



SAN JUAN COUNTY

DEPARTMENT OF COMMUNITY DEVELOPMENT

135 Rhone Street, P.O. Box 947, Friday Harbor, WA. 98250
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BUILDING PERMIT APPLICATION PROCESS

This document is designed to help you understand what permit requirements pertain to your project and information necessary to complete the application, and also to answer common questions related to building permits. Click on the links below to determine whether your project requires permitting and to access the various permits. If you are still unclear, please call the Department of Community Development and Planning (DCD) Monday through Friday, between 8 am – 4:30 pm, with the exception of the following holidays:

New Year's Day (or nearest work day)	Labor Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day (or nearest work day)

WHAT PERMIT, IF ANY, WILL I NEED?

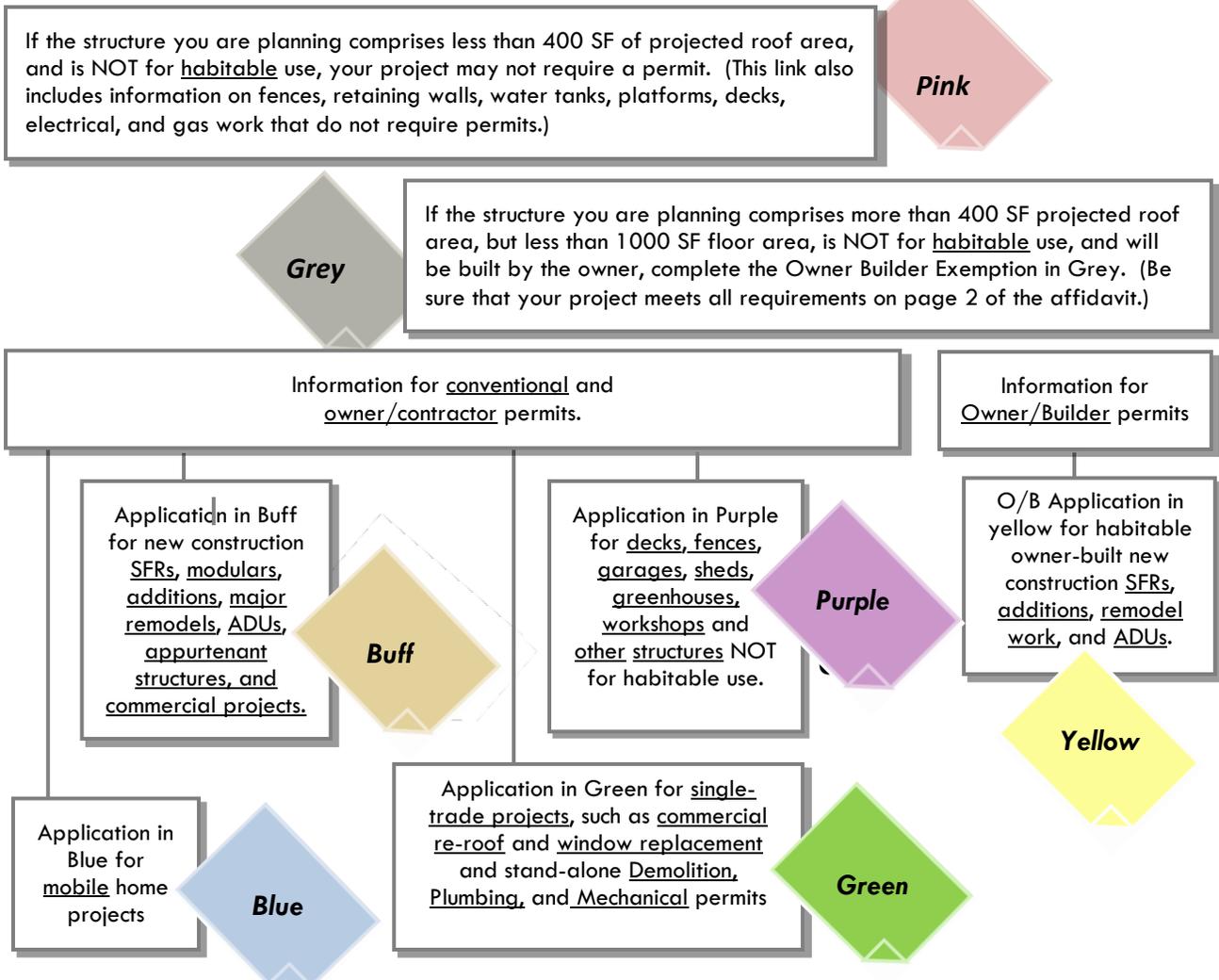


TABLE OF CONTENTS

CRITICAL NOTICES	1
BUILDING PERMIT INFORMATION	2
WHEN IS A BUILDING PERMIT NECESSARY?	2
WHAT LAWS & REGULATIONS APPLY TO CONSTRUCTION?.....	2
WHAT INFORMATION IS NECESSARY TO COMPLETE THE APPLICATION?.....	2
HOW MUCH WILL MY PERMIT COST?	11
HOW LONG WILL IT TAKE FOR MY PERMIT TO BE ISSUED?	13
WILL I NEED OTHER PERMITS OR APPROVALS IN CONJUNCTION WITH MY APPLICATION?	13
WHAT DOCUMENTS SHOULD BE SUBMITTED TO OBTAIN A BUILDING OR MODULAR PERMIT? 13	
DEMOLITION PERMIT - WHAT DOCUMENTS SHOULD BE SUBMITTED?	14
WHAT DOCUMENTS SHOULD BE SUBMITTED TO OBTAIN A REVISION PERMIT?	14
WILL THE PERMIT APPLICATION EXPIRE?	15
WILL THE PERMIT EXPIRE?	15
IS THERE A PERMIT RENEWAL FEE?	15
WHAT INSPECTIONS ARE REQUIRED?.....	15
HOW DO I REQUEST AN INSPECTION?.....	15
STORMWATER MANAGEMENT for DEVELOPMENT	17
Inspection of Existing ON-SITE SEWAGE SYSTEMS and Permitting Requirements	31
Verification of WATER AVAILABILITY on Existing Water Supply Systems.....	34
BULLETIN: SAN JUAN COUNTY’S CRITICAL AQUIFER RECHARGE PROTECTION STANDARDS.....	36
DRAWINGS & PLANS	37
DRAWING A SITE PLAN	37
DRAWING A SITE PROFILE.....	38
CONSTRUCTION DRAWINGS.....	39

*For additional information concerning residential construction requirements,
please refer to the 2012 “International Residential Code” and the 2012 “Uniform Plumbing Code”
as adopted and amended by the State of Washington*

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 200 foot shoreline jurisdiction 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 structure 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.

4) CALL BEFORE YOU DIG

You must phone the utility location center 24 hour hotline at **1-800-424-5555** to locate utilities prior to any excavation.



5) FIRE APPARATUS & EMERGENCY ACCESS

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. Maximum grade allowed
 - Gravel driveway – 16.0 percent
 - Paved driveway – 22.0 percent
2. Minimum grade allowed – 1.0 percent
3. Minimum curve radius allowed – 50 feet
4. Minimum finished driveway width – 12 feet
5. Cul-de-sacs or hammerhead turnarounds constructed in accordance with County standards are to be located at a maximum of 1,000-foot intervals.
6. All dead-end Fire Apparatus Access Driveways that are more than 150 feet in length shall be provided with an approved cul-de-sac or hammerhead turn-around, constructed in accordance with diagrams provided in the policy and include no more than 150 feet from the end of the Fire Apparatus Access Driveway
7. Fire Apparatus Access Driveways shall be designed and maintained to support fire apparatus, and shall be provided with a surface providing all-weather driving capabilities.
8. All bridges, culverts greater than 24 inches in diameter, and elevated surfaces shall be designed to meet load limits as required for private roads.
9. Fire Apparatus Access Driveways shall be kept clear and unobstructed and maintained to provide the required 12 foot width and shall also be maintained to provide an unobstructed vertical clearance of 13 feet above the driveway surface. Prohibited obstructions include, but are not limited to, planters, retaining walls, medians, landscaping, brush, or other vegetation.
10. All gates or barriers where provided across Fire Apparatus Access Driveways shall be approved, installed, and regulated as provided by Section 503.5 of the international Fire Code.
Legally existing occupiable structures shall not be required to bring their existing driveways into compliance with this policy. Any questions regarding this should be directed to the San Juan County Fire Marshal, 1011 Mullis St., Friday Harbor, WA 98250 (360) 378-3473, or see: www.sjcfiremarshal.org.



BUILDING PERMIT INFORMATION

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 105.2.
- A storage shed which has more than 400 square feet of projected roof 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 are being performed, separate plumbing and mechanical permits are required from DCD.
- 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.

WHAT LAWS & REGULATIONS APPLY TO CONSTRUCTION?

Construction must conform to standards adopted by San Juan County and the State of Washington.

These include:

- | | |
|--|-------------------------------------|
| ➤ 2012 International Building Code | ➤ 2012 WA State Energy Code (WSEC) |
| ➤ 2012 International Fire Code | ➤ RCW 19.27 & 70.92 |
| ➤ 2012 International Residential Code (IRC) | ➤ WAC Chapters 51-40; 42; & 44 – 47 |
| ➤ 2012 International Mechanical Code (IMC) | ➤ SJCC Title 15 (SJC Building Code) |
| ➤ 2012 Uniform Plumbing Code (UPC) | ➤ SJC Unified Development Code |
| ➤ 2012 Ventilation & Air Quality Code (VIAQ) | ➤ SJC Comprehensive Plan |

Local Design Criteria:

- | | |
|---|---|
| ➤ Seismic Zone: D1 | ➤ Snow Load: 25 lb. L.L. |
| ➤ Wind Load: 85 mph | ➤ Floor Load: 40lb L.L./30lb LL Sleeping Room |
| ➤ Wind Exposure: site specific | ➤ Setbacks: Per IRC Figure R403.1.7.1 setbacks from slopes & UDC Tables 6.1 & 6.2 |
| ➤ Assumed Soil Bearing: 1500 PSF (Note: if design soil bearing exceeds 1500 PSF, the actual soil bearing must be verified by a Geologist, or Washington State licensed Engineer or Architect. | ➤ Fire Hydrant Provisions: Residential Structures that contain 4000 sf or more of living area must be served by an approved fire hydrant or a fire suppression system installed in accordance with an NFPA approved system. |
| ➤ Frost Depth: 12 inches | |

WHAT INFORMATION IS NECESSARY TO COMPLETE THE APPLICATION?

