



San Juan County Community Development & Planning

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STANDARD SAN JUAN COUNTY BUILDING PERMIT PACKET

This packet is designed to help you understand what information will be necessary to complete your application and to answer common questions related to your building permit.

(Includes Plumbing and Mechanical Permits and Automatic Fire Suppression System Approvals)

❖ **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 or IBC 105.2
- A storage shed which has more than 200 square feet of floor 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 is being performed, separate plumbing and mechanical permits are required from CD & P.
- 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 APPLY TO CONSTRUCTION?**

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

- 2009 International Building Code
- 2009 International Fire Code
- 2009 International Residential Code (IRC)
- 2009 International Mechanical Code (IMC)
- 2009 Uniform Plumbing Code (UPC)
- 2009 WA State Energy Code (WSEC)
- RCW 19.27 & 70.92
- WAC Chapters 51-40; 42; & 44 – 47
- SJCC Title 15 (San Juan County Building Code)
- SJC Unified Development Code
- SJC Comprehensive Plan

❖ **LOCAL DESIGN CRITERIA**

- Seismic Zone: D1
- Wind Load: 85 mph Wind Exposure: site specific
- Assumed Soil Bearing: 1500 PSF (Note: if assumed soil bearing exceeds 1500 PSF, the actual soil bearing must be verified by a Geologist, or Washington State licensed Engineer or Architect.
- Frost Depth: 12 inches
- Snow Load: 25 lb. L.L.
- Floor Load: 40 lb. L.L./30 lb. L.L. Sleeping Room
- Setbacks: Per IRC Figure R403.1.7.1 (setbacks from slopes) & UDC Tables 6.1 & 6.2 (See insert)
- Fire Hydrant Provisions: Residential Structures that contain 4000 sq. ft. or more of living area must be serviced by approved fire hydrants or a fire suppression system installed in accordance with NFPA 13-R.

❖ **WHAT INFORMATION IS NECESSARY TO COMPLETE THE APPLICATION?**

In order to submit an application for your building permit the following information should be provided:

➤ **Type of Permit(s).** 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 CD&P if you are unsure of which application to complete.

➤ **Estimated Valuation:**

Provide a cost estimate to the total value of the work, including labor and materials, for which the permit is being sought. This value should be equal to what the contract cost for new construction and materials would be. The final building valuation may be adjusted and set by the building official.

➤ **Property Information:**

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. See enclosed "Address Request / Review Form". - Requires 1 copy of site plan.)

➤ **Describe Project/Work:**

Complete the "Project Scope of Work" form.

➤ **Applicant Information:**

Owner's name, mailing address, and phone #.

➤ **Contractor and Designer Information:**

- Provide the Contractors' name, mailing addresses, phone #'s, and License #'s. If you choose to act as your own general contractor, or you plan to build the structure yourself, please write "Owner" in this space and 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).
- Architect, Engineer, or Designer's name, mailing address, and phone # (if applicable).

➤ **Contact Information:**

Name, mailing address, phone # and FAX # 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.