

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 CONSTRUCTION DRAWINGS IN PDF VIA EMAIL. Submit drawings with a complete building permit application packet. Drawings must be formatted 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.**

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 a foundation plan showing tie down and pier locations with details. Units must have Washington State Labor & Industries approval since they are built off site; provide PDF 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**

Town of Friday Harbor

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(360) 378-2810 / fax (360) 378-5339 / www.fridayharbor.org**Checklist
Public Works Permits / Building Permits / Land Use Permits**

Property Owner: _____

Telephone _____

Address of job site: _____

Tax Parcel _____

If your construction requires the following applications, have you obtained?

Yes No N/A Water and Sewer Service applications? (Each application requires a site plan showing location of proposed water & sewer lines in conjunction with construction.)

Yes No N/A If your construction involves the addition of residential units, have you paid for additional sewer connection fees? Do you still comply with the current density regulations for your zone?

Yes No N/A Does your project require an Excavation Within a Public Right of Way Permit application for work within the public right of way?

Yes No N/A Application to Construct Curb, Gutter, Sidewalk, Storm Drainage, Street?

Yes No N/A If your construction is 10,000 square feet or larger, have you submitted an Environmental Checklist (SEPA) for review and public comment period?

Yes No N/A If your construction is planned within the designated shoreline, have you obtained an application for Exemption from Substantial Development or a Substantial Shoreline Development Permit application?

Yes No N/A Land Clearing, Grading, or Filling Permit application?

Yes No N/A Does the construction take place in the Historic Preservation District? See map attached. If so, see Historic Preservation Coordinator 360-378-2810 at least three weeks before construction application submittal.

Yes No N/A If your construction requires a Storm Water Management Plan obtain review and approval four weeks before construction application submittal.

For your building permit application have you submitted the following?

Yes No N/A Was a Site Plan Review required?

Yes No N/A Have you met the Zoning, Parking, Land Use or Set Back requirements?

Yes No N/A A completed building permit application with signature or agent authorization.

Yes No N/A Two sets of construction drawings showing a site plan, parking plan, landscaping, foundation, walls, footings, beams, floor joists, etc? Guidelines attached.

Yes No N/A Utility Checklist – must be signed by all companies and by owner/agent.

Yes No N/A Energy calculations.

Yes No N/A Mechanical Permit application?

Yes No N/A Plumbing Permit application?

Yes No N/A Storm Water Service application?

Signature of Property Owner or Authorized Agent**Date**



TOWN OF FRIDAY HARBOR
Post Office Box 219 • Friday Harbor, Washington 98250
(360) 378 – 2810 • FAX: (360) 378 – 5339 • www.fridayharbor.org

Building Permit Application

Application date		Tax parcel number		Office Use Only	
				BP#	Date Permitted
Name of legal property owner		Property owner phone number			
Property Owner email address					
Property owner mailing address					
Authorized Agent (Letter of Agent Authorization required)		Authorized Agent phone number			
Authorized Agent email address					
Authorized Agent address					
Job site address/physical location of property					
Description of work to be performed					
Is the project or site within 200 feet of the body of water?				Yes. If yes, must show on plans.	No
Is project located within the Historic District? (see attached map)				Yes. If yes, must submit HPRB Review App.	No
Type of permit requested - check the appropriate box(es).					
New Residence		Residential Addition		Residential Remodel	
Accessory Building		Garage (attached)		Garage (not attached)	
Carport		Agriculture		Commercial	
Deck		Other (specify)			
Bldg. Dimensions _____ X _____	Main Floor _____ sq. ft.	Second Floor _____ sq. ft.			
Basement _____ sq. ft.	Garage _____ sq. ft.	Other _____ sq. ft.			
Construction Company name					
Contractor name					
Contractor email address				Phone #	
Contractor's Washington State License #				Expiration date	
UBI #				Expiration date	
Manufactured home company name				Model	
Size _____ X _____		Year Built		Serial #	
Total valuation of work to be performed <i>(required to calculate fees)</i>		Signature of Owner or Authorized Agent		Date	
Building Permit Fee(s) \$	Plan Review \$	SBCC Fee \$		Total Fees \$	

