

## 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**

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**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**



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## Building Permit Application

Application date		Tax parcel number		<b>Office Use Only</b>	
				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?				<b>Yes.</b> <i>If yes, must show on plans.</i>	<b>No</b>
Is project located within the Historic District? (see attached map)				<b>Yes.</b> <i>If yes, must submit HPRB Review App.</i>	<b>No</b>
<b>Type of permit requested - check the appropriate box(es).</b>					
<input type="checkbox"/>	New Residence	<input type="checkbox"/>	Residential Addition	<input type="checkbox"/>	Residential Remodel
<input type="checkbox"/>	Accessory Building	<input type="checkbox"/>	Garage (attached)	<input type="checkbox"/>	Garage (not attached)
<input type="checkbox"/>	Carport	<input type="checkbox"/>	Agriculture	<input type="checkbox"/>	Commercial
<input type="checkbox"/>	Deck	<input type="checkbox"/> 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 <span style="background-color: yellow;">(required to calculate fees)</span>				<span style="background-color: yellow;">Signature of Owner or Authorized Agent</span> <span style="background-color: yellow;">Date</span>	
<b>Building Permit Fee(s)</b> \$		<b>Plan Review</b> \$		<b>SBCC Fee</b> \$	
				<b>Total Fees</b> \$	

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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)