

Town of Friday Harbor

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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.