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LETTER OF AGENT AUTHORIZATION

I, _____
(Legal Property Owner(s))

authorize _____ to act on
(Agent)

my behalf during the processing of:

(Application Type)

_____ (Signature of legal property owner) _____ (Date)

_____ (Signature of legal property owner) _____ (Date)

Historic Preservation Review Board Review Process & Request

Application date	Tax parcel number	Job site address/physical location of property
Name of legal property owner		Phone number Email address
Property owner mailing address		
Authorized agent (Letter of Agent Authorization req.)		Phone number Email address
Authorized agent mailing address		
Are you seeking Historic Preservation incentives (height or parking) for this project? If yes, please describe.		

Historic Preservation Review Board: Review Process

The Historic Preservation Review Board (HPRB) meets twice a month on the second and fourth Wednesday. To get your project on the HPRB Agenda we must receive 7 (seven) sets of the materials outlined below, on 8.5"x 11" paper, no later than noon on Tuesday, the week preceding the HPRB meeting. Questions? Call 360.378.2810 ext. 241. In order to provide help with design solutions and offer informed recommendations to applicants during the review process, the Historic Preservation Review Board (HPRB) relies upon the following applicant information:

1. **A comprehensive written description** of the proposed modifications to the existing building or of the proposed new construction including scope of work, materials, areas of demolition/new construction, etc.
2. **A site plan to scale** that indicates the dimensions of the lot, the location of existing buildings, and the location of additions or new buildings. Also to be indicated: parking, signs, fencing, & landscaping.
3. **A plan to scale showing elevations, and section drawings.** Drawings should include materials to be used, window design, signs, exterior lighting with keyed dimensions.
4. **Detailed drawings** of new or altered architectural features and trim.
5. **A description or sample of new exterior materials** to be used, including the types of windows, roofing, and siding. (Product pamphlets describing the materials/products you propose to use can be obtained from the product vendor and/or from their websites online.)
6. **Photographs:** When the HPRB is reviewing projects within the Historic District, it is helpful to have photographs of applicable buildings, sites, and streetscapes. Applicants are encouraged to include vintage or contemporary photographs that illustrate what you are proposing. Look around Friday Harbor, can you find examples of similar features that will demonstrate your concept?

Please refer to the Town of Friday Harbor's Historic Preservation Manual for guidelines applicable to your proposed project and the historic district. Copies are available at Town Hall.

Signature of Owner or Authorized Agent*

Date

***If signed by the Authorized Agent, please attach a Letter of Agent Authorization signed by owner or a letter from and signed by the owner authorizing representation of the proposed work.**

TOWN OF FRIDAY HARBOR USE ONLY:

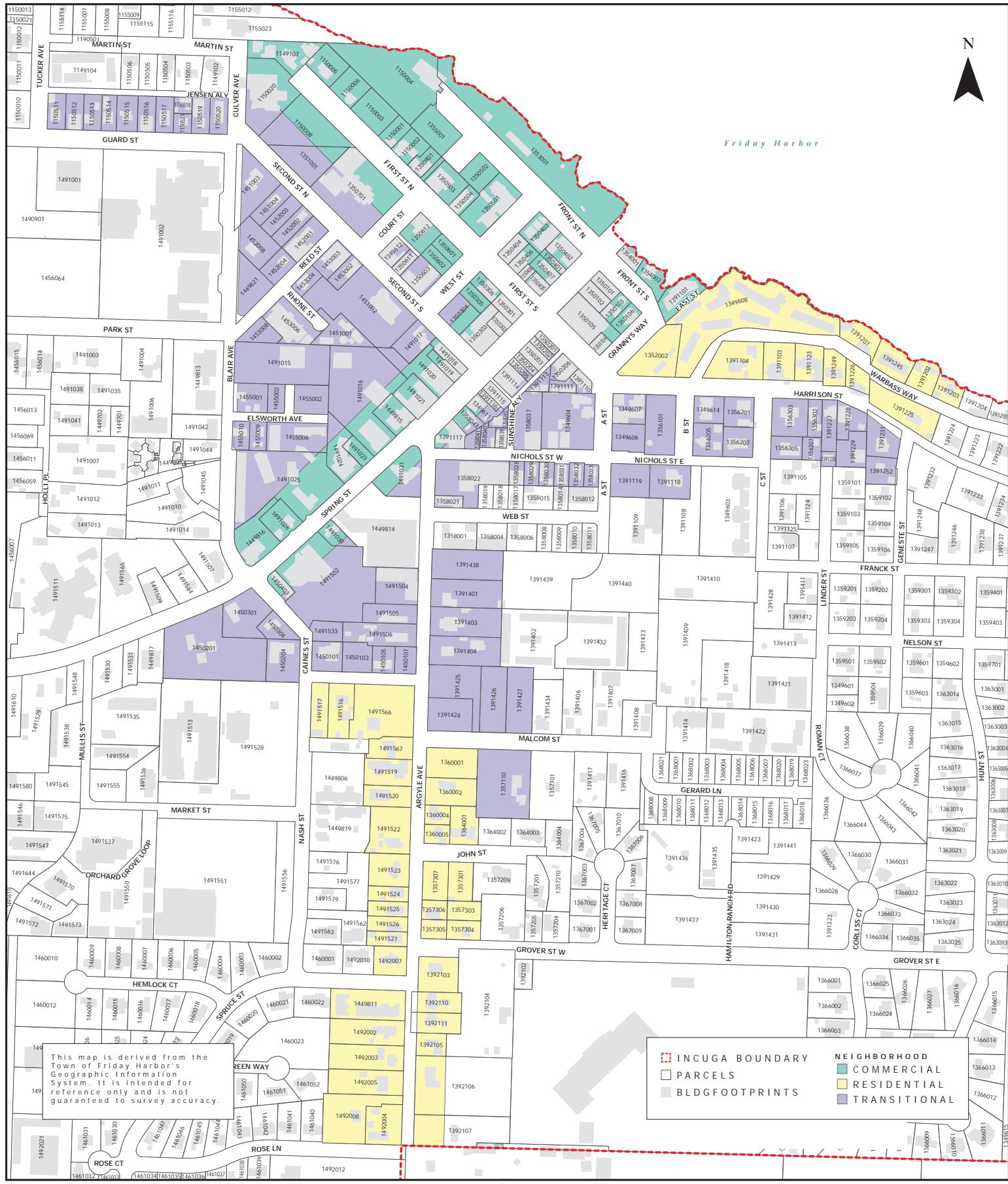
Date of HPRB Design Review: _____ **Number of Documents Received:** _____

HPRB Decision: **Complies** _____ **Does Not Comply** _____ **Design Review Summary is Attached** _____



Town of Friday Harbor - Historic Preservation Overlay District

06/10/2020 CMH



Town of Friday Harbor

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(360) 378-2810 / fax (360) 378-5339 / www.fridayharbor.org**Mechanical Permit Application**

Application date	Tax parcel number	Office Use Only		
		ME#	Date Permitted	
Legal Property Owner		Owner Telephone Number		
Owner Address		Email Address		
Mechanical Contractor's Company Name		WA State L & I License #	UBI #	
Job Location – Street / Road				
Property Owner's or Authorized Agent's Signature				
No.	TYPE OF EQUIPMENT	FEE EA.	FEE	Work / Use
	Forced Air System – Btu/h M ea. Up to 100,000 btu	18.50		Enter a "1" in the field left of "Original Permit" to include the base permit fee of \$29.40 in the total fee.
	LPG Wall Heaters	18.50		
	Oil Wall Heaters	18.50		
	Unit Heaters / Gas Fireplace / Ductless Head	13.30		
	Gas – Fired A.C. Units – Btu/h	13.30		
	Air-Conditioning Units	13.30		
	Refrigeration Units	13.30		
	Boilers –BTU's-needs back flow device (see Town Water Dept)	33.95		
	Air – Handling Unit – C.F.M. Up to and Incl. 10,000 C.F.M.	13.30		
	Air – Handling Unit – C.F.M. Over 10,000 C.F.M.	22.25		
	Evaporative Coolers / Mini-Split Outdoor Unit	13.30		
	Commercial Range Hood	13.30		
	Gas Systems (1-4 outlets only)	7.80		
	Each additional gas system outlet (over 4)	1.25		
	Ventilation fan to a single duct	9.10		
	Range (LPG only)	13.30		
	Clothes Dryer Vent	9.10		
	Solid Fuel Burning Appliances	50.00		
	Liquid Propane Tank Install	13.30		
	Hazardous Process Piping	13.30		
	Oil Tank Install	13.30		
	Oil Tank Process Piping	13.30		
	Residential Solar Array <26kWh	90.00		
	Residential Battery Backup	90.00		
	Original Permit	29.40		If adding to an existing/ original mechanical permit, enter a "1" in the field left of "Supplemental Permit".
	Supplemental Permit (if adding to an Original Permit)	9.10		
	TOTAL FEE			