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 DCD if you are unsure of which application to complete.

Estimated Valuation of Your Project:

Provide a cost estimate to the total value of the work. 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 not be issued until 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.

Property Information:

Tax 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.

Description of Project/Work:

Provide a brief description of the purpose, extent, and nature of the project or work to be covered by the permit.

Applicant Information:

Owner's name, mailing address, phone number, and e-mail address.

Contractor Information:

Provide the Contractors' name, mailing address, phone #'s, e-mail and License #'s. If you choose to act as your own general contractor, or you plan to build the structure yourself, please 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).

Contact Information:

Name, mailing address, phone, and e-mail address 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 and with no commercial use.
- Commercial: for commercial, industrial, office and other non-residential uses.
- 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 listed, please specify.

Permit Type & Square Footage:

List the Floor Area in square feet (including the outside walls) for the type of structure or area where the work will occur. This information is needed to help us determine the Permit Fees. The Permit Coordinator may require additional information to determine compliance with Land Use Regulations.

Disturbed Land Area:

Specify, in sq. ft., the area that will be disturbed. If less than 7,000 sq. ft., requirements 1 through 5 of the Stormwater Management Manual apply, including a Stormwater Site Plan and a Construction Stormwater Pollution Prevention Plan. Plans must be approved by DCD prior to any land disturbance. Additional requirements apply where $\frac{3}{4}$ acres or greater of native vegetation are converted to lawn or landscaping, or where 2.5 acres or greater 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.

- Plumbing fixtures are assessed at \$11.00 per fixture, plus a \$34.00 processing 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, please 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 and staff will make the computation according to the fee listed for those items.
- 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.
- Gas outlets include every shutoff valve for LPG (propane) appliance located within the structure.
- Underground piping includes both fuel oil and LPG (propane) exterior locations.
- Fees for mechanical fixtures vary, as indicated on the application form, in addition to a \$34.00 Processing Fee.
- 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 2 Floor Plans.

Access (Right-of-Way) Permits:

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. You are also responsible for compliance with provisions for environmentally 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. Submit the completed forms along with your building permit package to Community Development and Planning.

INSTRUCTIONS FOR RIGHT-OF-WAY PERMIT APPLICATIONS

Applicant shall be familiar with San Juan County Code 12.16.

Refer to County Web Site, www.sanjuanco.com, for Fee Schedule - Ordinance 46-2009

Work in county road rights-of-way require a permit issued by the County Engineer.

Applications shall be accompanied by construction plans showing position and location of work relative to existing utilities, pavement, ditches and other infrastructure, county road name, number, and mileposts, pavement width. Plans shall include cross sections, construction methods and materials.

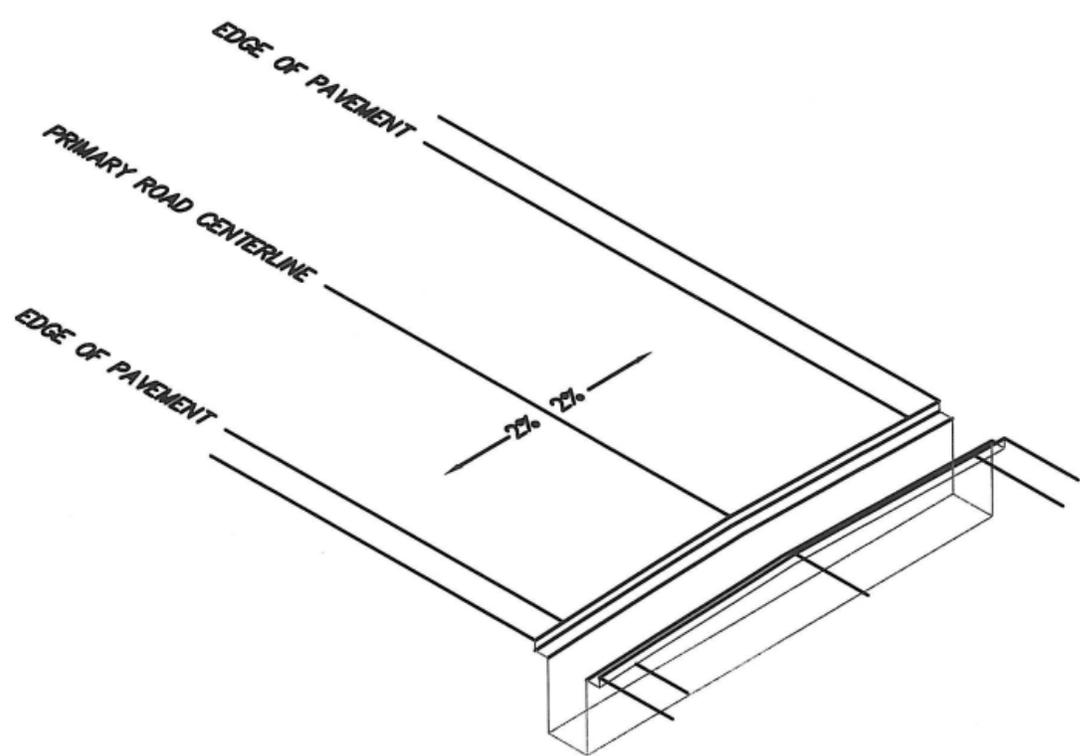
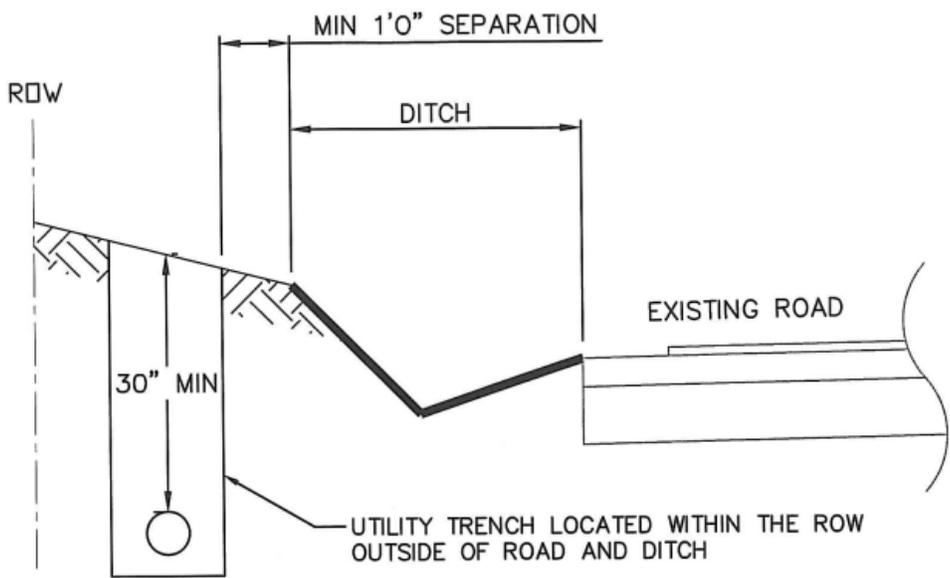
All work shall be of the highest quality. All work shall conform to WSDOT Standard Specification for Road, Bridge and Municipal Construction shall meet with provisions of San Juan County Code 12.16 Article II - Accommodation of Utilities on San Juan County Road Right-of-Way, and shall require approval by the County Engineer. Traffic control in the vicinity of the work shall strictly conform to provisions of "The Manual on Uniform Traffic Control Devices for Streets and Highways."

The applicant shall pay the County for all costs and expenses incurred in the examination, inspection and supervision of such work on account of the granting of this permit.

PERMIT CONDITIONS

1. Work shall be as specified in the application documents. Deviations from the approved application must be approved prior to construction.
2. The applicant shall notify the County 48 hours prior to initiating any work in the right-of-way at 360-370-0500. If a pre-construction conference is required, applicant must give the County 48 hours' notice.
3. The applicant shall commence work within 60 days of permit issuance. If work does not commence within this time period, the permit will expire and a new permit will be required, including applicable fees. All work shall be completed within six months of permit issuance. If work is not complete within six months, the permit will expire and a new permit will be required, including applicable fees.
4. CALL BEFORE YOU DIG – 48 HOURS - UTILITY NOTIFICATION CENTER 1.800.424.5555
5. The applicant shall notify and check with all utilities and private property owners as needed and shall make all necessary arrangements to protect private property and/or utilities before commencing work.
6. All areas impacted by this work shall be maintained and left in a safe condition and as close to the original state. At no time will an unsafe condition be allowed.
7. The County Road Right-of-Way shall not be used for overnight storage of materials, supplies, or equipment unless prior arrangements have been made
8. The applicant is responsible for any damage as a result of their work and conduct immediate repairs at their own sole cost and expense.

9. Work shall be subject to the inspection of the County Engineer to assure compliance with the terms of this permit and County Code 12.16. No storm or ground water shall be discharged to the county road ditch or conveyance.
10. The County Engineer may suspend, revoke or terminate this permit if site conditions change or applicant fails to comply with any or all of its provisions, requirements or regulations.
11. The applicant shall work diligently, and make every effort to complete work within the right-of-way within the time period specified on the permit. At no time will an unsafe condition be allowed. The applicant shall notify the County within 48 hours of completion of work covered by the permit. As-Built plans shall be submitted within 30 days.
12. In accepting this permit, the applicant agrees to protect and save harmless the County from all claims, actions or damages by reason of the performance of any work, character of materials used or manner of installation, maintenance and operation or by the improper occupancy of rights-of-way.



