



**Permit Application Packet  
Residential Structures  
and  
Detached Accessory Structures  
(*Manufactured Homes Require a Different Packet*)**

As of May, 2013 Whatcom County Planning & Development Services (PDS) will only accept complete applications at your application appointment. A complete application includes all items listed on Page 2 of this packet. PDS requires that all applications be Pre-Screened by staff prior to the submittal of an application.

If you have not already worked through the Pre-Screening Process with PDS staff, come into our office or contact us via email at [pds@whatcomcounty.us](mailto:pds@whatcomcounty.us) at the earliest phase of your project development.

During the Pre-Screening Process, staff may refer you to some of the following checklists. If any are determined to be applicable, all of the stated information on the checklist must be provided to us at your application appointment.

- Archaeology
- Building Plan Review
- Fire Marshal
- Flood
- Health
- Same Day Sign-Off

Appointments for application submittal are available Monday through Friday in the mornings and can be scheduled by calling 360-778-5900. Please have your tax parcel number (Geographic ID) ready when you call for your appointment. This number may be obtained from your tax statement or from the Assessor's Office (360-778-5050) or website <http://property.whatcomcounty.us/>. A separate appointment is required for each structure.

**Questions**

If you have any questions regarding these requirements, please contact Whatcom County Planning and Development Services – 360.778.5900 or [pds@whatcomcounty.us](mailto:pds@whatcomcounty.us)

## **Items Required For a Complete Application:**

### **Bring all of the following with you to your appointment:**

- Whatcom County Planning & Development Approved Screener Checklist
    - Including your [Natural Resources Assessment Approval](#) or All Items Required through the Natural Resources Assessment
  - Completed Building Permit Application Form – 3 pages (included in this packet)
  - 2** Complete Sets of Building Plans and (if determined by staff) Structural Engineering
  - 3** Copies of Site Plan
  - Washington State Energy Code Form (Prescriptive Zone 1 Worksheet)
  - [Public, Private or Rain Water Verification](#)
    - This form is NOT required if your building project:
      - Does not include plumbing for potable water, or
      - Is a residential remodel or addition that does not add additional bedrooms or result in an increase of floor space of more than 50%
  - [Whatcom County Health Department Approved Septic Permit & Design or Sewer Verification](#)
    - AND if an existing septic a current inspection report completed by a licensed O & M specialist.
  - Copy of Most Current Deed
  - Current Contractor's License Number or [Owner Contractor Statement of Understanding](#)
  - [Whatcom County Engineering Approved Revocable Encroachment Permit](#)
  - [Agent Authorization Form](#) (if you are an agent applying on behalf of the owner)
  - Cash or Check (U.S. Funds) are accepted as payment for fees. You may also pay by debit card or credit card, in person only, at the Planning & Development Services Permit Center Counter.
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The following contact information may pertain to your project:

- [Labor & Industries \(L&I\), Washington State](#) for electrical permits, mobile/manufacture home alterations and licensed contractor information. The local Washington State Labor & Industries office is located at 1720 Ellis Street in Bellingham, WA or at 360-647-7300.
- [Demolition Permit](#) applications are required if you are removing an existing structure. You must contact the Northwest Clean Air Agency at 360-428-1617 or 1-800-622-4627 prior to the submittal of your demolition application.
- [Call before you dig](#) prior to any ground disturbance work. If your property is located within 500 feet of an oil transmission pipeline, staff may require that you contact the Call Before You Dig Service at 811 prior to the submittal of your permit application.

# Site Plan Requirements

## SITE PLAN DRAWINGS MUST MEET THE FOLLOWING CONDITIONS:

### General Requirements:

- All Site Plans (sometimes called a *Plot Plan*) shall be clearly and accurately drawn to scale on paper – minimum size is 8.5" x 11", maximum size is 11" x 17".
- The Site Plan must be drawn to one of four standard scales:
  - a) 1" = 20'-0" or 1" = 30'-0" for parcels of less than one acre (44,560sf);
  - b) 1" = 40'-0" or 1" = 50'-0" for parcels between one and 2½ acres (111,400sf);
  - c) For parcels > 2½ acres or of an irregular shape where the above scales would exceed the size of an 11"x17" paper, site plan **overviews** at scales of up to 1" = 100'-0" are required along with an inset plan of the proposed structures and on-site sewage system (OSS) at one of the scales noted above. Refer to the attached **Site Plan example**.
- Linework – Use "solid" lines for all improvements at grade. Use "dashed" or "broken" lines for all improvements below grade (septic systems) or above grade (roof lines).
- Clearly differentiate on drawings between **existing** and **new** conditions or improvements. Use the abbreviation (E) to indicate existing.

