be suspended or revoked whenever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any provision of the code. I have read and understand cover sheet instructions.

Applicant signature ___________________________ Date ___________________________

Island County 5 - 2014
INTERNATIONAL FIRE CODE
OPERATIONAL PERMIT

TYPE OF OPERATIONS

Permit #_________

_____ Amusement Buildings

_____ Cutting and Welding

_____ Carnivals and Fairs

_____ Hot Work

_____ Compressed Gases

_____ Fumigation

_____ Exhibits and Tradeshows

_____ Scrap Tires

_____ Flammable and Combustible Liquids

_____ Tents/ Canopies

_____ Other (describe)____________________________________________________

1. Date operations will occur.__________________________

2. What is the current use of the site?____________________________

____________________________________________________

____________________________________________________

3. Describe in detail the activities proposed.________________________

____________________________________________________

____________________________________________________

____________________________________________________

4. Describe how you will meet the requirements of the International Fire Code and other relevant laws (provide site plans and construction documents of sufficient clarity to indicate location, nature and extent of work). ________________________________

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____________________________________________________

____________________________________________________