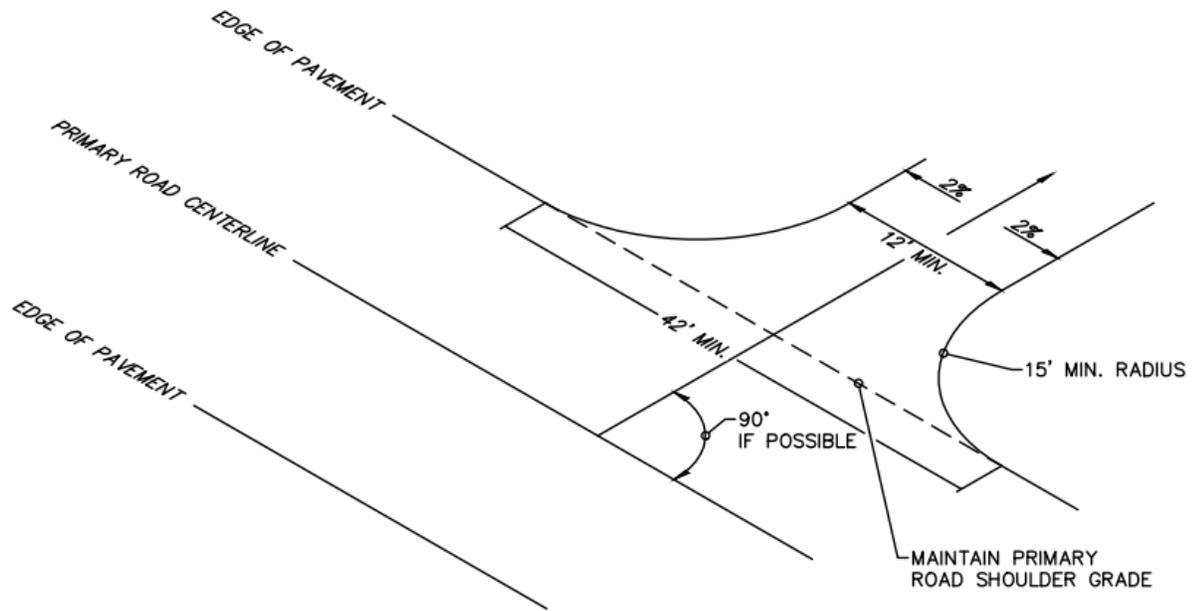
 RACHEL E. DIETZMAN
COUNTY ENGINEER

SHEET	MARK	DATE	REVISION
2 OF X			

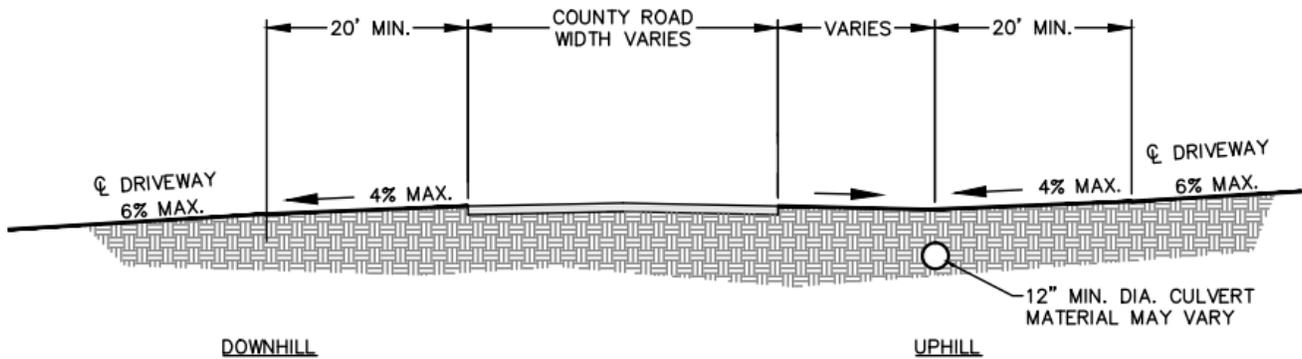
SAN JUAN COUNTY PUBLIC WORKS
UTILITY PERMIT

PLOTTED: 5/2013
DRAWN: JDS
SURVEYED:
DESIGNED:
REVIEWED: CW

 Public Works Department
San Juan County
915 Spring St. P.O. Box 729 • (360) 370-0500
Friday Harbor, WA 98250 • Fax (360) 378-0405
www.co.san-juan.wa.us/publicworks
email: publicworks@sjcpdw.org



TYPICAL DRIVEWAY APPROACH GEOMETRY



TYPICAL DRIVEWAY SECTION

TYPICAL APPROACH SPECIFICATIONS

1. Approach grade must not be greater than $\pm 4\%$ within 20' of the County road shoulder.
2. Approach must have crushed gravel surface a min. of 20' from the County road shoulder.
3. Approaches serving 4 or more parcels shall have bituminous surface treatment a min. of 20' from the County road shoulder
4. Culverts (if required) must have a min. cover of 12" when CMP or double wall HDPE pipe is used. Cover can be reduced to 4" when RCP is used. In either case culvert invert must be no deeper than the existing ditch elevation. RCP may be necessary to achieve this.
5. Approaches shall intersect the County road as near as 90° as possible and not less than 60°.
6. Approaches must be crowned and ditched.

MINIMUM REQUIRED CORNER AND HILL SIGHT DISTANCE

Sight distance will be measured from a point on the driveway approach a min. of 10' from the edge of the travel lane and measured from a eye height of 3.75'. An object at a height of 4.5' on the County road must be visible at a min. distance of (10x) the posted speed limit.



RACHEL E. DIETZMAN
COUNTY ENGINEER

SHEET	MARK	DATE	REVISION
OF			

DRIVEWAY
SPECIFICATIONS

PLOTTED: 5/28/13
DRAWN: CW
SURVEYED:
DESIGNED:
REVIEWED:



Public Works Department
San Juan County

915 Spring St. P.O. Box 729 • (505) 370-0500
Friday Harbor, WA 98250 • Fax (505) 378-8405
www.co.san-juan.wa.us/publicworks
email: publicworks@spcpublicworks.org

Water Availability #: [Contact the Health Department at (360) 378-4474 with any questions.]

The San Juan County Health Department issues the water availability 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 DCD with the approved number when it is completed. The permit cannot be issued until the Water Certificate number has been assigned. If you have any questions regarding Water Availability please contact the Health Department.

Septic Design #: [Contact the Health Department at (360) 378-4474 with any questions.]

The San Juan County Health Department issues the septic design number. The septic design will establish the maximum number of bedrooms allowed per parcel. The building permit cannot be issued until a septic design 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 DCD 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 DCD. 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.

Stormwater:

All applicants must submit an impervious surfaces worksheet and, depending on the amount of square footage of land they are disturbing, either the Minimum Requirement #2 "Certification of Compliance" (for a project creating less than 2,000 sf of new impervious surface and less than 7,000 sf of land disturbance), or a Stormwater Management Plan (for a project that creates over 2,000 sf of new impervious surface, or over 7,000 sf of land disturbance).

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 jurisdiction.
- 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 DCD 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?

The fees for a building permit are based on the project valuation, using the calculation table below, plus to the Plumbing and Mechanical Permit Fees, as calculated on the application form. 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. Following is a fee estimation table and an example for a project valued at \$249,364.

{See: BUILDING PERMIT FEE CALCULATION TABLE on the following page.}

BUILDING PERMIT FEE CALCULATION TABLE

Building Valuation	Fee	Calculation for Permit Fee <i>(Value must be rounded up to the next \$1,000 increment)</i>	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	$((\text{Value rounded up to the next thousand} - 2,000) \times 0.011) + 69$	Permit Fee X .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	$((\text{Value rounded up to the next thousand} - 40,000) \times 0.009) + 487$	Permit Fee X .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	$((\text{Value rounded up to the next thousand} - 100,000) \times 0.007) + 1,027$	Permit Fee X .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	$((\text{Value rounded up to the next thousand} - 500,000) \times 0.005) + 3,827$	Permit Fee X .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	$((\text{Value rounded up to the next thousand} - 1,000,000) \times 0.003) + 6,327$	Permit Fee X .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	$((\text{Value rounded up to the next thousand} - 5,000,000) \times 0.001) + 18,327$	Permit Fee X .65	Permit Fee + Plan Review Fee

This example is based on a \$249,364 value (valuation must be rounded up to the next \$1000, or in this case, \$250,000, as the fee schedule is based on an incremental charge for each additional \$1,000, or fraction thereof.)

Conventional Building Permit Fee calculation is as follows:

\$249,364 = \$250,000 - 100,000 = 150,000 X .007 = 1,050 + 1,027 =	\$2,077.00
Conventional Plan Review Fee calculation: \$2,077 X .65 =	<u>\$1,350.05</u>
Fee Estimate (does not include plumbing, mechanical, etc.)	\$3,427.05

Owner / Builder (O/B) Fees: After you've made the 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 X .575 =	\$1,194.28
Owner / Builder Permit Plan Review Fee: \$1,350.05 X .75 =	<u>\$1,012.54</u>
Fee Estimate (does not include plumbing, mechanical, etc.)	\$2,206.82

HOW LONG WILL IT TAKE FOR MY PERMIT TO BE ISSUED?

The best thing you can do to speed things along 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. Typical turn-around times vary and are updated on the website at www.sanjuanco.com/cdp.

WILL I NEED OTHER PERMITS OR APPROVALS IN CONJUNCTION WITH MY APPLICATION?

- If you are removing an existing structure, a demolition permit will be required.
- 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 DCD 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}. 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. A “Driveway / Access Permit Application” can be found in this packet.
- Septic Permit (see page 20)
- Water Certificate (see page 22)
- Stormwater (see page 17)

WHAT DOCUMENTS SHOULD BE SUBMITTED TO OBTAIN A BUILDING OR MODULAR PERMIT?

A completed and signed Permit Application and 2 sets of Plans (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) – 3 Sets + Impervious Surfaces Worksheet Filled Out with \$245.00 check made out to SJC DCD.
- Some projects require other reports such as: Critical Areas, Geotechnical (depending on the circumstances, some projects qualify for a Geotech waiver), Archaeology, etc.

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

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 DCD and request a component analysis form in which you may do your own calculations.

Heated garages/shops can comply with the SJC “Heated Garage/Workshop” policy.

DEMOLITION PERMIT - WHAT DOCUMENTS SHOULD BE SUBMITTED?

- A completed Stand-Alone Demolition Permit Application. Be sure it is signed!
- Site Plan - 2 sets, each clearly indicating which structure is being demolished.
- Fee is \$105.00 plus a \$4.50 state surcharge.

WHAT DOCUMENTS SHOULD BE SUBMITTED TO OBTAIN A REVISION PERMIT?

Permit Application Form and 2 sets of Plans

- 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 describing the revision must accompany all plans or specifications, which clearly indicates the scope of the revision in full.
- Construction projects may be delayed or construction prohibited until the DCD approves the revision.

WILL THE PERMIT APPLICATION EXPIRE?

The permit application is valid for 180 days (6 months) from the date of complete application submittal. 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.

