1. Contact the Town of La Conner to obtain appropriate permit forms, either in person or from the website at www.townoflaconner.org.

2. For building permits requiring International Building Code compliance, contact Skagit County Planning and Permit Center to obtain the County’s forms and fee schedules.

3. Submit all plans (6 sets), permit fees and applications to the Town of La Conner for review prior to application with the County.

4. When the application is deemed complete, obtain two stamped copies of the submitted plans and a concurrent letter of review for submittal to Skagit County Planning and Permit Center.

5. The Town of La Conner will conduct a permit and land use review prior to issuance of a Certificate of Authorization. The Certificate of Authorization will be forwarded to Skagit County for concurrent issuance of county permits.

- **Zoning/Land Use Review:**

  Most new construction, except structures under 120 square feet and minor interior changes to non-residential structures, require review for land use permits. These permits may include Floodplain, Shoreline, Critical Areas, Change of Use, Historic Design Review, Variance or Conditional Use Permits. Permit fee schedules will be established for all land use projects and proposals.

  **Note:** For single-family residential building permits, and changes to non-residential structures which do not involve critical areas or shorelines, a La Conner Municipal Code review will be conducted and fees collected by the Town upon submittal of a building permit application. Separate permits and fees for connection to water, drainage and sewer systems are required prior to connection to Town of La Conner utility systems.

- **Submit building permit forms and fees to Town of La Conner:**

  The Town of La Conner contracts with Skagit County for building plan review and enforcement of the International Building Code. Town staff, Planning Commission and the Hearing Examiner conduct all land use, utility, zoning, shoreline, environmental and/or historic review of a proposal prior to County review. Building permit applications, together with permit and land use review fees, are first submitted to the Town of La Conner for land use and zoning review.

  The project may require specialty permits such as side sewer, street excavation, right-of-way use, or other permits. These permits must be obtained, and pre-construction conferences must be scheduled, prior to initiation of work.
- **Obtain Certificate of Authorization:**

  Once the application has been reviewed and approved by all departments, the Planning Director will sign a Certificate of Authorization and permit application form. In addition to the Certificate of Authorization, the applicant must obtain stamped, signed copies of the building plans for submittal to the County.

  **The Certificate of Authorization is a certification that the proposal complies with all Town of La Conner development regulations and does not constitute issuance of a building permit. Permits for International Building, Fire, Mechanical, and Plumbing Codes are issued by the Skagit County Planning and Permit Center. State Electrical requirements are permitted by the Department of Labor and Industries.**

- **Submit Signed Application, Plans, and Fees to Skagit County Permit Center:**

  The applicant must then submit the signed application, signed plans, conditions and building permit fees to the Skagit County Planning and Permit Center for plan review and inspections.