



# Building Permit Application

Planning & Development Services · 1800 Continental Place · Mount Vernon WA 98273  
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Permit #:
Accepted by:

Place a check (or N/A) in the box in the App(licant) column after attaching the required element. Staff will review the checklist using the PDS column and cannot accept applications without each required element.

## Pre-Application Checklist

The following requirements must be met **before** submitting an application:

App	PDS	Required Element
		<b>1. Lot Certification</b> <input type="checkbox"/> Approved Lot Cert, previously recorded; OR <input type="checkbox"/> Approved Lot Cert or Reasonable Use Exception (PDS will submit it for recording); OR <input type="checkbox"/> Lot has an existing residence (lot cert is not required for accessory buildings or residential additions).
		<b>2. Address</b> <input type="checkbox"/> verified in database <input type="checkbox"/> blue sign <input type="checkbox"/> applied online
		<b>3. Land Use Zone:</b> _____ allowed use: _____ SUP #: _____ <input type="checkbox"/> Mineral Resource Overlay <input type="checkbox"/> Airport Environs Overlay <input type="checkbox"/> natural resource lands within 500 ft
		<b>4. Water</b> <input type="checkbox"/> Drilled Well Evaluation #: _____; OR <input type="checkbox"/> alternative approved water source: _____; OR <input type="checkbox"/> community/public well (attach approved Health Dept Public Water Form); OR <input type="checkbox"/> connection to City of Anacortes, Town of La Conner, or Skagit PUD water (attach proof of availability accepted by the water supplier)
		<b>5. Critical Areas</b> <input type="checkbox"/> approval letter (attached) OR <input type="checkbox"/> recorded Protected Critical Area site plan OR <input type="checkbox"/> interior remodel only with no increased septic use
		<b>6. Shorelines</b> <input type="checkbox"/> no portion of lot in Shoreline Jurisdiction OR <input type="checkbox"/> single-family residential OR <input type="checkbox"/> Letter of Exemption attached OR <input type="checkbox"/> Shoreline Permit #: _____
		<b>7. Flood Review</b> <input type="checkbox"/> Not in Flood Hazard Area OR Panel #: _____ Zone: _____ BFE/Depth: _____ <input type="checkbox"/> Floodway
		<b>8. Septic/Sewer</b> <input type="checkbox"/> Septic Permit #: _____ OR <input type="checkbox"/> public sewer (attach letter of availability or connection receipt) OR <input type="checkbox"/> no plumbing, additional bedrooms, or commercial kitchen proposed

## Application Checklist

The following elements must be submitted **with** your permit application:

App	PDS	Required Element
		<b>9. Master Application Form</b> (with Agent Authorization Form if applicant is not property owner)
		<b>10. Impervious/Hard Surface Worksheet</b>
		<b>11. Site Plan and Site Plan Requirements Checklist</b> (except when doing internal remodeling only)
		<b>12. Construction Stormwater Pollution Prevention Plan (Construction SWPPP)</b> (except internal remodeling only)
		<b>13. Access Permit</b> <input type="checkbox"/> attached OR <input type="checkbox"/> no change in existing driveway OR <input type="checkbox"/> access to existing private road OR <input type="checkbox"/> access to state highway with attached WSDOT permit
		<b>14. Construction Plans</b> 2 complete sets and 1 extra floor plan, compliant with the 2015 IBC or IRC, site and building specific, including all of the following: <input type="checkbox"/> Foundation Plan <input type="checkbox"/> Floor Plan <input type="checkbox"/> Roof Framing Plan <input type="checkbox"/> Engineering/ Civil Drawings (comm. only) <input type="checkbox"/> Cross-Section <input type="checkbox"/> Elevations <input type="checkbox"/> Floor Framing Plan <input type="checkbox"/> Landscape/Parking Plans (commercial only) <input type="checkbox"/> Energy Code & ventilation (residential unless mfr homes; non-residential for heated buildings) For new manufactured homes or commercial coaches, include <input type="checkbox"/> one copy of the floor plan, and <input type="checkbox"/> two copies of the installation manual. For used, provide model year: _____. Pre-June 76 requires L&I Safety Inspection.
		<b>15. State Environmental Policy Act (SEPA) Checklist</b> (except single-family residential or otherwise exempt)
		<b>16. Fees</b> ( <input type="checkbox"/> double fees if permit is result of enforcement action)

## All Projects

Project description	_____	
Are there other structures on this property?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Do you own adjoining pieces of land?	<input type="checkbox"/> yes	<input type="checkbox"/> no

## Commercial

### Proposed Construction

Footprint	_____ sq ft
Construction type	_____
Height	_____
Number of stories	_____
Heated	<input type="checkbox"/> yes <input type="checkbox"/> no
Sprinklers	<input type="checkbox"/> yes <input type="checkbox"/> no
Building use	_____
Project value	\$_____

### Proposed Change of Use

Current/recent use	_____
Proposed use	_____
Building area	_____ sq ft
Number of stories	_____
Heated	<input type="checkbox"/> yes <input type="checkbox"/> no
Currently sprinkled	<input type="checkbox"/> yes <input type="checkbox"/> no
Other buildings within 30 feet	<input type="checkbox"/> yes <input type="checkbox"/> no
Project value	\$_____

### Tenant Improvement

Footprint	_____ sq ft
Adjacent uses	_____ _____ _____
Heated	<input type="checkbox"/> yes <input type="checkbox"/> no
Currently sprinkled	<input type="checkbox"/> yes <input type="checkbox"/> no
Project value	\$_____

### Non-Building Structures

*signs, containers, retaining walls, sprinklers, alarms, etc.*

Description	_____ _____ _____
Area	_____ sq ft
Project value	\$_____

## Residential

### Site-Built

Proposed new living space:		Proposed new other space:	
Finished	_____ sq ft	Garage	_____ sq ft
Unfinished	_____ sq ft	Shed	_____ sq ft
Addition	_____ sq ft	Carport	_____ sq ft
Remodel	_____ sq ft	Post frame	_____ sq ft
Repair	_____ sq ft	Deck/porch	_____ sq ft
Other	_____		
Foundation	_____ lineal feet (if permitting foundation only)		
Bedrooms	_____ existing; _____ proposed new		

### Manufactured/Mobile Home

Year	_____
Make	_____
Model	_____
Vehicle ID (VIN)	_____
Type	<input type="checkbox"/> manufactured/mobile <input type="checkbox"/> modular (UBC)
Footprint	_____ sq ft
Foundation	_____ lineal feet (modular only)
Installer	_____
Cert # WAINS	_____

## Grading

### Grading Proposed

Proposed fill	_____ cu yards
Proposed excavation	_____ cu yards
Proposed tree removal	<input type="checkbox"/> yes <input type="checkbox"/> no
Proposed clearing/grubbing	<input type="checkbox"/> yes <input type="checkbox"/> no
Where will excavated material go?	_____

### Notes (Staff Use Only)

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