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 issuance, or if work is suspended or abandoned for more than 180 days. Extensions of a permit may be approved by DCD 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 the form of a final inspection.
- A renewal fee of \$56 (subject to change) should be sent to the DCD every year until the project has been finalized. Please make the check or money order payable to SJC DCD. 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, you will need to contact DCD to request an extension. 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 an inspection 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 Marshal.
- 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 48 hours in advance and are subject to inspector scheduling. Messages will be retrieved at 3 p.m. Monday through Friday, so if you call in after 3 p.m., you will be on the next day's schedule. **However, no inspections are scheduled on Fridays.** 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.

Geotechnical Report Waivers for Certain Category II Geologically Hazardous Areas

REFERENCE: ADMINISTRATIVE DETERMINATION by Sam Gibboney, June 5, 2014

This determination is issued in accordance with San Juan County Code (SJCC)18.10.035 to allow for the effective administration of SJCC 18.35.060(D)(2)(a) and (b) and 18.35.065 (B)(1) and timely project review. It also will ensure that environmental protection standards pertain to the scale and scope of a project and site circumstances.

Determination

The requirement in SJCC 18.35.065 (B)(1) for a geotechnical report may be waived by applicants for permits and approvals for development and vegetation removal in or within 200 feet of Category II Geologically Hazardous Areas described in SJCC 18.35.060(D)(2)(a) and (b) if the proposal meets all of the following criteria:

- a. It creates:
 - i. Less than 2,000 square feet of impervious surface; and
 - ii. Less than 7,000 square feet of land disturbance (clearing, grading or compaction);
- b. The development area contains Category II Geologically Hazardous Areas characterized by soils identified in the *USDA Soil Survey of San Juan County, Washington*, as having:
 - i. A high risk of erosion;
 - ii. A land capability subclass of "e;" and
 - iii. Slopes less than 15%;
- c. The proposal does not involve construction of structural shoreline stabilization measures, including seawalls and bulkheads; and
- d. The application meets the requirements of 18.35.065(B)(4) and (6).

Background: San Juan County Code (SJCC) 18.35.065(B)(1) requires all applications for required permits and approvals for development or vegetation removal in or within 200 feet of Category II Geologically Hazardous Areas to be accompanied by a geotechnical report. Approximately 80 percent of the County contains soils in having a high risk of erosion and a land capability subclass of "e" which categorizes them as Category II Geologically Hazardous Areas. Where such soils are located on slopes of less than 15 percent and the development is under the thresholds that trigger a stormwater plan, such activities are unlikely to decrease slope stability or pose an unreasonable threat to persons or property on or off-site. Because soil sedimentation and erosion, and cut and fill techniques are regulated under SJCC 18.35.065 this reporting requirement may impose an undue burden of time and money on applicants proposing small scale projects including but not limited to installations of wells or on-site sewage systems without any additional public benefit.

Process: If they choose to, applicants whose proposals meet the criteria outlined in this decision may submit their application without a geotechnical report required by SJCC 18.35.065(B)(1) and instead submit a geotechnical report waiver form (copy attached). DCD staff will review the project to ensure that the waiver criteria are met.

Permit or Approval Conditions: All such project decisions would be conditioned to require compliance with the following conditions to ensure that erosion related hazards are mitigated:

- a. When feasible, structures and improvements shall be located to avoid the most hazard-prone portion of the proposed development area and to preserve vegetation necessary to prevent soil erosion;
- b. Structures, uses and/or activities shall be sited, designed, and constructed to minimize cut and fill and to retain as much of the natural topographic character of the existing slope as possible;
- c. Unless permanent restoration and protection are timed to ensure slope stability during the wet season, applicable temporary erosion and sedimentation best management practices needed to prevent soil erosion and destabilization shall be used during construction. Compliance with the 12 elements of Minimum Requirement #2 for erosion control is required. These requirements apply in areas that will be cleared, graded or disturbed which will not be covered with structures or other improvements until replacement plantings or other permanent stormwater management practices are established;
- d. If planting is proposed as a best management practice, a planting plan shall be provided identifying plant species, quantities, sizes, locations, spacing, and density, along with proposed measures to protect and maintain the plants until they are established;
- e. Where concentrated runoff (i.e., runoff that is visible above ground and that is not sheet flow) will be discharged within 50 feet of the boundary of an erosion hazard area additional stormwater management best management practices will be required to control erosion and sedimentation;

Based upon a review of the project site plan, drainage plans and critical area maps, the DCD director may, waive, approve modifications to, or require additional conditions.

Appeal: This Administrative Determination shall be final unless appealed pursuant to SJCC 18.10.030(C).

18.35.055 Geologically hazardous areas – Applicability.

The provisions of this section apply in and within 200 feet of all geologically hazardous areas. (Ord. 27-2012 § 1; Ord. 2-1998 Exh. B § 3.6.5. Formerly 18.30.120(A))

18.35.060 Geologically hazardous areas – Identification and classification.

A. All of San Juan County has some level of risk associated with geologic hazards. The County classifies areas of known or suspected risk into three categories as described in this subsection.

B. In applying these regulations, the requirement to identify geologically hazardous areas is limited to those located in or within 200 feet of areas proposed for development or removal of vegetation.

C. Slope is one factor that is considered in classifying geologically hazardous areas. Slope is the vertical change in elevation that occurs in a given distance expressed in percent. Slope is measured perpendicular to the contour of the land and for classification purposes it is measured in 10-foot vertical increments. In the absence of a topographic field survey of the subject property, the director may use the San Juan County Digital Elevation Model (DEM), based on Light Distance and Ranging (LiDAR) technology, to estimate slopes. In determining slopes and other geologic factors, however, conditions in the field shall control.

D. Geologically hazardous areas are classified into three categories according to the probability of hazardous geologic activity occurring and the potential consequences to people and property.

1. Category I – Landslide and Other Hazards.

a. Areas designated in the Washington Department of Ecology Coastal Zone Atlas as U (Unstable), UB (Unstable Bluff), URS (Unstable Recent Slide), or UOS (Unstable Old Slide) and other areas identified by site-specific geologic reports.

b. Areas with slopes of greater than 50 percent and with a vertical relief of 20 feet or more, except areas of exposed, unfractured bedrock. If any portion of a slope meets this definition, the slope or some larger portion may be designated a landslide hazard area.

c. Areas designated as quaternary slumps, earthflows, mudflows, or landslides on maps published by the United States Geological Survey or the Washington Department of Natural Resources.

2. Category II – Erosion, Landslide, and Other Hazards.

a. Erosion hazard areas characterized by soils identified in the USDA Soil Survey of San Juan County, Washington, as having a high risk of erosion, with a land capability subclass of “e.”

b. Category II landslide hazards include any area with all three of the following characteristics:

i. Slopes in excess of 15 percent;

ii. Pervious soil layers overlying semi-pervious to impervious soil layers; and

iii. Evidence of springs or groundwater seepage to the surface.

c. Mine Hazards. Areas directly underlain or affected by mine workings including steep and unstable slopes created by open mines. Mine hazard areas are based upon the identification of active or historic mining activity and site-specific information regarding topography and geology provided by the applicant as needed.

3. Category III – Seismic Hazards.

a. San Juan County in its entirety is located within Seismic Design Category D1 of the International Building Code and the International Residential Code.

b. Liquefaction susceptibility zones identified in the Washington Department of Natural Resources Liquefaction Susceptibility Map. (Ord. 27-2012 § 1; Ord. 2-1998 Exh. B § 3.6.5. Formerly 18.30.120(B))

18.35.065 Geologically hazardous areas – Protection standards.

A. Category I.

1. The following shall be prohibited:

a. Structures where the primary occupancy is public assembly, including but not limited to schools, churches, day care centers, hospitals and other medical facilities; and

b. Facilities for emergency response and public safety.

2. Applications for required permits and approvals for development and vegetation removal in or within 200 feet of any Category I geologically hazardous area shall be accompanied by a geotechnical report prepared in accordance with SJCC 18.35.070 (geotechnical reports), and demonstrating that:

a. The slope is less than 80 percent; and

b. There is no hazard or the hazard will be mitigated with appropriate conditions. The geotechnical report shall specify adequate conditions to ensure that proposed modifications to the land will not cause or contribute to instability of the site or adjacent areas.

3. The director may, based on the content of the geotechnical report, waive or approve modifications to the requirements set forth in subsections (A)(4) through (6) of this section.

4. Development shall be located in accordance with the following:

a. Structures and improvements shall be sited, designed, and constructed to minimize cut and fill and to retain as much of the natural topographic character of the slope as possible; and

b. Structures and improvements shall be located to avoid the most hazard-prone portion of the proposed development area and to preserve vegetation necessary to prevent soil erosion.

5. Where previous human activity has significantly modified natural topography, the County may allow further modification of such slopes if a geotechnical report demonstrates that such activity will result in the same or improved slope stability.

6. To prevent soil erosion and destabilization of slopes, areas that are cleared or graded, and that are not covered with structures or other improvements, must be protected until replacement plantings are established. Temporary erosion and drainage controls may be required unless permanent restoration and protection are timed to ensure slope stability during the wet season.

7. Where concentrated runoff (i.e., runoff that is visible above ground and that is not sheet flow) will be discharged within 50 feet of the boundary of a landslide or erosion hazard area, a geotechnical report, prepared in accordance with SJCC 18.35.070 (geotechnical reports) is required.

B. Category II.

1. Applications for required permits and approvals for development or vegetation removal in or within 200 feet of Category II geologically hazardous areas shall be accompanied by a geotechnical report, prepared in accordance with SJCC 18.35.070 (geotechnical reports).
2. Where concentrated runoff will be discharged within 50 feet of the boundary of a landslide or erosion hazard area, a geotechnical report, prepared in accordance with SJCC 18.35.070 (geotechnical reports), is required.
3. The director may, based on the content of the geotechnical report, waive or approve modifications to the requirements set forth in subsections (B)(4) through (6) of this section.
4. Development shall be located in accordance with the following:
 - a. Structures and improvements shall be sited, designed, and constructed to minimize cut and fill and to retain as much of the natural topographic character of the slope as possible; and
 - b. Structures and improvements shall be located to avoid the most hazard-prone portion of the proposed development area and to preserve vegetation necessary to prevent soil erosion.
5. Where previous human activity has significantly modified natural topography, the County may allow further modification of such slopes if a geotechnical report demonstrates that such activity will result in the same or improved slope stability.
6. To prevent soil erosion and destabilization of slopes, areas that are cleared or graded and that are not covered with structures or other improvements must be protected until replacement plantings are established. Temporary erosion and drainage controls may be required unless permanent restoration and protection are timed to ensure slope stability in the wet season.

