



PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT DEPARTMENT

**RESIDENTIAL BUILDING PERMIT APPLICATION**

Mailing Address: P.O. Box 547, Anacortes, WA 98221

Office Location: 904 6<sup>th</sup> Street, Anacortes WA 98821

Phone: (360) 293-1901, Fax: (360) 293-1938

PLEASE REFER TO THE RESIDENTIAL BUILDING PERMIT CHECKLIST BELOW FOR SUBMITTAL REQUIREMENTS

|   |  |  |            |
|---|--|--|------------|
| <b>PROJECT ADDRESS (Street, Suite #):</b>   |  | <b>Parcel(s) #:</b>  |            |
| Subdivision/Lot #:  |  | <b>Project Valuation: \$</b>   |            |
| <b>APPLICANT:</b>   |  | Phone:   | Fax:       |
| Address (Street, City, State, Zip):   |  | E-Mail Address:  |            |
| <b>PROPERTY OWNER:</b>  |  | Phone:   | Fax:       |
| Address (Street, City, State, Zip):   |  | E-Mail Address:  |            |
| <b>CONTACT PERSON:</b>  |  | Phone:   | Fax:       |
| Address (Street, City, State, Zip):   |  | E-Mail Address:  |            |
| <b>LENDING AGENCY:</b>  |  | Phone:   | Fax:       |
| Address (Street, City, State, Zip):   |  | E-Mail Address:  |            |
| <b>CONTRACTOR:*</b>   |  | Phone:   | Fax:       |
| Address (Street, City, State, Zip):   |  | E-Mail Address:  |            |
| <i>*All Contractors &amp; Subcontractors must have a valid City of Anacortes business license prior to doing work in the City. Contact the City's Finance Department at (360) 299-1968.</i>   |  | Professional License #:  | Exp. Date: |
|   |  | Business License #:  | Exp. Date: |
| <b>PROPOSED WORK:</b> _____   |  |  |            |
| _____   |  |  |            |
| _____   |  |  |            |
| _____   |  |  |            |
| <b>PROPOSED NEW SQUARE FOOTAGE:</b>   |  |  |            |
| Basement SQ':   | Finished Basement: <input type="checkbox"/> Unfinished Basement <input type="checkbox"/> |  |            |
| 1 <sup>st</sup> Floor SQ':  | Garage /Carport SQ':   |  |            |
| 2 <sup>nd</sup> Floor SQ':  | Deck/ Covered Porch/ Patio SQ':  |  |            |
| Fire Sprinkler: Yes <input type="checkbox"/> No <input type="checkbox"/>  | Lot Area SQ':  |  |            |
| Is construction associated with an accessory dwelling unit? Yes <input type="checkbox"/> No <input type="checkbox"/>  |  |  |            |
| I declare under penalty of perjury that the information I have provided on this form/application is true, correct, and complete, and that I am the property owner or duly authorized agent of the property owner to submit a permit application to the City of Anacortes. |  |  |            |
| Print Name: _____   |  | Owner <input type="checkbox"/> Agent <input type="checkbox"/> (specify): _____ |            |
| Signature: _____  |  | Date: _____  |            |

**IMPERVIOUS SURFACE AREA**

|   |                                      |
|---|--------------------------------------|
| Existing Impervious SQ':  | Proposed Impervious SQ':             |
| Total Disturbed Land/Soil SQ':                                    | Total Proposed:      Cut:      Fill: |
| Land converted from native vegetation to lawn or landscaping SQ': |                                      |
| Land converted from native vegetation to pasture SQ':             |                                      |

**MECHANICAL:**

| <b>Equipment Type:</b> | <b>Appliance/Equipment Information (new and relocated):</b> |              |          |              | <b>Total #:</b> |
|------------------------|---|--------------|----------|--------------|-----------------|
| Furnace:               | Gas #:  | Elec #:      | Other #: |              |                 |
| Gas Water Heater:      | #:  | Location(s): |          |              |                 |
| Heat Pump:             | Elec #:   | Other #:     |          |              |                 |
| Air Conditioning:      | Elec #:   | Other #:     |          |              |                 |
| Boiler:                | Gas #:  | Elec #:      | Other #: | BTUs:        |                 |
| Exhaust Fans:          | Bath #:   | Laundry #:   | Other:   |              |                 |
| Range Hood:            | #:  | Location(s): |          |              |                 |
| Fireplace:             | Gas #:  | Elec #:      | Other #: | Location(s): |                 |
| Clothes Dryer: /Duct:  | Gas #:  | Elec #:      | Other #: | Location(s): |                 |
| Stove/Range/Oven:      | Gas #:  | Elec #:      | Other #: | Location(s): |                 |
| Range Hood:            | Location(s):  |              |          |              |                 |
| Gas Outlet(s):         | #:  | Location(s): |          |              |                 |
| Other:                 | #:  | Location(s): |          |              |                 |
|                        | <b>TOTAL</b>  |              |          |              |                 |