**All site plans shall clearly indicate the following applicable information. Each item, unless noted otherwise, is referenced on the enclosed Site Plan example:**

### General Property Information:

- Title Block**
  - 1) Indicate the property owner's name, site address, tax parcel number (Assessor's Tax ID #), drawing title and date.
  - 2) Indicate drawing scale, as noted in the General Requirements above, in the Title Block.
  - 3) Show an arrow indicating the NORTH direction.
- Property Lines**

Show all property lines and dimensions of each.
- Adjacent Roads and Right-of-Way**
  - 1) Show name of adjacent roads, centerline of road and width of the right-of-way.
  - 2) Show all existing improvements within the right-of-way including driveways, drainage ditches, storm drain/culverts, fences, retaining walls, curbs, etc.
- Easements**

Indicate the location and dimensions of all easements in relation to property lines, structures and OSS components. Typical easements include those for utilities, access, drainage dike and railroads.
- Driveway Encroachment**

Indicate the location and dimensions of all connections between the adjacent public roads and private driveways or roads.
- Site Topography and Storm/Surface Water Drainage Systems**
  - 1) Flat and gentle slope (elevation change) lots: Indicate general direction of water flow (using arrows) and approximate % of slope.

**Note:** Slope % = (rise or drop in height) divided by (horizontal run or distance) multiplied by 100.

- 2) Steeper slope lots (15% or > slope): Indicate the locations, direction and grades for all such slopes. Indicate location of natural drainage ditches and all cut banks that exceed 4' in height. Identify any erosion or landslide areas as well as any potential unstable slopes. For lots with slopes 25% or greater, provide contour lines at a minimum of 2' intervals.

**Reference Elevations**

Indicate the relative elevations of all property corners, wells, drain fields, drainage systems and building floors. Use an established reference point such as plumbing stub-out or first floor level as a reference point elevation. Use the following abbreviations: FF = finish floor, FG = finish grade.

**Surface Waters** (*not shown on Site Plan example*)

Indicate location of all surface water bodies including all marine waters, lakes and ponds, along with their associated shorelines, ordinary high-water lines and their required setbacks.

**Critical Areas – Streams, Creeks and Wetlands**

Indicate location of all surface water features such as streams, creeks and wetlands, along with their associated buffer areas and required setbacks.

**Vicinity Map** (*not shown on Site Plan example*)

A map clearly showing a detailed route to the site including the nearest intersections and landmarks must accompany all Site Plans. The map does not need to be to scale and may be a separate attachment.

**Property Improvements: Existing and/or Proposed:**

**1. Existing Structures and/or Building Envelopes**

Show location of all existing structures and their setbacks from property lines and other structures. Identify each building by its use (residence, garage, storage, etc.).

**2. Proposed Structures and/or Building Envelopes**

Indicate the location and clearing limits of all proposed structures including decks, porches and retaining walls. Identify each building by its use (residence, garage, storage, etc.). Indicate setback dimensions in relationship to property lines, other structures, easements, wells and OSS components. Building wall lines and roof overhang lines to be clearly marked to match floor plans.

**Existing and Proposed Driveways, Parking Areas and Sidewalks**

Indicate the location and dimensions of all driveways, parking areas, sidewalks and emergency vehicle turn-around areas.

**Existing and Proposed Wells**

Indicate the location of all wells and distances to adjacent structures and on-site sewage system components (OSS). Include any OSS components on adjacent properties within the 100' well radii.

**Existing and Proposed On-Site Sewage System (OSS) Components**

- 1) Indicate the location and dimensions of all OSS components including septic tanks, pump tanks, pretreatment units, transport lines and primary/reserve drain fields.
- 2) Indicate the direction and % of slope of all primary/reserve drain field areas. Include at least two reference distances to property lines or other site features shown on the OSS permit site plan.