C. Category III. Development activities are required to conform to the applicable provisions of the International Building Code or the International Residential Code, which contains structural safeguards to reduce the risks from seismic activity. Construction performed in accordance with the San Juan County owner/builder provisions (SJCC 15.04.500 through 15.04.710) is, however, exempt from conformance with the International Building Code and the International Residential Code.

D. All Categories – General Protection Standards – Bulkheads. Construction of structural shoreline stabilization measures, including seawalls and bulkheads, shall meet the requirements of SJCC 18.35.110 through 18.35.140 and Chapter 18.50 SJCC. In addition to other required elements, geotechnical/coastal geologic reports required by these sections shall identify any potential adverse impacts to adjacent and nearby properties. Adverse impacts to other properties shall be mitigated in accordance with the requirements of SJCC 18.35.020 through 18.35.050. (Ord. 27-2012 § 1; Ord. 2-1998 Exh. B § 3.6.5. Formerly 18.30.120(C))

18.35.070 Geologically hazardous areas – Geotechnical reports.

A. Geotechnical reports shall be prepared, stamped and signed by a qualified professional. These reports must:

1. Be appropriate for the scale and scope of the project;
 2. Include all geologically hazardous areas and all potentially affected areas in or within 200 feet of the area proposed for development or vegetation removal. If the affected area extends beyond the subject property, the geotechnical analysis may utilize existing data sources pertaining to that area;
 3. Clearly state that the proposed project will not decrease slope stability or pose an unreasonable threat to persons or property either on or off site;
 4. Be adequate to determine compliance with the requirements of the San Juan County Code;
 5. Generally follow the guidelines set forth in the Washington State Department of Licensing Guidelines for Preparing Engineering Geology Reports in Washington (2006). In some cases a full report may not be necessary to determine compliance with the San Juan County Code, and in those cases a letter or abbreviated report may be provided.
- B. The director will review geotechnical reports for completeness and compliance with this section.
- C. A geotechnical report does not expire unless there are changes in proposed land uses or site conditions. (Ord. 27-2012 § 1; Ord. 2-1998 Ex. B § 3.6.5. Formerly 18.30.120(D))

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:

- Preparation of Stormwater Site Plan
- Construction Stormwater Pollution Prevention
- Source Control of Pollution
- Preservation of Natural Drainage Systems and Outfalls
- On-site Stormwater Management
- Runoff Treatment
- Flow Control
- Wetlands Protection
- Basin/Watershed Planning
- Operation and Maintenance

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:

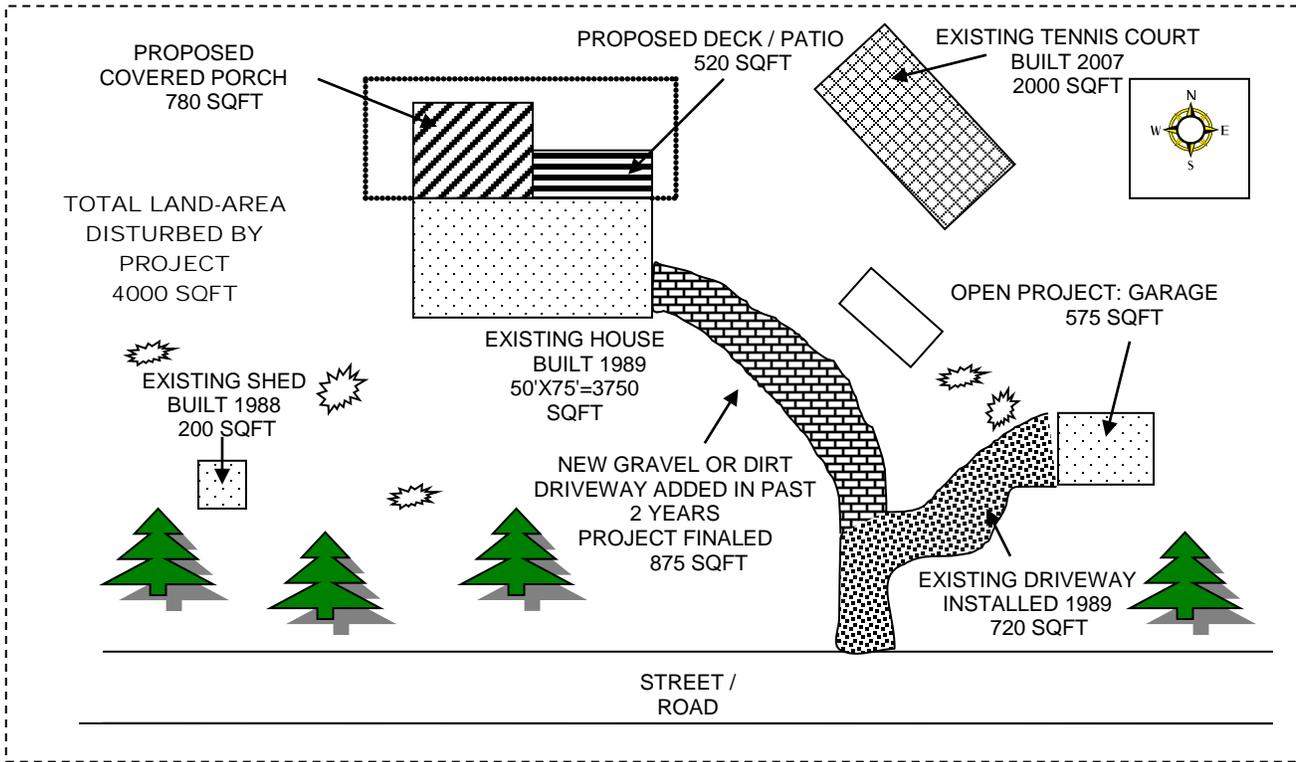
- All new areas cleared for construction and access.
- All new landscaping.

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>

Determining Land Disturbance for Your Project:

Complete the Impervious Surfaces Worksheet, included in the application packet, by following the example provided here; then use the flow chart on the following page to determine whether your project will be SIMPLE, SMALL, or LARGE.

EXAMPLE



CALCULATE 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</u> two years:	875 SQFT

(A) SUB TOTAL: 2175 SQFT

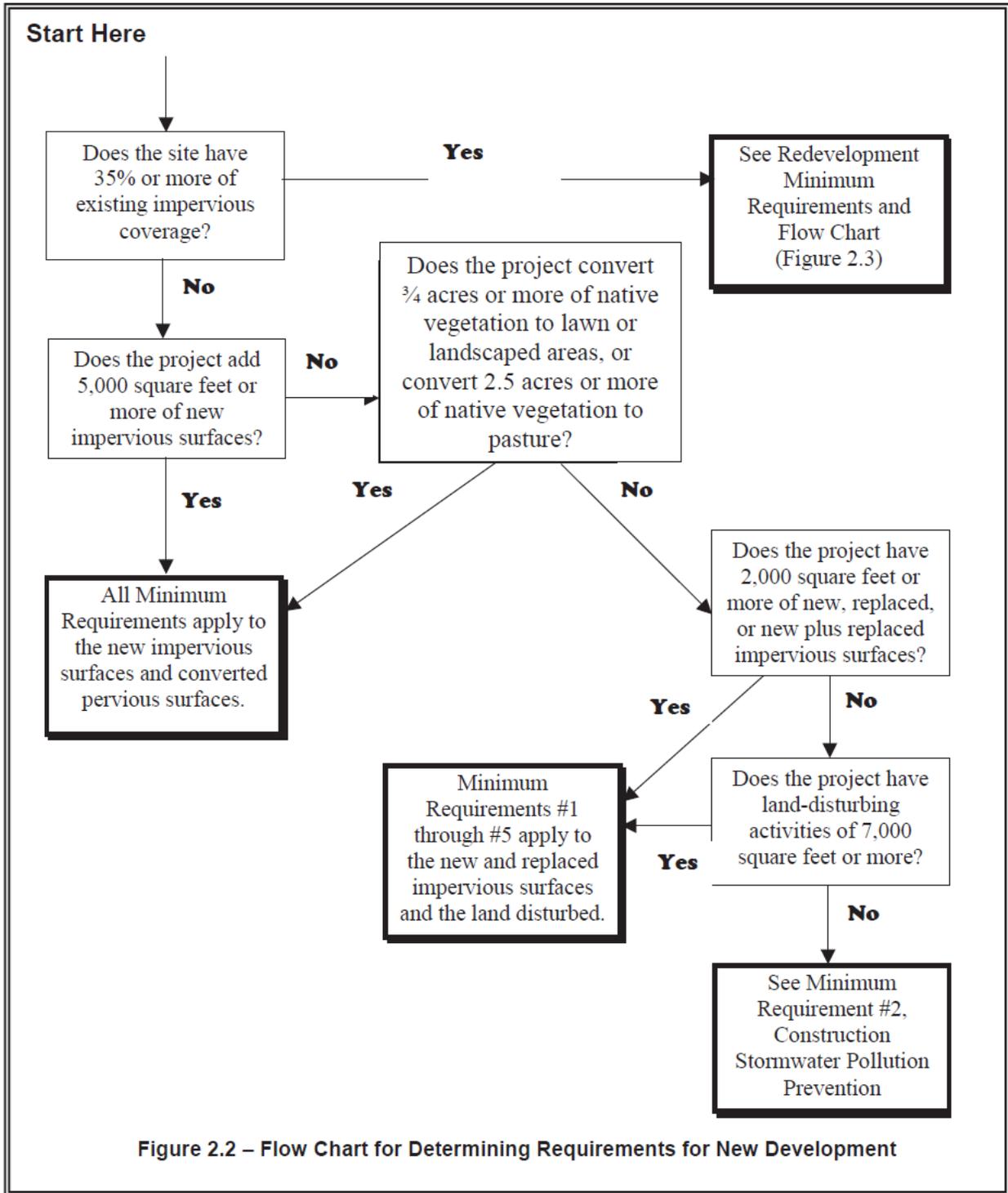
(B) IMPERVIOUS ASSOCIATED WITH ACTIVE PROJECT

Area of all <u>OPEN</u> projects, i.e. buildings, driveways, parking areas, decks, patios, sports surfaces, etc.	575 SQFT
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(C) EXISTING IMPERVIOUS

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



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.)

