



JEFFERSON COUNTY

DEPARTMENT OF COMMUNITY DEVELOPMENT

621 Sheridan Street • Port Townsend • Washington 98368

360/379-4450 • 360/379-4451 Fax

www.co.jefferson.wa.us/commdevelopment

Master Permit Application

MLA: _____

Project Description (include separate sheets as necessary):

Tax Parcel Number:

Property Size:

(acres/square feet)

Site Address and/or Directions to Property:

Property Owner(s) of Record: _____

Telephone: _____ Fax: _____ email: _____

Mailing Address: _____

Applicant/Agent (if different from owner): _____

Telephone: _____ Fax: _____ email: _____

Mailing Address: _____

What kind of Permit? (Check each box that applies)

Building

- Demolition Permit
- Single Family Garage Attached / Detached
- Manufactured Home Modular
- Commercial *
- Change of Use
- Address _____ Road Approach _____
- Home Business Cottage Industry
- Propane
- Sign
- Allowed "Yes" Use Consistency Analysis
- Stormwater Management
- Site Plan Approval Advance Determination (SPAAD) *
- Temporary Use
- Wireless Telecommunication *
- Forest Practices Act/Release of Six-Year Moratorium

- Critical Areas Stewardship Plan
- Variance (Minor, Major or Reasonable Economic Use)
- Conditional Use [C(a), C(d), or C] **
- Discretionary "D" or Unnamed Use Classification
- Special Use (Essential Public Facilities) **
- Boundary Line Adjustment
- Short Plat **
- Binding Site Plan **
- Long Plat **
- Planned Rural Residential Development (PRRD)/Amendments **
- Plat Vacation/Alteration **
- Shoreline Master Program Exemption/Permit Revisions **
- Shoreline Management Substantial Development **
- Shoreline Management Variance
- Comprehensive Plan/UDC/Land Use District Map Amendment
- Jefferson County Shoreline Master Program Amendment
- Tree Vegetation Request

* May require a Pre-Application Conference

**Requires a Pre-Application Conference

Please identify any other local, state or federal permits required for this proposal, if known:

DESIGNATION OF AGENT

I hereby designate _____ to act as my agent in matters relating to this application for permit(s).

OWNER SIGNATURE _____ Date: _____

By signing this application form, the owner/agent attests that the information provided herein, and in any attachments, is true and correct to the best of his, her or its knowledge. Any material falsehood or any omission of a material fact made by the owner/agent with respect to this application packet may result in this permit being null and void.

I further agree to save, indemnify and hold harmless Jefferson County against all liabilities, judgments, court costs, reasonable attorney's fees and expenses which may in any way accrue against Jefferson County as a result of or in consequence of the granting of this permit.

I further agree to provide access and right of entry to Jefferson County and its employees, representatives or agents for the sole purpose of application review and any required later inspections. Staff's access and right of entry will be assumed unless the applicant informs the County in writing at the time of the application that he or she wants prior notice.

Signature: _____ Date: _____

The action or actions Applicant will undertake as a result of the issuance of this permit may negatively impact upon one or more threatened or endangered species and could lead to a potential "take" of an endangered species as those terms are defined in the federal law known as the "Endangered Species Act" or "ESA." Jefferson County makes no assurances to the applicant that the actions that will be undertaken because this permit has been issued will not violate the ESA. Any individual, group or agency can file a lawsuit on behalf of an endangered species regarding your action(s) even if you are in compliance with the Jefferson County development code. The Applicant acknowledges that he, she or it holds individual and non-transferable responsibility for adhering to and complying with the ESA. The Applicant has read this disclaimer and signs and dates it below.

Signature: _____ Date: _____

BUILDER STATEMENT

The signer of this statement does hereby certify that they are the Owners of the parcel referenced herein, that they are not licensed contractors and that they will be assuming the responsibility of the General Contractor for the proposed project.

Signature: _____ Date: _____

GENERAL CONTRACTOR OR MANUFACTURED HOME INSTALLER: _____ PHONE: () _____ FAX: () _____

MAILING ADDRESS: _____ EMAIL: _____

CONTRACTOR'S LICENSE NUMBER: _____ WAINS NUMBER _____

ARCHITECT/ENGINEER: _____ PHONE () _____ FAX: () _____

MAILING ADDRESS: _____ EMAIL _____

Project Type: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Remodel <input type="checkbox"/> Repair <input type="checkbox"/> Demolition Type of Heat: _____	Frame Type: <input type="checkbox"/> Wood <input type="checkbox"/> Steel <input type="checkbox"/> Concrete <input type="checkbox"/> Masonry <input type="checkbox"/> Other: _____ _____	Bathrooms: Existing: _____ Proposed: _____ Total: _____ Bedrooms: Existing: _____ Proposed: _____ Total: _____	Shoreline: Bank Height: _____ Setback: _____	Type of Sewage Disposal: <input type="checkbox"/> Sewer <input type="checkbox"/> Community System <input type="checkbox"/> Individual System SEP Permit # _____ Water Supply: <input type="checkbox"/> Private well <input type="checkbox"/> Two Party <input type="checkbox"/> Public Name of System: _____
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If this is a Commercial Project you must answer the following:

Number of Parking Spaces: **Current:** _____ **Proposed:** _____ Number of ADA Parking Spaces: _____

Number of occupants (includes owners, tenants, employees, etc) **Current** _____ **Proposed** _____

IBC Occupancy: _____ IBC Type of construction: _____ Will you have Food Service? **Yes / No**

If this is a Propane Tank and/or Appliance Installation permit, mark all items below that apply:

Underground Tank Above ground Tank Size of Propane Tank: _____

Heat Stove Cook Stove Woodstove Fireplace Insert Hot Water Tank Pellet Stove Other _____

Is this appliance being installed in a Manufactured / Mobile Home? Yes / No

When applying for a permit to install a propane tank you must also submit a site plan showing all of the buildings, all property lines, tank location and size, distances from the propane tank to all property lines, buildings and septic system components, including the reserve area.

Square Footage	Current	Proposed	For Office Use Only	Amount	Revision
Main Floor Heated			EH Bld App Review:		
2 nd Floor Heated			Consistency Review:		
Other Heated			Base fee:		
Mezzanine			Additional Section:		
Heated Basement			Plan Check fee:		
Unheated Basement			State Surcharge fee:		
Other Unheated			Pot Water Review fee:		
Garage/Carport			SUBTOTAL		
Decks			911/Rd Approach fee:		
Other			TOTAL:	\$	
			Receipt Number:		
			Cash/Check Number:		
ESTIMATED COST (REQUIRED) •Fair market value of all labor and materials foundation to finish			Date:		
			Initials:		