

**Town of Friday Harbor**  
**BUILDING PERMIT GUIDELINES**

1. **PREPARE AND SUBMIT TWO SETS OF CONSTRUCTION DRAWINGS; ONE PLAN CHECKED COPY WILL BE RETURNED, ONE OBTAINED.** Submit drawing with a complete building permit application packet. The drawings must include the following:

- a. **THE BUILDING AND SITE PLAN MUST INCLUDE THE FOLLOWING DETAILS:** 1) Location of all existing and proposed utility lines including stormwater, and location of utility connections in conjunction with building. 2) Dimensioned lot drawing including any easements (recorded survey may be required), 3) All buildings existing and those proposed, 4) Existing and proposed landscaping and 5) Show existing and proposed parking. **THE BUILDING PLAN MUST BE DRAWN TO SCALE OF 1/4 INCH = 1 FEET.**

**NOTICE: ON SEPTEMBER 1, 2010 THE 2009 INTERNATIONAL BUILDING CODES BECAME IN EFFECT.**

- b. **FOUNDATION PLAN** showing size, shape, and height of foundation walls, all footings, posts, beams, size and direction of all floor joists in all areas, and all vents.
- c. **CROSS (WALL) SECTION** showing excavation, foundation and finished grade, posts, beams, floor joists, studs, bracing, roof rafters and bracing, roof pitch and overhang, ceiling joists, and type of roofing materials.
- d. **FLOOR PLAN** showing partitions, windows, (location, size and percent of opening), doors (size and swing), and plumbing fixtures. Label any future construction as "Not a part of this application".
- e. **ELEVATION** drawings that show original grade at all building corners, finished floor and roof peak elevations, as well as all exterior decks, porches, patios and covered walkways.
- f. **DETAILS** showing stairs, rise and run, landings, and headroom.
- g. **IF YOUR CONSTRUCTION REQUIRES PUBLIC WORKS PERMITS** i.e., water or sewer service permits, or excavation in the public right of way permits, obtain proper forms.

2. **HISTORIC DISTRICT** - If you are planning to build a new structure or remodel an existing structure that is within the Historic District (map and application attached), please arrange to **meet with the Town Historic Preservation Coordinator at 378-2390 before you initiate your design phase.**

3. **MANUFACTURED HOMES** – A building permit application is required with installation drawings as per regulations mandated by current building code regulations.

4. **A PLUMBING AND MECHANICAL PERMIT** application is required with submittal of building permit application.

5. Upon receipt of your application your construction will be valued and you will be notified of the permit fees. The total fees for the building, plumbing, mechanical, and stormwater applications will be due before plan check begins. **Make check payable to the Town of Friday Harbor.**

6. The plan check will require a minimum of 15 working days. Electrical permits can be obtained from the Orcas Power and Light Company or the Department of Labor and Industries at 360.416.3000.

**THE BUILDING PERMIT JOB CARD MUST BE POSTED ON THE BUILDING SITE UNTIL FINAL INSPECTION IS COMPLETED. A 48 HOUR NOTICE IS REQUIRED FOR INSPECTIONS.**

**Town of Friday Harbor**

PO Box 219 / Friday Harbor / WA / 98250

(360) 378-2810 / fax (360) 378-5339 / www.fridayharbor.org

**Checklist**  
**Public Works Permits / Building Permits / Land Use Permits**

Property Owner: \_\_\_\_\_

Telephone \_\_\_\_\_

Address of job site: \_\_\_\_\_

Tax Parcel \_\_\_\_\_

**If your construction requires the following applications, have you obtained?**

- Yes  No  N/A  Water and Sewer Service applications? **(Each application requires a site plan showing location of proposed water & sewer lines in conjunction with construction.)**
- Yes  No  N/A  If your construction involves the addition of residential units, have you paid for additional sewer connection fees? Do you still comply with the current density regulations for your zone?
- Yes  No  N/A  Does your project require an Excavation Within a Public Right of Way Permit application for work within the public right of way?
- Yes  No  N/A  Application to Construct Curb, Gutter, Sidewalk, Storm Drainage, Street?
- Yes  No  N/A  If your construction is 10,000 square feet or larger, have you submitted an Environmental Checklist (SEPA) for review and public comment period?
- Yes  No  N/A  If your construction is planned within the designated shoreline, have you obtained an application for Exemption from Substantial Development or a Substantial Shoreline Development Permit application?
- Yes  No  N/A  Land Clearing, Grading, or Filling Permit application?
- Yes  No  N/A  Does the construction take place in the Historic Preservation District? See map attached. If so, see Historic Preservation Coordinator 360-378-2810 at least three weeks before construction application submittal.
- Yes  No  N/A  If your construction requires a Storm Water Management Plan obtain review and approval four weeks before construction application submittal.