MINIMUM REQUIREMENTS FOR SIMPLE PROJECTS

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.

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>

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
- 2 Construction Stormwater Pollution Prevention
- 3 Source Control of Pollution
- 4 Preservation of Natural Drainage Systems and Outfalls
- 5 On-site Stormwater Management

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.

- Collect and analyze information on existing conditions
- Prepare preliminary development layout
- Perform off-site analysis (at local government's option)
- Determine applicable minimum requirements
- Prepare a permanent stormwater control plan
- Prepare a construction stormwater pollution prevention plan
- Complete the stormwater site plan
- 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.)

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 ¾ 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:

1-5	As Outlined Above	8	Wetlands Protection
6	Runoff Treatment	9	Basin/Watershed Planning
7	Flow Control	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 ¾ 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 ¾ 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.

Additional Requirements:

1. 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
2. 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
3. San Juan County Public Works recommends that applicants seek assistance from a stormwater design professional for Large Projects.
4. 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.

Inspection of Existing ON-SITE SEWAGE SYSTEMS and Permitting Requirements

Issued: 01/10/2008 By: René M. Beliveau, Deputy Director/Chief Building Official

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 the following inspection requirements:

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)

Verification of satisfactory inspections conducted in accordance with the above referenced ordinance will be required prior to;

- Sale of the residence; or
- Obtaining a building permit.

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.

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

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

Notes:

*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.

Verification of WATER AVAILABILITY on Existing Water Supply Systems

A Water Certificate is required if the applicant is proposing a new structure with plumbing for potable water, or when remodeling or expanding a structure and any of the following applies

- a) Change of use from Residential to Commercial
- b) Change of use from Accessory to Residential
- c) Addition results in creation of an internal ADU

See SJCC 8.06.140

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

Certificate of Water Availability Application Instructions

Revised 4/2015 San Juan County Health & Community Services

Applications for a Certificate of Water Availability will be reviewed by San Juan County Health and Community Services to determine if the proposed water supply is adequate based on the requirements listed below. Complete the Certificate of Water Availability form, attach the required information, and return to San Juan County Health and Community Services along with the \$140 fee.

A. Individual Well:

A legally constructed well with a minimum capacity of 200 gallons per day, meeting San Juan County drinking water standards. The following documentation is required:

- Water Well Report** (Well Log).
- Documentation that the well produces a minimum of 200 gallons per day.** Well log or a 4-hour pump test by a licensed professional.
- Inorganic chemical analysis:** The water must be analyzed for *arsenic, barium, fluoride, nitrate, sodium, chloride, and conductivity* by a state-accredited lab. Submit copy of lab report.
- Bacteriological test:** Attach lab report for a sample obtained within last 6 months.
- Site plan:** Attach site plan showing distances, in feet, from the well to property lines, easements, existing and proposed buildings, roads, septic systems, sewer lines, marine and fresh water, and include adjacent property within one hundred feet of the well.
- Well Site Inspection Report:** Attach copy of Well Site Inspection Report. *Required for wells drilled after October 1996.*
- Water Meter:** Initial application certifying that water meter has been installed. *Required for wells drilled after July 2007.*

B. Community Water Systems:

A community water system serves three or more residences on separate parcels or serves the public. Applicants proposing to connect to a community water supply must obtain the purveyor's signature. The water system purveyor (as listed on the current operating permit or water facilities inventory form) must complete and sign the section pertaining to community water systems on the back side of the Certificate of Water Availability.

Community systems must be in compliance with current state and county regulations and have capacity for a new connection. Certificates of Water Availability will not be issued on systems that are out of compliance.

C. Individual Alternative Water Source:

San Juan County recognizes several alternative water sources that individuals can utilize to demonstrate an adequate water supply for single-family residential use. Each of these systems requires specific design information be submitted and approved. Requirements for alternative systems are available online (see below). All alternative water sources must record a declaration of covenant with the Auditor’s office that indicates the water source is alternative and list all operation and maintenance requirements. Alternative water sources include: rainwater catchment; hauled water storage; desalination of seawater; arsenic, barium and/or fluoride treatment; and, an individual well producing less than 200 gallons per day

D. Seawater Intrusion Protection:

Individual wells located on properties less than 5 acres and meeting two or more of the risk assessment parameters listed below, must submit a surveyed wellhead elevation performed by a licensed surveyor, in addition to the above application requirements. This information will be reviewed to determine if a hydrogeologic report and/or mitigation is required.

Risk Assessment Criteria

<u>Location criteria</u>	<u>Groundwater Criteria</u>
<ol style="list-style-type: none"> 1. Within 1000 feet of the shoreline, or 2. Within 1000 feet of wells with chloride levels greater than 160 ppm, or 3. Within 1000 feet of wells with changes in chloride levels greater than 20 ppm 	<ol style="list-style-type: none"> 1. Wells completed in unconsolidated material: water level elevations less than 8 feet above sea level (based on NAVD 88), or 2. Wells completed in bedrock: pumping water level below sea level, or 3. Well tests 100 ppm or greater for chloride; or changes in chloride levels greater than 20 ppm, or 4. Well chemical analysis confirms chloride from sea water intrusion

E. Special Requirements:

1. All commercial structures providing water to the public and/or employees must be served by an approved public water system.
2. All Accessory Dwelling Units (ADU) must utilize the same water supply as the main residence per San Juan County Code 18-40-240 F 3.

Note: See sanjuanco.com for Polaris mapping application and Health Department Drinking Water Program documents, including approved Certificates of Water Availability and information on alternative water

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:

- 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.
- San Juan County's aquifers are recharged only by localized rainfall.
- Many of the aquifers in the County are located in bedrock and susceptible to direct surface contamination.
- 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.
- 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:

- Pesticides, petroleum products, and other chemicals that could be a health hazard in drinking water shall:
 - Be used in accordance with the manufacturers directions;
 - 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
 - Not be disposed of in floor drains, injection or drywells, septic or sewage disposal systems.
- Prior to approval, the County shall review plans for commercial, industrial, public, and institutional facilities for compliance with groundwater protection requirements.
- 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.
- 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 Public Works at 360-370-0050.

DRAWINGS & PLANS

DRAWING A SITE PLAN

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

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 ordinary high water mark (OHWM).

- 1) **O.H.W.M.** – Must be shown for all shoreline parcels.
- 2) **Top and Toe of Bank** - Show top and toe of bank or berm.
- 3) **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.
- 4) **200' Shoreline Jurisdiction** – Show a line marking 200 feet from Ordinary High Water Mark. This line should follow the contour of the shoreline.
- 5) **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.
- 6) **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.

DRAWING A SITE PROFILE

All site profile drawings shall conform to the following requirements.

- 1) **Same as Site Plan**
- 2) **Property Lines** - Show property line location in relation to site profile.
- 3) **Existing and Proposed Structures** - Show profile and use of all existing and proposed buildings and structures on the site.
- 4) **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.
- 5) **Roof Pitch** – Show proposed roof pitch for structures that are or will be located within 200' of the shoreline O.H.W.M.

- 6) **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.
- 7) **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 profile if any portion of the proposed construction is located within 200' of the shoreline.

- 1) **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.
- 2) **Ordinary High Water Mark (O.H.W.M.)** – Show ordinary High Water Mark and elevation above sea level.
- 3) **Top and Toe of Bank** - Show top and toe of bank or berm.
- 4) **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).
- 5) **200' Shoreline Jurisdiction** – Show a line marking 200 feet from Ordinary High Water Mark. This line should follow the contour of the shoreline.

CONSTRUCTION DRAWINGS

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.

- 1) **Same as Site Plan**
- 2) **Same as Site Plan**
- 3) **North Arrow** – Include on the 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.

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 2012 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.

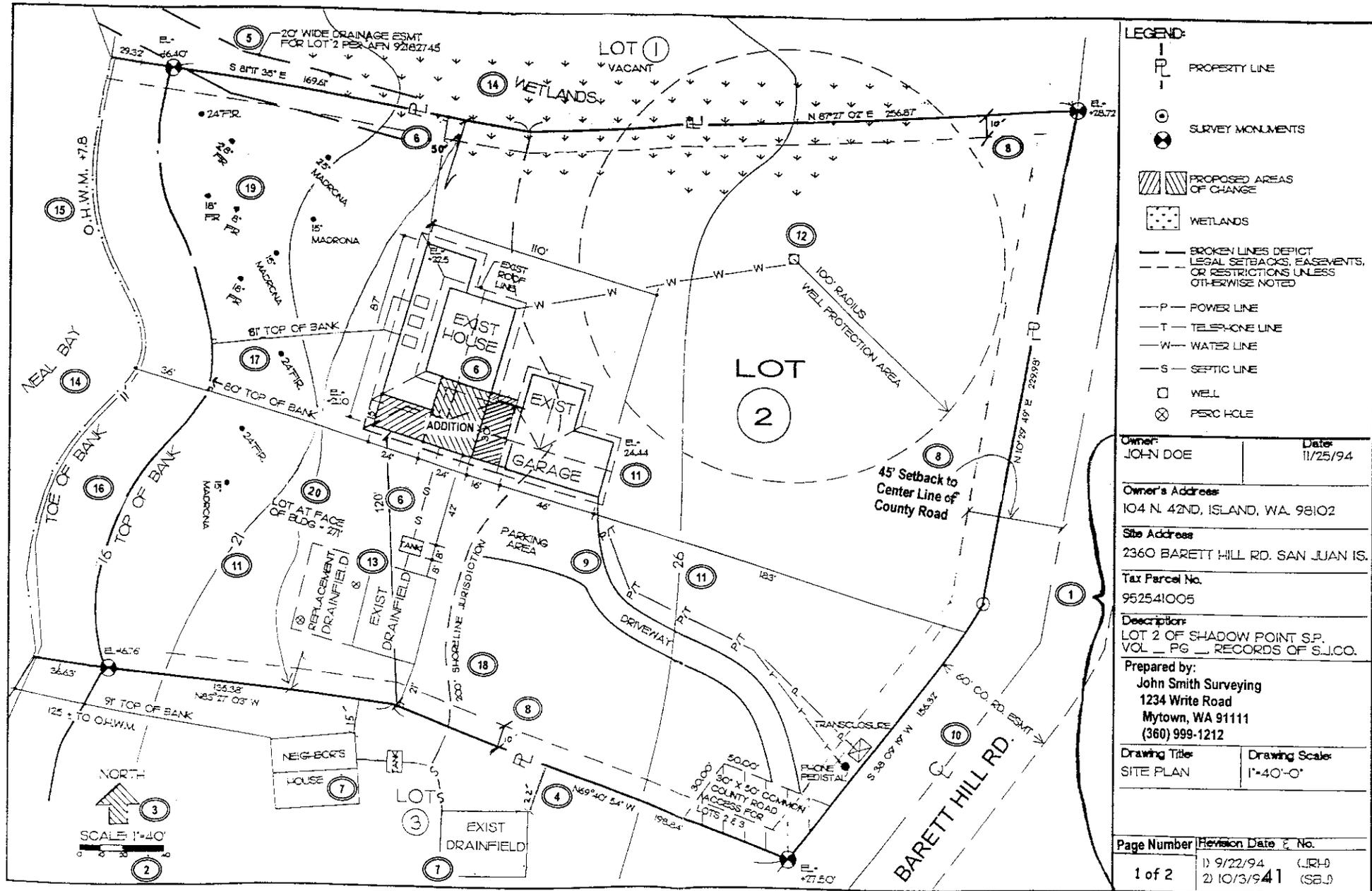
Any construction utilizing non-prescriptive methods must be engineered. These include post and pier foundations and pole, log, panelized, concrete, steel, or light- frame structures of unusual shape or size. The design and engineering must be appropriate to the site conditions. The engineer of record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

