



Building Permit Pre-Screen Checklist

Important Procedural Update:

As part of procedural changes to bring PDS into compliance with new permit review guidelines provided by WA State Legislature, the Pre-Screen Checklist will be discontinued no later than December 31, 2024.

New procedures are being developed to replace the current functions of the Pre-Screen Checklist, and may go into effect prior to the end of 2024.

Once new procedures are implemented, previously completed Pre-Screen Checklists may not reflect up to date permit pathways.

This is a pre-screen review only; it is not a final determination or a building permit

Include with your Pre-Screen request:

Site Plan – Preliminary Building Plans – Project Narrative (*space below*)

Please Note:

- Documents submitted as part of a Pre-Screen are not kept on file. All materials will need to be resubmitted at time of Building Permit Application.
- In order to apply for your building permit, you must receive the completed Pre-Screen Checklist from PDS, address all items checked as "Information Needed", **complete the relevant Building Permit Application**, and submit all required materials as PDF files to ePermits@co.whatcom.wa.us.

Applicant name: _____

Applicant phone: _____

Applicant E-mail: _____

Parcel (Site) Address: _____

Assessor Parcel Number: _____

Total building square footage: _____

Project Narrative (*attach more pages if needed*): _____

Applicant please do not fill out page two



Building Permit Pre-Screen Checklist

Staff Only

Applicant Name: _____

Parcel (Site) Address: _____

Assessor Parcel Number: _____

Project Type: SFR SFA MOB DET DEMO

Completed or not required	Information Needed	<p><i>Staff will screen for the following and provide applicable checklists and information needed to prepare for a building permit application submittal.</i></p> <p>NOTE: If a Site Plan Review is required, a building permit application cannot be processed until the Site Plan Review is approved.</p>
<input type="checkbox"/>	<input type="checkbox"/>	Point Roberts Tree Retention
<input type="checkbox"/>	<input type="checkbox"/>	Building Plan Review
<input type="checkbox"/>	<input type="checkbox"/>	Fire Marshall
<input type="checkbox"/>	<input type="checkbox"/>	Water Availability (Health)
<input type="checkbox"/>	<input type="checkbox"/>	Septic Information (Health)
<input type="checkbox"/>	<input type="checkbox"/>	Zoning
<input type="checkbox"/>	<input type="checkbox"/>	Assessor's Lien
<input type="checkbox"/>	<input type="checkbox"/>	Encroachment
<input type="checkbox"/>	<input type="checkbox"/>	Addressing
<input type="checkbox"/>	<input type="checkbox"/>	Flood
<input type="checkbox"/>	<input type="checkbox"/>	SEPA
<input type="checkbox"/>	<input type="checkbox"/>	Hazardous Liquid and Natural Gas Transmission Pipelines
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan Review Required
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater
<input type="checkbox"/>	<input type="checkbox"/>	Shoreline Permit Required
<input type="checkbox"/>	<input type="checkbox"/>	Archaeology
<input type="checkbox"/>	<input type="checkbox"/>	Check Plat / Plat Name / Permit# :
Comments:		

PDS Staff

Date