- Existing and Proposed Water and Utility Lines**  
Show location of all water, sewer and utility lines.
- Existing and Proposed Fuel Tanks**
  - 1) Show location and size of all heating fuel tanks (propane or other fuels).
  - 2) Indicate all required setbacks from structures.
  - 3) Note if tank is located below grade.
- Existing and Proposed Buffers and Open Spaces** *(not shown on Site Plan example)*  
Indicate the location and dimensions of all existing buffers and open spaces in relation to property lines, structures and OSS components.
- Existing Impervious Surfaces** *(applicable only to projects located in a watershed)*  
Show all existing impervious surfaces and include dimensions. Such surfaces include all structures, covered decks, driveways and sidewalks including graveled surfaces.
- Proposed Impervious Surfaces** *(applicable only to projects located in a watershed)*  
Show all proposed impervious surfaces and include dimensions. Provide calculation summary on Site Plan or separate attachment. Refer to following example:

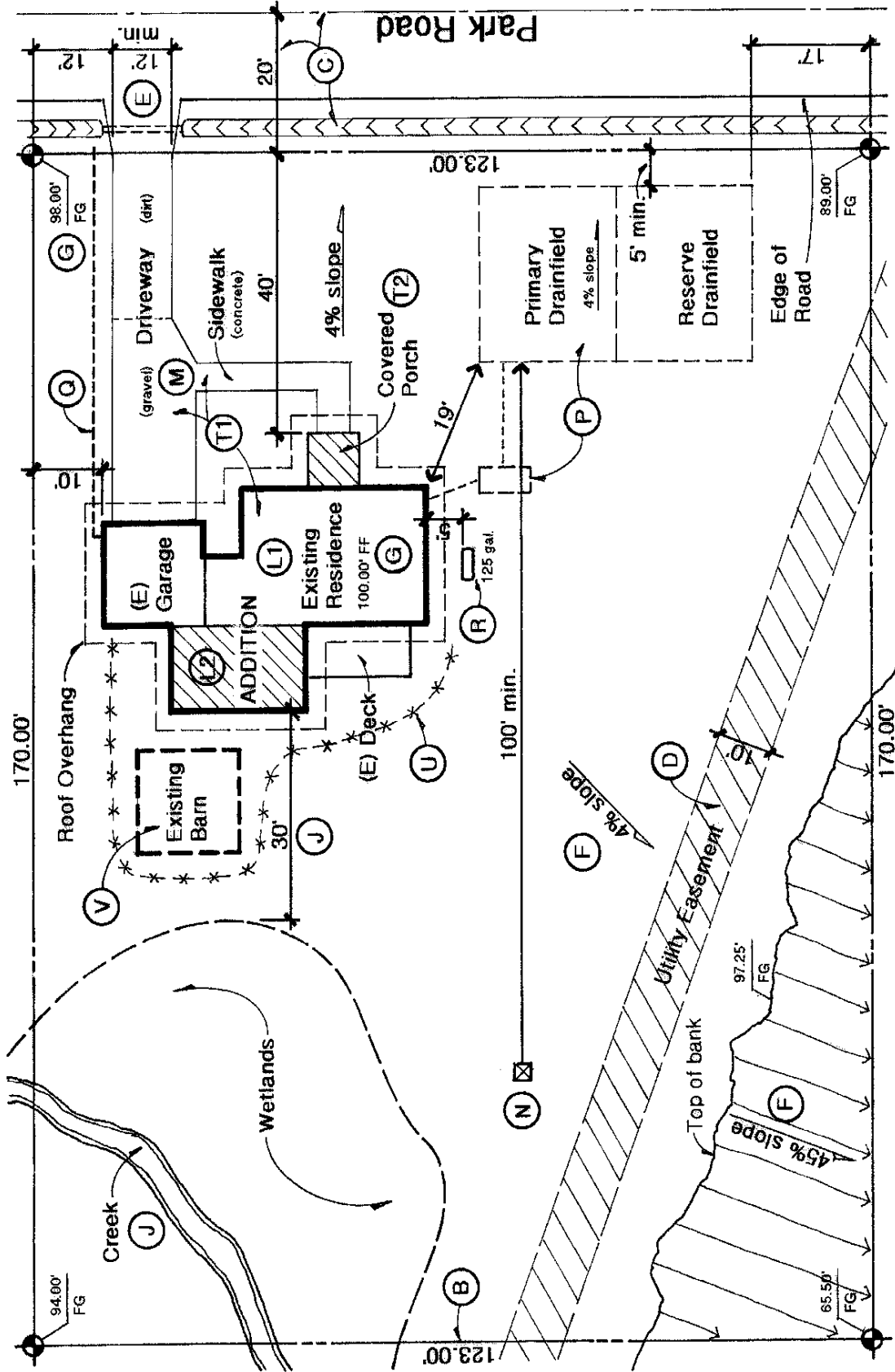
**Impervious Surface Calculations**

<u>Subject Area</u>	<u>Existing Area</u>	<u>Proposed Area</u>	<u>Subtotal Area</u>
House	2,000sf	500sf	2,500sf
Garage	800sf	-	800sf
Covered Porch	-	65sf	65sf
Driveway	555sf	-	555sf
Sidewalk	165sf	-(40)sf	125sf
Total area of impervious surfaces =			4,045sf

- Erosion Control**  
Show location of erosion control measures.
- Proposed Demolition**  
Show and label the use of any structures or other existing improvements to be demolished. Show as "dashed" lines per the Site Plan example.

**Failure to clearly identify all required information will result in your application not being accepted.**

# Site Plan Example



**A**

Owner's name: <b>John R. Doe</b>	Drawing title: <b>SITE PLAN example</b>	Scale: <b>1" = 20'-0"</b>
Site address: <b>1203 Park Road</b>	Parcel number: <b>380224-456098-0000</b>	Date: <b>6/15/09</b>