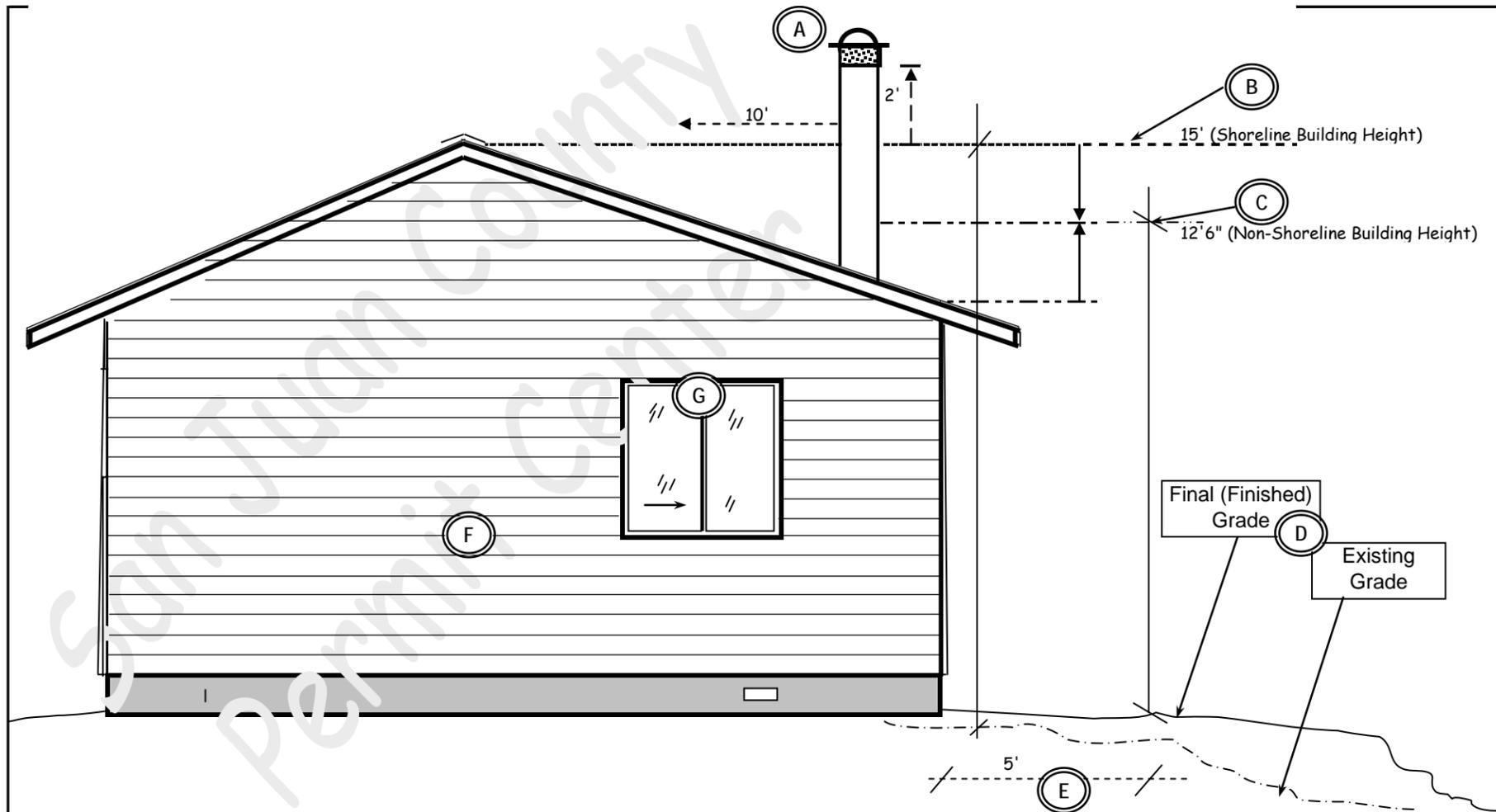
Structural calculations will be accepted from Washington State Licensed Architects provided:

- The calculations are related to the design of a single-family dwelling or appurtenant structure prepared, in its entirety, by the same architect.
- 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 2012 "International Residential Code" and the 2012 "Uniform Plumbing Code" as adopted and amended by the State of Washington.

San Juan County DCD - Example





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.

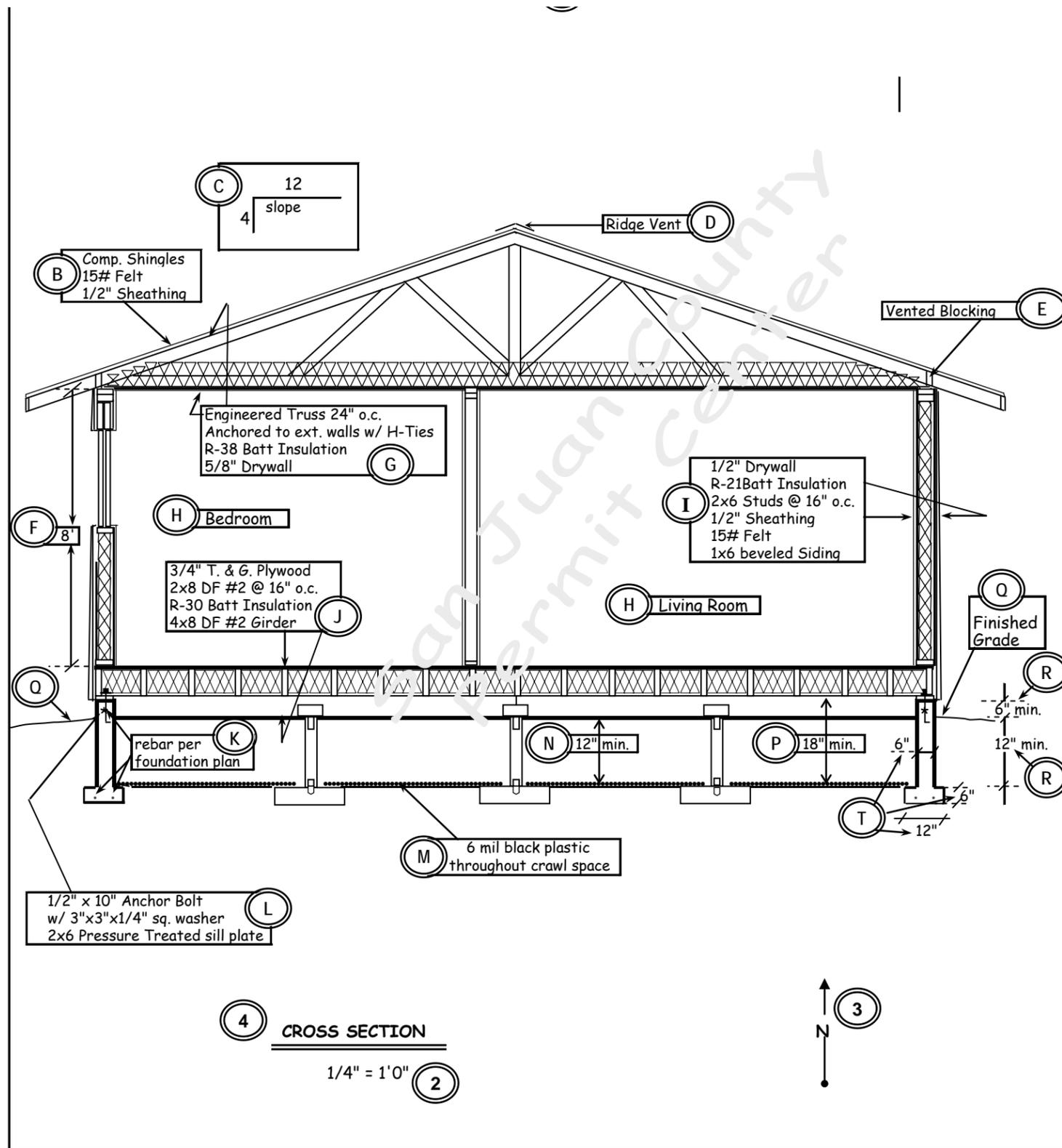
- A** If your structure has a chimney, please show the location on the elevation drawings. The chimney vent must be at least 2' higher than any part of a building within 10' of the chimney. Be sure to check the manufacturer's instructions as well.
- B** If any portion of the structure is within 200' 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 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 2012 "International Residential Code" and the 2012 "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.

