



Building Permit Application Packet

Residential Structures and Detached Accessory Structures (Not for Manufactured Homes)

Whatcom County Planning & Development Services (PDS) requires that all applications be pre-screened by staff prior to submittal of a Building Permit Application. A Pre-Screen will determine all items necessary for a Building Permit Application to be deemed complete and will outline any details missing from a proposal.

A Pre-Screen consists of the following items:

- [Completed Pre-Screen Form](#)
- Project Narrative
- Site Plan of Property
- Preliminary Building Plans

Pre-Screen documentation shall be emailed as **PDF files** to ePermits@co.whatcom.wa.us. Materials reviewed for Pre-Screen are not kept on file; all documentation must be resubmitted at time of Building Permit Application submittal.

A Pre-Screen must be completed prior to Building Permit Application. In your building Permit Application submittal, include a Pre-Screen completed by staff, as well all necessary applications, forms, and plans. The following pages of this packet list the items required for Building Permit Application.

Please note that if a land-use permit is required (such as Shoreline Exemption Permit, Administrative Use Permit, Site Plan Review Application, etc.) that application must be *approved* prior to submitting your Building Permit Application. If you submit a Building Permit Application prior to the approval of a required land-use permit, your Building Permit application will be determined incomplete.

When you are ready to submit your Building Permit Application Packet and associated documents, submit all documentation as **PDF files** to ePermits@co.whatcom.wa.us.

Please note, only digitally submitted applications be accepted.

Questions

If you have any questions regarding these requirements, please contact Whatcom County Planning and Development Services at 360.778.5900 or PDS@co.whatcom.wa.us

Items Required For Every Building Permit Application

- Complete Building Permit Pre-Screen
- Complete Building Permit Application: Pages 9-12 of this application packet
- Site Plan
- Copy of Most Current Deed
- Contractor License Number & Contact Information
 - o *OR* [Owner Contractor Statement of Understanding](#).
 - o This documentation is *required for permit issuance*.
- [Agent Authorization Form](#) (for an Agent applying on behalf of a property owner)

As Identified by Pre-Screen

- Structural Engineering (to accompany Building Plans)
- Washington State Energy Code Forms
- Water Availability Verification or Water Quality and Quantity approval
- Natural Resources Approval, and/or items required through NR review
- Approved On-Site Sewage System (OSS) design or sewer verification
- See additional requirements for Whatcom County Health and Community Services on Pages 3 and 4

Submit all application materials as PDF to ePermits@co.whatcom.wa.us

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 360-6477300.
- [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 1-800-6224627 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.

Whatcom County Health and Community Services

Application Requirements

Please refer to your completed Pre-Screen to determine what specific items are needed to submit with your building permit application.

If you have any questions about what items are needed, please contact the Whatcom County Health and Community Services Liaison at 360-778-6023 or SCierebi@co.whatcom.wa.us

Failure to provide the requested Health information may cause your building permit application to be determined incomplete and not accepted for review.

Public Water System:

- For new construction, Whatcom County Health and Community Service (WCHCS) approved [Public Water Availability Form](#) signed by the public water system.
- For remodel or addition, no WCHCS review is required for property served by a public water system.

Private Well:

- For new construction or a project adding more than 50% of the existing living space, a WCHCS approved [Private Water Availability Form](#).
 - Please note, if a previous Water Availability Form was approved, it may be expired and a new form must be completed, with all required information.
- If your project is adding or remodeling up to 50% of the existing living space, WCHCS approved Water Quality and Quantity (WQQ) is required.
 - If you need more information on WQQ approval please email health@co.whatcom.wa.us
 - Please note that internal remodels that do not add any additional living space still require WQQ approval.
- For any new construction or remodel/additions, show the location of the well on the site plan. Well location must be shown in approved location as approved by WCHCS.