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Plumbing Permit Application

Application date	Tax parcel number	Office Use Only	
		PL#	Date Permitted
Legal Property Owner		Owner Telephone Number	
Owner Address		Email Address	
Plumbing Company Name		WA State L& I License #	UBI #
Water Meter Size	Job Location – Street / Road		
Property Owner's or Authorized Agent's Signature			

No.	TYPE OF FIXTURE	FEE EA.	FEE	Work / Use
	Water Closet (Toilet)	8.75		
	Bathtub	8.75		
	Lavatory (Wash Basin)	8.75		
	Shower	8.75		
	Kitchen Sink & Disposal	8.75		
	Dishwasher	8.75		
	Laundry Tray	8.75		
	Clothes Washer	8.75		
	Urinal	8.75		
	Drinking Fountain	8.75		
	Floor – Sink or Drain	8.75		
	Water Structure Connection	18.75		
	Sewer Structure Connection	18.75		
	Water Heater-Thermal Expansion Tank Required	8.75		
	Waste Interceptor	8.75		
	Water Supply Piping / Pressure Test	8.75		
	Lawn Sprinkler System (\$7 ea per # of zones)	8.75		
	Vacuum Breakers (Hose Bibs)	6.25		
	Back Flow Device (see attached questionnaire & submit)	8.75		
	Original Permit	25.00		Enter a "1" in the field left of "Original Permit" to include the base permit fee of \$25.00 in the total fee.
	Supplemental Permit (if added to Original Permit)	12.50		If adding to an existing/ original plumbing permit, enter a "1" in the field left of "Supplemental Permit".
	TOTAL FEE			



Town of Friday Harbor
Water Department
P.O. Box 219 * 501 Marguerite St.
Friday Harbor, WA 98250
Phone (360) 378-8353

Water Service Connection Questionnaire

Name: _____

Mailing Address: _____ City: _____ Zip: _____

Phone #: _____ Fax #: _____

Water Service Address: _____

Parcel #: _____ Type of Service: Residential _____ Commercial _____

If commercial, type of Business: _____

Number of Stories: _____ Number of units/businesses on meter: _____

Please indicate all that apply for planned or current water use. This questionnaire must be completed before water utilities permit is issued.

Residential:	YES	NO	DON'T KNOW	OFFICIAL USE
Lawn irrigation system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Swimming pool or hot tub?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Photo Lab, chemical, medical or other lab facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Private well or auxiliary water supply?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Lawn or garden chemical sprayers attached to hose?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Water softener or other treatment systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
In floor heating system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Boiler heating system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Fire sprinkler system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____

Commercial:	YES	NO	DON'T KNOW	OFFICIAL USE
Lawn irrigation system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Carbonation equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Ice machine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Boiler?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Fire sprinkler system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
In floor heating system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Water softener or other treatment systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Photo lab, chemical, medical or other lab facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Swimming pool or hot tub?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Private well or auxiliary water supply?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Water-cooled equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Janitor's sink?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Floor Drain Trap Primer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Laundry/dry cleaning facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Medical facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Beverage bottling, food processing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Dental facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Veterinarian facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Baptismal pool?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____