1/4" = 1'0" **2**

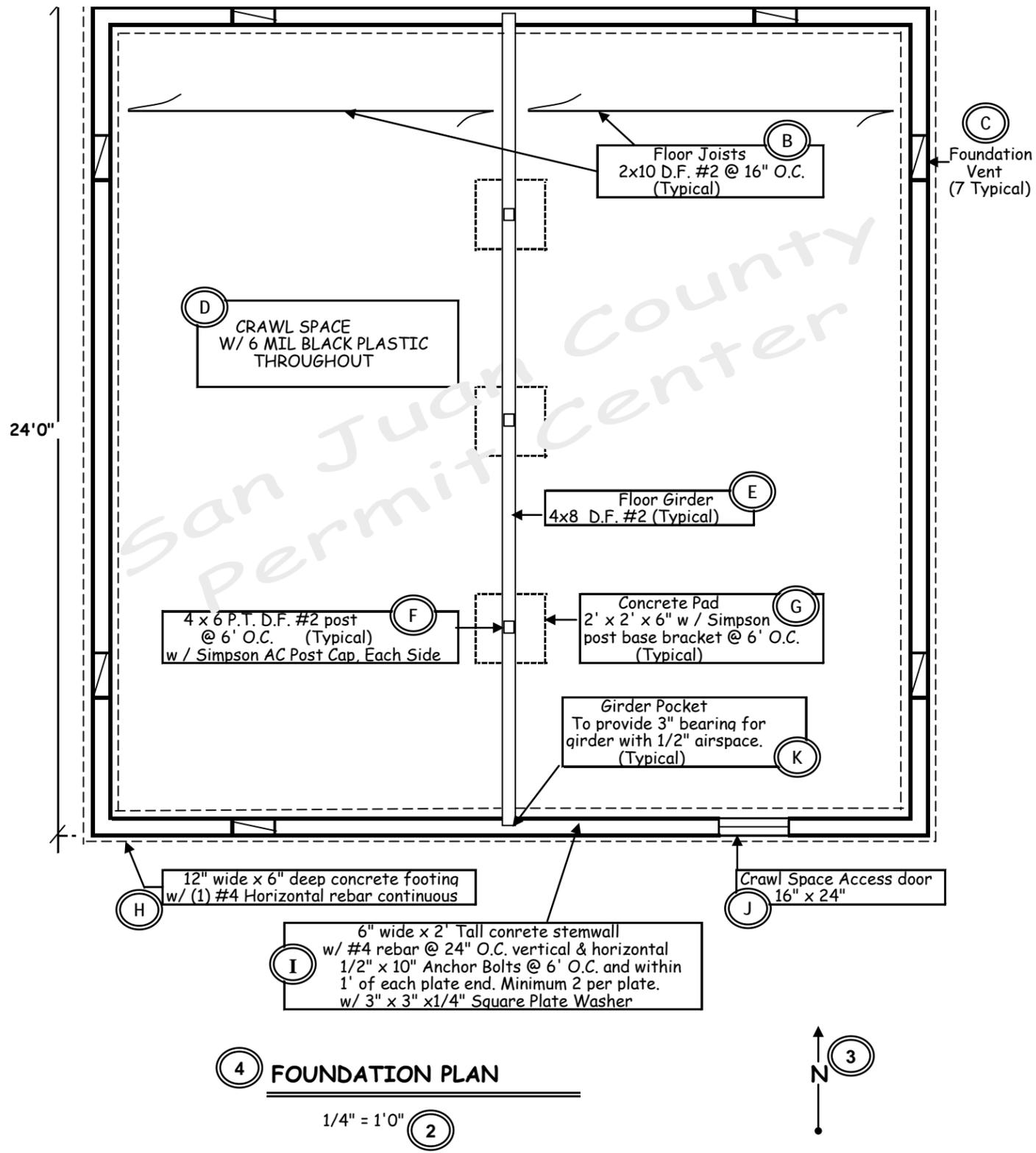
Owner's Name: 1 John Doe		Date: 11/25/94
Owner's Address: 104 N. 42nd Island, WA 98102		
Site Address: 236 Barrett Hill Road. San Juan Island		
Tax Parcel No. 952541005		
Description: Lot 2 of Shadow Point S.P Volume _ Page _ Records of SJCO.		
Prepared by: John Smith 1234 Write Road Mytown, WA 91111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



Owner's Name: John Doe	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.

- (1) 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.

For additional information concerning residential construction requirements, please refer to the 2012 "International Residential Code" and the 2012 "Uniform Plumbing Code" as adopted and amended by the State of Washington.

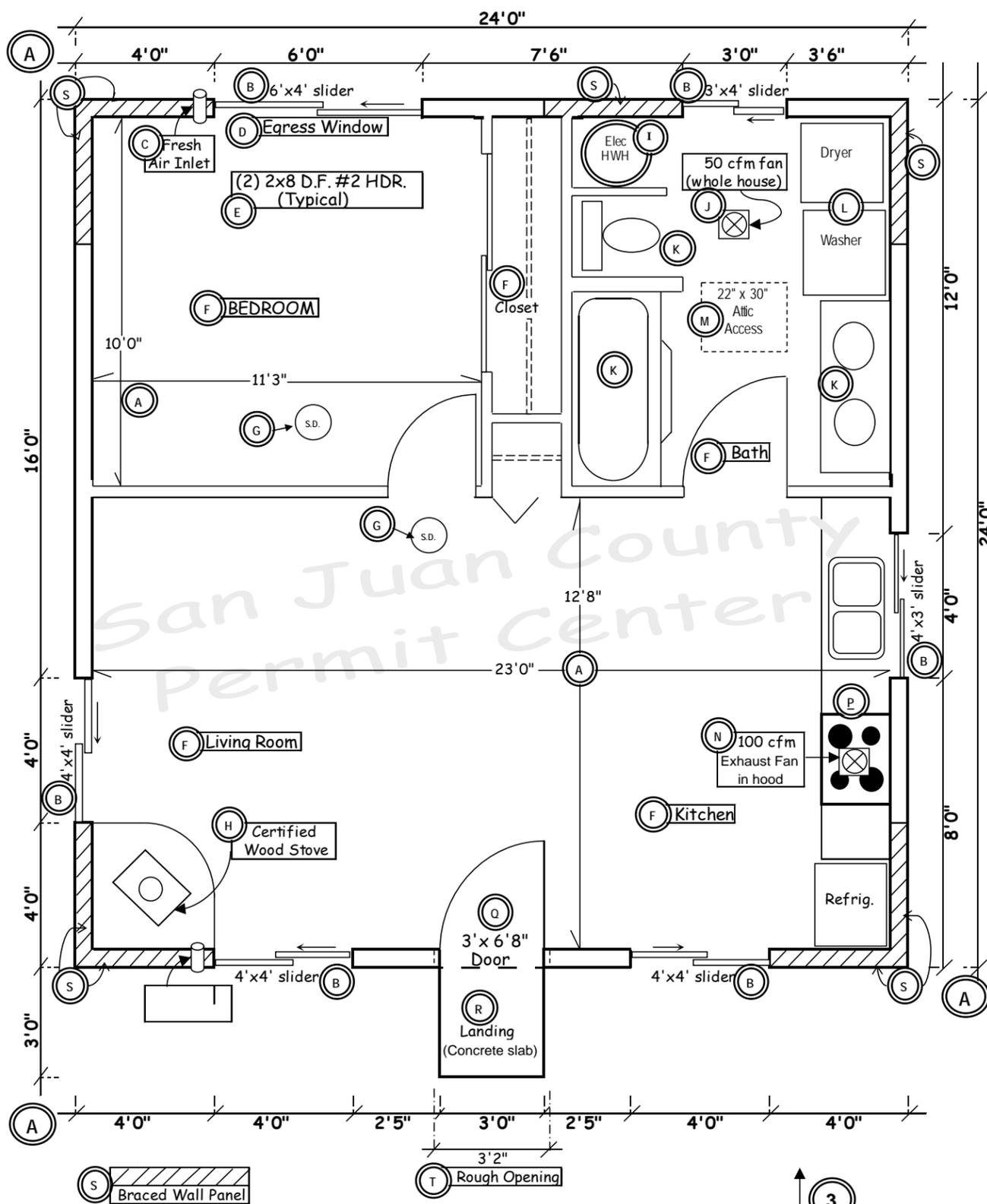


- A** Show dimensions of structure and spacing of framing members
- B** Indicate floor joist size, species and spacing. If this were a slab floor indicate the slab thickness.
- C** Show required foundation vent locations. One square foot of vent area is required for every 150 square feet of under-floor 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.

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: Foundation Plan	Drawing Scale: 1/4" = 1'0"	
Page Number: 1 OF 4	Revision Date & No.	

For additional information concerning residential construction requirements, please refer to the 2012 "International Residential Code" and the 2012 "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



4 FLOOR PLAN

1/4" = 1'0" (2)

Instructions for Floor Plan

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

Circled letters reference items on the plans to the right.

- (A) Show dimensions of structure.
- (B) Show window locations, dimensions, and type. In locations where safety glass is required add "S.G." to the window type.
- (C) NO LONGER REQUIRED
- (D) Indicate location of Rescue and Escape Window. Required in all rooms which are intended to be used for sleeping purposes.
- (E) Indicate size(s), species, and grade of headers.
- (F) Label all rooms as to intended use. Please remember lofts and basements are locations, not use. Tell use what you will use them for.
- (G) Show locations of all smoke detectors.
- (H) Show the location of the heating system. Indicate the type of fuel the appliance will use. (Electric, wood, propane, or fuel oil) Wood stoves must be on the Dept. of Ecology approved list.
- (I) Show the location of the Water Heater. Indicate the type of fuel the appliance will use. (Electric, propane, etc.)
- (J) Show location and CFM rating of bathroom fan(s). Specify which will be designated as the whole house fan.
- (K) Show location of bathroom fixtures: Toilet, tubs, showers, sinks, etc.
- (L) Show location of washer and dryer (if any).
- (M) Show location and size of attic access when required. The access must be in a readily accessible location. (Not permitted in closets.)
- (N) Show location of 100 CFM kitchen exhaust fan. The fan may be part of the range hood assembly or downdraft assembly. Keep in mind the duct termination must have proper clearances from openings into the house.
- (P) Show location of kitchen sinks and major appliance.
- (Q) Show door locations and dimensions.
- (R) Indicate type and location of required landings, stairs, etc.
- (S) Indicate location of all required braced wall panels.
- (T) The rough opening dimension for the doorway is shown on this floor plans is shown to remind the framer to leave adequate space for the 3'0" door

For additional information concerning residential construction requirements, please refer to the 2012 "International Residential Code" and the 2012 "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:	John Doe	Date:	11/25/94
Owner's Address:	104 N. 42nd Island, WA 98102		
Site Address:	2360 Barett 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:	Floor Plan		
Drawing Scale:	1/4" = 1'0"		
Page Number:	Revision Date & No.		