Alternative Drinking Water Supply:

- If you have surface water, rainwater or a contaminated well as a drinking water source, provide the appropriate WCHCS approved form.
 - [Surface Water Availability Form](#)
 - [Rainwater Catchment Form](#)
 - [Contaminated Well Form](#)
- For new construction or remodel/additions, show the location of the well, if applicable, on the site plan. Well location must be shown in approved location as approved by WCHCS.
- ❖ Please note that as a condition of final occupancy, the applicant will need to provide an affidavit of installation and satisfactory water sample after treatment.

On-Site Sewage System:

- WCHCS approved on-site sewage system (OSS) design. Please submit **all** pages of the OSS design with your building permit application. Please contact WCHCS at 360-778-6000 or health@co.whatcom.wa.us if you need a copy of the approved OSS design.
- If you have an existing OSS, please submit a current [Report of System Status](#) septic evaluation. You can search [WCHCS online records](#) to see when the last evaluation was completed for the property.
- Please note that if your project adds a bedroom or adds more than 50% of the existing living space, a new OSS may be required. If you have questions about the sewage disposal requirements for your project, please call 360-788-6000 or email health@co.whatcom.wa.us
- For either new construction or remodel/additions, show the location of OSS drainfield, reserve area, septic tank and pump tank (if required) on the site plan. OSS components must be drawn to scale and located accurately as shown on the approved OSS design.

Sewer:

- New construction requires sewer verification dependent on location:
 - Lummi Sewer – Certificate of Compliance from [Lummi Nation Permit & Land Use Planning](#).
 - [Samish Water District](#) – Sewer Verification Letter from the District.
 - [Lake Whatcom Water and Sewer District](#) – District will add sewer verification note to water availability form.
 - [Birch Bay Water and Sewer District](#) - District will add sewer verification note to water availability form.

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
- 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, a site plan overview at scales of up to 1" = 100'-0" is required along with an inset plan of the proposed structures and onsite 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:

□ **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.).

□ **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

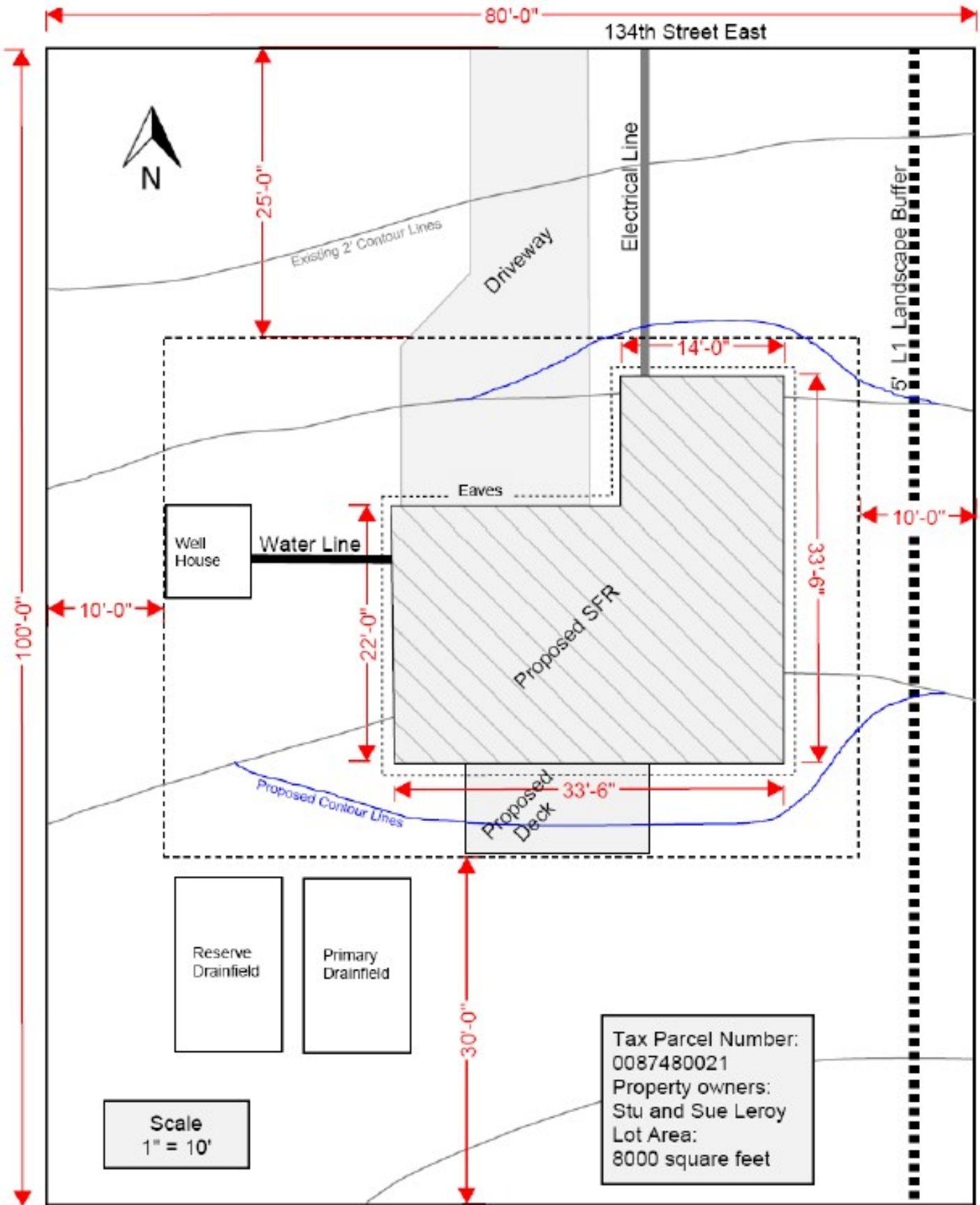
Total area of impervious surfaces = 4,045sf