**PLUMBING FIXTURES:**

| <b>Fixture Type (new and relocated):</b> | <b>Total #:</b> | <b>Fixture Type (new and relocated):</b>   | <b>Total #:</b> |
|--|-----------------|--|-----------------|
| Water Closet (Toilet):                   |                 | Refrigerator water supply (for water/ice dispenser):                                       |                 |
| Kitchen Sink:                            |                 | Pressure Reduction Valve/Pressure Regulator:   |                 |
| Utility Sink:                            |                 | Water Service Line:  |                 |
| Tub:                                     |                 | Water Piping:  |                 |
| Hand Sink:                               |                 | Clothes Washer:  |                 |
| Shower:                                  |                 | Electric Water Heater: Tank-less? Yes <input type="checkbox"/> No <input type="checkbox"/> |                 |
| Dishwasher:                              |                 | Backflow Prevention Device:  |                 |
| Hose Bib:                                |                 |  |                 |
| <b>TOTAL OUTLETS:</b>                    |                 | <b>TOTAL OUTLETS:</b>  |                 |



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**RESIDENTIAL BUILDING PERMIT CHECKLIST**

*Mailing Address: P.O. Box 547, Anacortes, WA 98221*

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Plans shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed, and conform to the provisions of the adopted International Codes and City Ordinances.

|                     |   | PERMIT TYPE:                |          |                              |                                   |                      |                 |
|---------------------|---|-----------------------------|----------|------------------------------|-----------------------------------|----------------------|-----------------|
| Applicant Checklist | SUBMITTAL REQUIREMENTS:<br>The number indicates the number of copies for submittal (if applicable). | New Single-Family Residence | Addition | Remodel (Interior work Only) | Garage/Carport Covered Patio Only | Retaining Wall/ Deck | Office Use Only |
|                     | Residential Building Permit Application   | 1                           | 1        | 1                            | 1                                 | 1                    |                 |
|                     | Site Plan (Drawn to Scale & Surveyed – if applicable)   | 2                           | 2        | 0                            | 2                                 | 2                    |                 |
|                     | Building Plans (Drawn to Scale)   | 2                           | 2        | 2                            | 2                                 | 2                    |                 |
|                     | Reduced Site Plan (11” X 17”)   | 2                           | 2        | 0                            | 1                                 | 1                    |                 |
|                     | Reduced Floor Plan (11” X 17”)  | 2                           | 2        | 2                            | 2                                 | 1                    |                 |
|                     | Structural Calculations (if applicable)   | 2                           | 2        | 2                            | 2                                 | 2                    |                 |
|                     | Energy Code Compliance (shown on plans)   |                             |          |                              |                                   |                      |                 |
|                     | Complete Stormwater Plan  | 2                           | 2        | 0                            | 2                                 |                      |                 |
|                     | 13 Elements SWPPP Checklist   | 2                           | 2        | 0                            | 2                                 |                      |                 |
|                     | Landscape Plan  | 2                           | 2        |                              | 2                                 |                      |                 |
|                     | Grading Plan/Cut/Fill   | 2                           | 2        |                              | 2                                 |                      |                 |
|                     | Critical Areas Report (if applicable)   | 1                           | 1        |                              | 1                                 | 1                    |                 |
|                     | Geotechnical Report (if applicable)   | 1                           | 1        |                              | 1                                 | 1                    |                 |
|                     | Plan Review Deposit (due upon submittal)  | ✓                           |          |                              |                                   |                      |                 |

1. Handouts and Standard Details may be found on the City’s website at [www.cityofanacortes.org](http://www.cityofanacortes.org) or can be obtained at City Hall during normal business hours.
2. Plans/calculation/reports prepared by state licensed architects or professional engineers must be stamped and signed by the design professional.
3. For details on the Complete Stormwater plan, please see the Residential Stormwater Application Checklist.