



San Juan County

Community Development & Planning

135 Rhone Street, P.O. Box 947, Friday Harbor, WA. 98250
(360) 378-2354 | (360) 378-2116 | Fax (360) 378-3922
cdp@sanjuanco.com | www.sanjuanco.com

APPLICATION CHECKLIST

(Forms must be completed in ink.)

- 1. Estimate value of structure
- 2. Number of Sets required:
 - Site Plans (3 copies)
 - Project Plans (Including Floor Plans) (2 sets)
 - Profile Plans (2 copies)
- 3. Energy Form – Sign and date form (EXCEPT MOBILE).
- 4. Mechanical & Plumbing information table filled out if applicable.
- 5. Driveway & Access Forms completed – (Regardless if new or existing)
- 6. Water & Septic Certificate Numbers – Health Department 378-4474
- 7. Project Scope of Work form completed
- 8. STORMWATER MANAGEMENT PLAN
"IMPERVIOUS SURFACES WORKSHEET" – Must be filled out
 - OVER 2,000 SF or OVER 7000 SF OF LAND DISTURBANCE
 - Submit 2 Sets of your Stormwater Maintenance Plan to SJC CD&P for review with a check for \$245.00, made out to SJC CD&P.
 - Be sure to fill out the "Stormwater Plan Review Application."
 - UNDER 2,000 SF and UNDER 7000 SF OF LAND DISTURBANCE
 - Sign the enclosed Certification of Compliance – Impervious Surfaces Areas Minimum Requirement #2
- 9. Read Utility Certification on back of application
- 10. Mark in the SHORELINE section whether your development is on a shoreline lot
 - IF IT IS IN THE SHORELINE, complete the Shoreline Exemption section that follows.
- 11. Contractor information, including business name, address, phone, license number
- 12. Be sure the applicant or agent signs the back of the application.

Please call 378-2116 if you have any questions.