**For your building permit application have you submitted the following?**

- Yes  No  N/A  Was a Site Plan Review required?
- Yes  No  N/A  Have you met the Zoning, Parking, Land Use or Set Back requirements?
- Yes  No  N/A  A completed building permit application with signature or agent authorization.
- Yes  No  N/A  Two sets of construction drawings showing a site plan, parking plan, landscaping, foundation, walls, footings, beams, floor joists, etc? Guidelines attached.
- Yes  No  N/A  Utility Checklist – must be signed by all companies and by owner/agent.
- Yes  No  N/A  Energy calculations.
- Yes  No  N/A  Mechanical Permit application?
- Yes  No  N/A  Plumbing Permit application?
- Yes  No  N/A  Storm Water Service application?

_____ Signature of Property Owner or Authorized Agent	_____ Date
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## Building Permit Application

Application date	Tax parcel number	<b>Office Use Only</b>			
		BP#	Date Permitted		
Name of legal property owner		Property owner phone number			
Property owner mailing address					
Authorized Agent		Authorized Agent phone number			
Authorized Agent email address					
Authorized Agent address					
Job site address/physical location of property					
Description of work to be performed					
Is the project or site within 200 feet of the body of water?		Yes	<b>If yes, must show on plans.</b>	No	
Is project located within the Historic District? (see attached map)		Yes	<b>If yes, must submit HPRB Review Application.</b>	No	
<b>Type of permit requested (check the appropriate box)</b>					
<input type="checkbox"/>	New Residence	<input type="checkbox"/>	Residential Addition	<input type="checkbox"/>	Residential Remodel
<input type="checkbox"/>	Accessory Building	<input type="checkbox"/>	Garage (attached)	<input type="checkbox"/>	Garage (not attached)
<input type="checkbox"/>	Carport	<input type="checkbox"/>	Agriculture	<input type="checkbox"/>	Commercial
<input type="checkbox"/>	Deck	<input type="checkbox"/>			Other (specify)
Bldg. Dimensions _____ X _____		Main Floor _____ sq. ft.		Second Floor _____ sq. ft.	
Basement _____ sq. ft.		Garage _____ sq. ft.		Other _____ sq. ft.	
Construction Company name					
Contractor name				Phone #	
Contractor's Washington State License #				Expiration date	
Contractor's Town of Friday Harbor Business License #				Expiration date	
Manufactured home company name				Model	
Size _____ X _____			Year Built		Serial #
Total valuation of work to be performed					
Signature of Owner or Authorized Agent		Date	<b>Building Permit Fee \$</b>	<b>State Code Fee \$ 4.50</b>	<b>Total Fees \$</b>

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**LETTER OF AGENT AUTHORIZATION**

I, \_\_\_\_\_  
(Legal Property Owner(s))

authorize \_\_\_\_\_ to act on  
(Agent)

my behalf during the processing of:

\_\_\_\_\_  
(Application Type)

\_\_\_\_\_  
(Signature of legal property owner) (Date)

\_\_\_\_\_  
(Signature of legal property owner) (Date)

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**UTILITY CHECKLIST**

Legal Owner: \_\_\_\_\_

Job Address: \_\_\_\_\_

Tax Parcel Number of Job Address: \_\_\_\_\_

The following utility companies shall be contacted prior to a Building Permit being issued by the Town of Friday Harbor. It is further understood that said utility companies will sign off on behalf of their company and indicate in the remarks section any problems, if any, and if utility costs have been paid.

**Orcas Power & Light Company:** \_\_\_\_\_  
376-3550  
**1034 Guard Street**  
Remarks: \_\_\_\_\_  
Signature of Authorized Representative

**CenturyLink:** \_\_\_\_\_  
378-1531  
**50 Second St**  
Remarks: \_\_\_\_\_  
Signature of Authorized Representative

**Zito LLC (Cable Service):** \_\_\_\_\_  
208-599-4044  
Remarks: \_\_\_\_\_  
Signature of Authorized Representative

**Town of Friday Harbor:** \_\_\_\_\_  
378-2154 (Water & Sewer)  
**425 Marguerite Place**  
Remarks: \_\_\_\_\_  
Signature of Authorized Representative

I certify I have contacted the above utility companies and have paid the appropriate fees if necessary. \_\_\_\_\_  
Signature of Property Owner / Authorized Agent Date

**Town of Friday Harbor Street Improvements:**  
I certify in accordance with current Town Ordinances if a condition of a construction application calls for street, and/or curb, gutter and sidewalk improvements, said land improvements will be secured or accomplished prior to the issuance of that permit.  
\_\_\_\_\_  
Signature of Property Owner / Authorized Agent Date

# Town of Friday Harbor

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## Mechanical Permit Application