## Residential Building Permit Application

One Structure per Permit

**Note: Per UFS 2843 all permits and applications are subject to a 3% Technology fee. The 3% fee is calculated on the permit/application fees due.**

**Agent/Contact Name:** \_\_\_\_\_

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

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Fax # ( ) \_\_\_\_\_ Email \_\_\_\_\_

**Property Owner Name** \_\_\_\_\_

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

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Fax # ( ) \_\_\_\_\_ Email \_\_\_\_\_

**Contractor Name** \_\_\_\_\_

Business Name: \_\_\_\_\_ License#: \_\_\_\_\_

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

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Fax # ( ) \_\_\_\_\_ Email \_\_\_\_\_

### Site Information

Assessor's Parcel # \_\_\_\_\_ Div# \_\_\_\_\_ Block# \_\_\_\_\_ Lot# \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Site address \_\_\_\_\_

Number of Buildings currently on site: \_\_\_\_\_

Valuation (cost of completed project less value of land) \$ \_\_\_\_\_

**Project Description** (example: New SFR w/att Garage – 3 bdrm, 2 bath)

- New     Addition     Remodel     Repair  
 Single-Family Residence     Garage     Shop     Carport     Retaining Wall  
 Deck     Barn     Pool     Dock     Other:

### **Please Check Applicable Water & Sanitary Services:**

Water:  Well     Water Assoc.     Water District     Surface Water     Rain Water

Name of Water Purveyor (if applicable): \_\_\_\_\_

Septic:  Yes  No / Septic Installed:  Yes  No

Sewer:  Yes  No

Name of Sewer Purveyor (if applicable): \_\_\_\_\_

**Proposed Square Footages for this project (measured to outside wall):**

Basement	sq.ft.	Carport	sq.ft.
Main Floor	sq.ft.	Covered Deck/Porch	sq.ft.
Second Floor	sq.ft.	Deck/Porch	sq.ft.
Garage	sq.ft.	Other:	sq.ft.
Basement Type: <input type="checkbox"/> Heated <input type="checkbox"/> Unheated		<b>Total Square Feet</b>	sq.ft.

