

Town of Friday Harbor

PO Box 219 / Friday Harbor / WA / 98250

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

BUILDING PERMIT GUIDELINES

1. **PREPARE AND SUBMIT TWO SETS OF CONSTRUCTION DRAWINGS; ONE PLAN CHECKED COPY WILL BE RETURNED AND THE OTHER RETAINED FOR OUR RECORDS.** Submit drawings with a complete building permit application packet. **Drawings must be printed on 11" x 17" (minimum), up to 24" x 36" (maximum), and must include the following:**
 - a. **THE BUILDING AND SITE PLAN MUST INCLUDE THE FOLLOWING DETAILS (only if a formal Site Plan Review was not required):** 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. **BUILDING PLANS MUST BE DRAWN TO SCALE OF 1/4 INCH = 1 FEET. THE 2015 INTERNATIONAL BUILDING CODES ARE 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 applications, or excavation in the public right of way permits), you must obtain proper permits prior to starting work.
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**.
3. **MANUFACTURED HOMES** – A building permit application and installation drawings are required. Include 2 copies of foundation plan(s) showing tie down and pier locations with details. Units must have Washington State Labor & Industries approval since they are built off site; provide 2 copies of documentation.
4. **PLUMBING AND MECHANICAL PERMITS** – Plumbing and/or mechanical permit applications are required when plumbing and/or mechanical work is proposed.
5. Building permit fees are calculated based on project valuation (time and materials). **The total fees for the building, plumbing, mechanical, and stormwater applications will be due before plan check begins.** Make checks payable to: Town of Friday Harbor.
6. The plan check will require a minimum of 15 working days.
7. Electrical permits can be obtained from the Orcas Power and Light Company or the Department of Labor and Industries at 360.416.3000.

**POST THE BUILDING INSPECTION CARD ON SITE UNTIL FINAL INSPECTION IS COMPLETE.
A 24-HOUR NOTICE IS REQUIRED FOR INSPECTIONS, CALL: 360-378-2810**