Application date		Tax parcel number		<b>Office Use Only</b>	
				<b>ME#</b>	<b>Date Permitted</b>
Legal Property Owner			Owner Telephone Number		
Owner Address					
Mechanical Contractor's Company Name			WA State L & I License #	Town Business License #	
Job Location – Street / Road					
Property Owner's or Authorized Agent's Signature					
No.	TYPE OF EQUIPMENT	FEE EA.	FEE	Work / Use	
	Forced Air System – Btu/h M ea. Up to 100,000 btu	18.50			
	LPG Wall Heaters	18.50			
	Oil Wall Heaters	18.50			
	Unit Heaters / Gas Fireplace	13.30			
	Gas – Fired A.C. Units – Btu/h	13.30			
	Air-Conditioning Units – Hp ea.	13.30			
	Refrigeration Units – Hp ea.	13.30			
	Boilers –BTU's-needs back flow device (see Town Water Dept)	33.95			
	Air – Handling Unit – C.F.M. Up to and Incl. 10,000 C.F.M.	13.30			
	Air – Handling Unit – C.F.M. Over 10,000 C.F.M.	22.25			
	Evaporative Coolers	13.30			
	Commercial Range Hood	13.30			
	Gas Systems (1-4 outlets only)	7.80			
	Each additional outlet over 4 - \$1.25 each	1.25			
	Ventilation fan to a single duct	9.10			
	Range	13.30			
	Clothes Dryer Vent	9.10			
	Solid Fuel Burning Appliances	50.00			
	Liquid Propane Tank Install	13.30			
	Hazardous Process Piping	13.30			
	Oil Tank Install	13.30			
	Oil Tank Process Piping	13.30			
	<b>Original Permit</b>	29.40	29.40		
	Supplemental Permit (if added to Original Permit)	9.10			
	<b>TOTAL FEE</b>				

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## Plumbing Permit Application

Application date	Tax parcel number	<b>Office Use Only</b>	
		<b>PL#</b>	<b>Date Permitted</b>
Legal Property Owner		Owner Telephone Number	
Owner Address			
Plumbing Company Name		WA State L& I License #	Town Business License #
Water Meter Size	Job Location – Street / Road		
Property Owner's or Authorized Agent's Signature			

No.	TYPE OF FIXTURE	FEE EA.	FEE	Work / Use
	Water Closet (Toilet)	8.75		
	Bathtub	8.75		
	Lavatory (Wash Basin)	8.75		
	Shower	8.75		
	Kitchen Sink & Disposal	8.75		
	Dishwasher	8.75		
	Laundry Tray	8.75		
	Clothes Washer	8.75		
	Urinal	8.75		
	Drinking Fountain	8.75		
	Floor – Sink or Drain	8.75		
	Water Structure Connection	18.75		
	Sewer Structure Connection	18.75		
	Water Heater-Thermal Expansion Tank Required	8.75		
	Waste Interceptor	8.75		
	Water Supply Piping / Pressure Test	8.75		
	Lawn Sprinkler System (\$7 ea per # of zones)	8.75		
	Vacuum Breakers (Hose Bibs)	6.25		
	Back Flow Device (see attached questionnaire & submit)	8.75		
	<b>Original Permit</b>	25.00		
	Supplemental Permit (if added to Original Permit)	12.50		
	<b>TOTAL FEE</b>			



Town of Friday Harbor  
 Water Department  
 P.O. Box 219 \* 501 Marguerite St.  
 Friday Harbor, WA 98250  
 Phone (360) 378-8353

### Water Service Connection Questionnaire

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
**Water Service Address:** \_\_\_\_\_  
 Parcel #: \_\_\_\_\_ Type of Service: Residential \_\_\_\_\_ Commercial \_\_\_\_\_  
 If commercial, type of Business: \_\_\_\_\_  
 Number of Stories: \_\_\_\_\_ Number of units/businesses on meter: \_\_\_\_\_

**Please indicate all that apply for planned or current water use. This questionnaire must be completed before water utilities permit is issued.**

<b>Residential:</b>	<b>YES</b>	<b>NO</b>	<b>DON'T KNOW</b>	<b>OFFICIAL USE</b>
Lawn irrigation system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swimming pool or hot tub?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photo Lab, chemical, medical or other lab facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private well or auxiliary water supply?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lawn or garden chemical sprayers attached to hose?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water softener or other treatment systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In floor heating system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boiler heating system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire sprinkler system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Commercial:</b>	<b>YES</b>	<b>NO</b>	<b>DON'T KNOW</b>	<b>OFFICIAL USE</b>
Lawn irrigation system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carbonation equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ice machine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boiler?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire sprinkler system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In floor heating system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water softener or other treatment systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photo lab, chemical, medical or other lab facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swimming pool or hot tub?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private well or auxiliary water supply?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water-cooled equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Janitor's sink?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor Drain Trap Primer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laundry/dry cleaning facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beverage bottling, food processing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veterinarian facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baptismal pool?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>