



JEFFERSON COUNTY

DEPARTMENT OF COMMUNITY DEVELOPMENT

621 Sheridan Street • Port Townsend • Washington 98368

360/379-4450 • 360/379-4451 Fax

A COMPLETE BUILDING PERMIT APPLICATION CONSISTS OF:

Master Permit Application Form.

This form is to be completed for all permits referenced on the front page. Each permit applied for will be reviewed according to the specific requirements for that permit, including zoning consistency when appropriate. Consistency review will include checking environmentally sensitive areas, stormwater, site visits, lot coverage and setbacks, etc. The consistency review has an hourly fee, one hour of which is collected at the time of application. The total is calculated after the review and any difference must be received prior to issuance of permits.

THE PROPERTY OWNER OF RECORD MUST SIGN THIS FORM

Two Sets of Plans for Residential – Three Sets of Plans for Commercial. (Commercial app w/bev or food service requires Health dept Plan Review Form.

Two sets of plans are required a building permit, one set is returned as approved construction set. Drawings to be provided with all dimensions & to scale, 1/4" = 1' preferred. If an Architect or Engineer (Licensed in the State of WA.) has prepared your plans, one set must have original signature & wet stamp on each page. At plan submittal all lateral & structural calculations by (Architect or Engineer) such as strapping, nailing, shearwalls, beam sizes, grade & species of lumber, truss design, holdowns, etc., shall be on plans and in details. Plans shall include elevations, foundation, floor (structural), roof plans, cross sections & floor plans with all rooms labeled.

Manufactured Homes require no plans at time of submittal. However, at time of all inspections, the required Set up manual must be on site with permit or no inspection will be performed. (re-inspect fee will be assessed)

Mobile Home Information Form - record for Assessor office, must have all mobile home information.

Floor plan – We need 3 copies. All rooms must be labeled. Submit on 11X 17 paper size no larger.

SPAAD applications have separate requirements. Please refer to the SPAAD instructions.

The Universal Plot Plan (Site Plan) – We cannot copy site plans larger than 11" x 17"

If the page is larger than 11" x 17" please submit 7 copies. Make sure your plot plan shows setbacks where applicable; from shoreline, septic tank, drainfield, between well and drainfield, from other structures, from property boundaries, from roads, etc. Refer to the Site Plan Checklist on the reverse side of this page.

Water Availability Information.

Water approval requires the submission of information on the well or public water supply as described in the Application for Determination of Adequate Potable Water Supply. **Please sign and date this form.**

Applied for or Approved On-Site Sewage Disposal Permit.

Site Address (911#) and County Road Approach Applications (if you are on a county road) are included on the Master Permit Application.

State Highway Access Connection Approval is required if you access your property from a WA State Highway. Call Dale Severson at (360) 357-2736.

Stormwater Management Calculation Worksheet – All building applications.

If the project will be creating more than 2,000 square feet of impervious surface or will have land-disturbing activity of 7,000 square feet or more, a Permanent Stormwater Control Plan and a Construction Stormwater Pollution Prevention Plan (SWPPP) will be required.

Permanent Stormwater Control Plan Construction Stormwater Pollution Prevention Plan (SWPPP) – Building applications for development that includes any one of the following:

- o Development proposed within an Environmentally Sensitive Area
- o Projects creating more than 2,000 square feet of impervious surface
- o Land-disturbing activity of 7,000 square feet or more

Provide Any Studies or Reports for the Subject Property

For example – Geotech Report, Wetland Delineation, Eagle Habitat Management Plan, Flood Certificate, etc...

Permit Fees are calculated and payable at the time of application.

Shoreline Exemption Permit - Single family residences in Shoreline Jurisdiction (200 ft of Ordinary High Water Mark.)

OTHER PERMIT APPLICATIONS WILL HAVE OTHER REQUIREMENTS