Building Permit Checklist

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The checklist below determines if your project triggers a threshold for a specific review. If a review is required and it has not previously been done through another process (previous permits, subdivisions, etc.), a separate application may be required before the building permit application can be accepted. Permit Technicians are available to assist you.

1. Pre-Application: Approval is required prior to building permit submittal for critical area:

For Internal Use

Critical Areas Review	Required: ☐ Y / ☐ N
☐ Not required: no expansion of building footprint is proposed ☐ Required: 　☐ Previously approved location (i.e., septic permit, land division, building permit)* 　☐ Please submit a Critical Area Review Application.	File Number:

2. Concurrent Applications: Applications required must be submitted <u>prior</u> or <u>concurrently</u>:

Lot Certification Review	Required: ☐ Y / ☐ N
☐ Not required: remodel (except change of use), non-building structure (i.e., solar array, fence, retaining wall, signs), or repair ☐ Required: 　☐ Previously approved (lot certification recording states eligible for conveyance, development and lot configuration has not changed or if not eligible for development, a reasonable use exception has been approved)* 　☐ Existing residence(s) on property are county approved (permitted or built prior to July 1, 1989) - recording fee will be assessed 　☐ Platted after March 1, 1965 - recording fee will be assessed 　☐ Unrecorded, approved lot certification - recording fee will be assessed 　☐ Please submit a Lot Certification Application.	File Number & Status:
Septic Review	Required: ☐ Y / ☐ N
☐ Not required: No plumbing, additional bedrooms, or commercial kitchen proposed or public sewer (attach form confirming service) ☐ Required: 　☐ Previously approved and meets capacity for project* 　☐ Please submit a Septic Permit Application: 　　☐ Critical area review approved　　☐ Lot certification approved or submitted	File Number & Status:
Site Address Review	Address for project:
☐ Required: 　☐ Project uses existing address 　☐ Project will use a new address, apply online at GIS (Suggested for Accessory Dwelling Units)	
SEPA Review	Required: ☐ Y / ☐ N
☐ Not required: SEPA Exempt (i.e. residential structures) ☐ Required: 　☐ Previously approved (changes to original approval may require an addendum)* 　☐ Please submit a SEPA Review Checklist Application.	File Number & Status:

2. Concurrent Applications (Continued)

Shoreline Review
☐ Not required: project is not in Shoreline Jurisdiction
☐ Required:
  ☐ Meets Shoreline Master Program requirements (shown on site plan)
  ☐ Meets requirements of Shoreline Permit*
  ☐ Please submit a Shoreline Substantial Development/Conditional Use/Variance Application.
	Required: ☐ Y / ☐ N
	
	File Number & Status:

Water Review
☐ Not required: Exempt per SCC 12.48.020 or City of Anacortes, Town of La Conner, Skagit PUD-Judy/Fidalgo **only** (attach form confirming service)
☐ Required:
  ☐ Previously approved*
    ☐ For a drilled well or alternative system, water quality tests must be up to date (see handout for timeframes)
    ☐ For a community system, attach Part 1A of the Water Review application if approval occurred over a year ago or if project is different from original approval.
  ☐ Please submit a Water Review Application.
	Required: ☐ Y / ☐ N
	
	File Number & Status:

Access Review
(Search County/Private Road List for more information on your road)
☐ Not required:
  ☐ Access point or use unchanged since 3/1/1978 and property is not vacant
  ☐ Access to existing private road
  ☐ Access easement to a private road (provide recorded easement)
  ☐ Access to state highway (WSDOT permit attached)
☐ Required:
  ☐ Previously approved for county road access (change in location requires a new permit)*
  ☐ Please submit an Access Permit Application.
	Required: ☐ Y / ☐ N
	
	File Number & Status:

Floodplain Development Review
(Check FEMA website)
☐ Not required: project is not in Flood Hazard Area
☐ Required:
  ☐ Previously approved for the specific project*
  ☐ Please submit a Floodplain Development Permit Application
    ☐ Critical area review approved   ☐ Lot certification approved or submitted
    ☐ Access approved or submitted
	Required: ☐ Y / ☐ N
	
	Panel:
	
	Zone:
	
	Floodway? ☐ Y / ☐ N
	
	Subst. Improvement?
	☐ Y / ☐ N
	%

*Project approved by Skagit County, instead of another organization (i.e., DOE, WSDOT)

3. Building Permit Application: The below items make up the building permit application and must be included in the submittal to deem the application complete.

Site Plan Review ☐ Not required: interior remodel (however, change of use requires a site plan) ☐ Required: attach site plan (see Site Plan Checklist for criteria)	Required: ☐ Y / ☐ N
Zoning Review ☐ Required: 　☐ Meets dimensional standards for zone designation or a variance in process 　☐ Meets a permitted use of the zone designation or a special use permit in process 　☐ Property is in or less than 500 ft from NRL zoning (Development In or Adjacent to NRL)	Setbacks: *F*　*S*　*S*　*R* Coverage: ☐ Y / ☐ N Height: ☐ Y / ☐ N Use: ☐ Y / ☐ N
Stormwater Review ☐ Not required: interior remodel and no land disturbance such as grading, clearing, excavation or filling on site. ☐ Required: 　☐ Construction SWPPP (include all pages if using the Model SWPPP) 　☐ Stormwater Review Worksheet (below items, if required by worksheet) 　　☐ Design drawings/maintenance standards (i.e., infiltration trenches, drywells) 　　☐ Infeasibility criteria for LID techniques 　　☐ Drainage Report 　　☐ Other(s):	Required: ☐ Y / ☐ N
Fire Code Review ☐ Not required: building is less than 150 feet from a fire apparatus access road ☐ Required: complies with Driveway Standards for Skagit County	Required: ☐ Y / ☐ N
Construction Plans Review ☐ New structures/additions: 　☐ Architectural drawings 　☐ Engineering drawings and calculations, if applicable ☐ Interior remodel: 　☐ Before and after floorplan 　☐ Scope of work/project narrative ☐ Manufactured Home: 　☐ Installation manual or Skagit County Approved Manual 　☐ Floorplan	Required: ☒ Y / ☐ N
Energy Code Review ☐ Not required: non-building structure or unheated building ☐ Required: 　☐ Residential project forms 　　(https://www.energy.wsu.edu/buildingefficiency/energycode.aspx) 　☐ Commercial projects forms 　　(https://waenergycodes.com/web_tool_forms.php?energy_code=2018)	Required: ☐ Y / ☐ N
Fees ☐ Plan check fee due upon application acceptance (invoice provided). Review will not begin until plan check is paid (remaining fees, including impact fees, will be collected at permit issuance). ☐ Recording fees (title notice, lot certification, etc.)	Impact fees: ☐ Y / ☐ N $ Title Notices: ☐ Y / ☐ N $ Additional: $