**Heat Source** (Check the primary fuel source for Heat / Hot Water)

Heating:  Natural Gas  Propane  Electric  Oil  Geothermal  Other

Hot Water:  Natural Gas  Propane  Electric  Oil  Geothermal  Other

**Any proposed fill, excavation or clearing must be noted below**

<b>FILL</b> The deposit of earth material by artificial means.						
BY FEET	Length (ft)	Width (ft)	Depth (ft)	Volume (ft <sup>3</sup> )	Divided By 27	= Cubic Yard
Septic	X	X	=		/ 27 =	CY
Driveway/Road/Parking	X	X	=		/ 27 =	CY
Building site	X	X	=		/ 27 =	CY
Other	X	X	=		/ 27 =	CY
<b>MATERIAL SOURCE:</b>					<b>TOTAL VOLUME:</b>	<b>CY</b>

<b>EXCAVATION</b> The mechanical removal of earth materials. Grading is an excavation or filling or combination thereof. Earth material is any rock, natural soil, fill, or any combination thereof.						
BY FEET	Length (ft)	Width (ft)	Depth (ft)	Volume (ft <sup>3</sup> )	Divided By 27	= Cubic Yard
Septic	X	X	=		/ 27 =	CY
Driveway/Road/Parking	X	X	=		/ 27 =	CY
Building site	X	X	=		/ 27 =	CY
Ditching/Trenching	X	X	=		/ 27 =	CY
Other	X	X	=		/ 27 =	CY
<b>MATERIAL DESTINATION:</b>					<b>TOTAL VOLUME:</b>	<b>CY</b>

**CLEARING / CONVERSION** Defined as, "the destruction of vegetation by manual, mechanical, or chemical methods resulting in exposed soils." WCC20.97.053

**Required TOTAL AREA TO BE CLEARED and/or GRUBBED, IN ACRES**

**AREA OF TREE CLEARING, IN ACRES**

<b>TIMBER USE</b>	<b>Personal Use</b>	<b>%</b>	<b>Sell</b>	<b>%</b>	<b>Burn</b>	<b>%</b>	<b>Give Away</b>	<b>%</b>
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**FPA NUMBER (if applicable)**

If your project includes any tree cutting, a Forest Practices Application / Notification may be required. For questions related to permit requirements, contact the Washington Department of Natural Resources (DNR) at 360-856-3500.

**2015 International Building Code 105.3.2 Time limitation of application.** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extension of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

**\*\*Do not forget the agent authorization and disclaimer page that follows\*\***



Please complete the following Agent Authorization only if an agent (someone other than the property owner) is applying for permit(s) on the property owner's behalf.

**Agent Authorization**

If you are authorizing an agent to apply for permits on your behalf you must complete this form and have it notarized, which will provide authorization for a designated agent to apply for permits on your behalf.

I/we, \_\_\_\_\_, the owner(s) of the subject property, understand by completing this form I/we hereby authorize \_\_\_\_\_ to act as agent. I/we understand said agent will be authorized to submit applications on my behalf, and any fees associated with submitted applications are due to me and not to the said agent. I/we also understand once an application has been submitted all future correspondence will be directed to the agent.

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I certify that I know or have satisfactory evidence that \_\_\_\_\_ is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated \_\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Printed Name  
Notary Public in and for the State of Washington

Residing at \_\_\_\_\_

My appointment expires: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Disclaimer**

The permittee verifies, acknowledges and agrees by their signature that:

- 1) If this permit is for installation of a dwelling, the dwelling is/will be served by potable water;
- 2) The property owner is the owner of this Whatcom County Permit;
- 3) The signatory is the property owner or someone who has permission to represent the property owner in this transaction;
- 4) All construction is to be done in accordance with Whatcom County codes or ordinances- *referenced codes and ordinances are available for review at Whatcom County Planning and Development Services;*
- 5) This Whatcom County Permit does not permit or approve any violation of federal, state or local laws, codes or ordinances;
- 6) Submission of plans or additional information and subsequent approval may be required before this application can be processed;
- 7) Notwithstanding that this application has been submitted in the name of a company, I personally guarantee payment (or guarantee payment on behalf of the client I am representing, noted on the Agent Authorization Form above) of the fees accrued according to the terms listed in the Whatcom County Unified Fee Schedule, including the Application of Fees from Different UFS Schedule Policy PL1-74-003Z, and agree to be bound personally as a principal and not as a surety. I recognize my personal guarantee is part of the consideration for review of the application.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Owner or Agent Signature

\_\_\_\_\_  
Date