- **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



WHATCOM COUNTY Mark Personius,
Director
5280 Northwest Drive
Bellingham, WA 98226-9097
360-778-5900, TTY 800-833-6384
360-778-5901 Fax



AICP Planning & Development Services

Residential Building Permit Application

One Structure per Permit

Agent/Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Property Owner Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Contractor Name: _____

Business Name: _____ License #: _____

Mailing address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Site Information

Assessor's Parcel Number *(also Div/Block/Lot if applicable)*: _____

Subdivision Name: _____

Site Address: _____

Number of Buildings Currently onsite: _____

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

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

- 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	Total Square Feet	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

Driveway Access and Utility Connection (work within the county right-of-way)

Does your project involve any work within the County road right-of-way (example: a new driveway or connection to utilities)? Yes No

If yes, please describe: _____

Please note: If upon inspection PW Encroachment staff determines an additional Encroachment Permit is required; you will be notified and received an invoice for the fees.

Any proposed fill, excavation or clearing must be noted below

FILL

The deposit of earth material by artificial means.

Fill Calculations	Length (ft)	Width (ft)	Depth (ft)	Volume (ft3)	Divide Vol	= Cubic Yards
Septic		x	x	=	÷27=	CY
Driveway/Road/Parking		x	x	=	÷27=	CY
Building site		x	x	=	÷27=	CY
Other		x	x	=	÷27=	CY
Material Source:						

EXCAVATION

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.

Excavation Calculations	Length (ft)	Width (ft)	Depth (ft)	Volume (ft3)	Divide Vol	= Cubic Yards
Septic		x	x	=	÷27=	CY
Driveway/Road/Parking		x	x	=	÷27=	CY
Building site		x	x	=	÷27=	CY
Other		x	x	=	÷27=	CY
Material Destination:						

CLEARING / CONVERSION

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

Clearing/Conversion Calculations
Required - Total Area to be Cleared and/or Grubbed (in acres):
Area of Tree Clearing (in acres):
Timber Use (in %)
Personal Use:
Sell:
Burn:
Give Away:
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: ____/____/____

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