



**TOWN OF LA CONNER
BUILDING PERMIT APPLICATION
CLASS I**

Applications requiring a building permit must first be submitted to the Town of La Conner for land use review and approval, and then submitted to Skagit County Planning and Permit Center for plan review and issuance of a building permit.

A complete application includes all applicable fees, the completed form(s) and any required plans, cross-sections, site assessments, project contact list and reports. Incomplete applications will delay project review.

Date of Application: _____
Site Address: _____

File # _____
Tax Parcel Number(s) _____

PROPERTY OWNER:

NAME _____
MAILING ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____
PHONE _____ EMAIL _____

CONTRACTOR:

NAME _____
MAILING ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____
PHONE _____ EMAIL _____

TOTAL SQUARE FOOT NEW CONSTRUCTION AND ADDITIONS:

LIVING AREA _____ Sq. Ft.	GARAGE _____ Sq. Ft.
UNFINISHED _____ Sq. Ft.	SHED _____ Sq. Ft.
ADDITION _____ Sq. Ft.	CARPORT _____ Sq. Ft.
REMODEL _____ Sq. Ft.	DECK/PORCH _____ Sq. Ft.
REPAIR _____ Sq. Ft.	NUMBER OF UNITS _____
HEIGHT _____	NUMBER OF STORIES _____
TOTAL SITE AREA _____ Sq. Ft.	BUILDING FOOTPRINT AREA _____ Sq. Ft.
LANDSCAPE AREAS _____ Sq. Ft.	IMPERVIOUS SURFACE AREA _____ Sq. Ft.
# OF ON-SITE PARKING SPACES _____	PARKING AREA _____ Sq. Ft.

IN ORDER TO PROCESS YOUR APPLICATION THE FOLLOWING INFORMATION MUST BE SUBMITTED *(please place check mark by completed items):*

Plot/Site plan (to scale on 17 x 25 1/2" sheet showing contour levels, degree and heights of slopes):

Required	Completed	<i>(the following items must be included on the site plan unless otherwise indicated)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Indicate North
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of pedestrian entrances, exits, walks
<input type="checkbox"/>	<input type="checkbox"/>	Building and structure footprint, dimensions and gross floor area

<input type="checkbox"/>	<input type="checkbox"/>	Setbacks of all existing and proposed structures specified on the plans
<input type="checkbox"/>	<input type="checkbox"/>	Location of any outdoor storage areas
<input type="checkbox"/>	<input type="checkbox"/>	Location, name, type and width of any public or private, existing or proposed easements and street right-of-ways on or abutting the site
<input type="checkbox"/>	<input type="checkbox"/>	Availability and location of existing and proposed utilities on the site including water, sewer and stormwater drainage

Other Documents:

Required	Completed	
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity map (to scale on 17 x 25 1/2" sheet showing names, location of property lines adjacent streets/roads, and indicating major development structures)
<input type="checkbox"/>	<input type="checkbox"/>	Narrative
<input type="checkbox"/>	<input type="checkbox"/>	Master Land Use Form
<input type="checkbox"/>	<input type="checkbox"/>	Project Contacts
<input type="checkbox"/>	<input type="checkbox"/>	Impervious Surface Worksheet – Skagit County
<input type="checkbox"/>	<input type="checkbox"/>	Drainage Plan
<input type="checkbox"/>	<input type="checkbox"/>	Building Plans
<input type="checkbox"/>	<input type="checkbox"/>	Floodplain Application
<input type="checkbox"/>	<input type="checkbox"/>	SEPA
<input type="checkbox"/>	<input type="checkbox"/>	Shoreline
<input type="checkbox"/>	<input type="checkbox"/>	Geo-Tech Report or other critical areas (<i>if required</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Title Report/Subdivision Guarantee
<input type="checkbox"/>	<input type="checkbox"/>	Water Meter (<i>if necessary</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Sewer – side sewer (<i>if necessary</i>)

- Contact the Washington State Dept. of Commerce Lead Paint Program at (360) 586-5323 (LEAD), or visit www.commerce.wa.gov/lead, or email the lead program lbpinfo@commerce.wa.gov before renovating or remodeling activities in pre-1978 residential buildings or occupied facilities to ensure your compliance with applicable Washington lead regulations.

Signature of Applicant _____

Date _____

<u>OFFICE USE ONLY</u>	
Permit fee paid _____	Date _____



Impervious/Hard Surface Worksheet

Planning Department · 204 Douglas Street · PO Box 400 · La Conner, WA 98257
 · 360-466-3125 · www.townoflaconner.org

1. Provide your total expected land-disturbing activity: _____ sq ft
2. List amounts of types of impervious or hard surfaces on your parcel. Use the "other" lines as needed. Be sure not to double count!

Type of Impervious or Hard Surface	Existing (sq ft)	Proposed Replaced (sq ft)	Proposed New (sq ft)	Subtotal of New + Replaced
House + attached garage roof area				
Detached garage + carport roof area				
Accessory dwelling unit roof area				
Parking area				
Patio + covered deck area				
Driveway + compacted gravel				
Sidewalk				
Permeable pavement or vegetated roof (hard surface)				
Other:				
Other:				
Other:				
Other:				
Totals				

3. Provide your total expected lot coverage as a percentage of your lot: _____%

Definitions

"Impervious surface" means a surface area which either prevents or retards the entry of water into the soil mantle as under natural conditions prior to development. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled, macadam or other surfaces which similarly impede the natural infiltration of storm water. LCMC 15.10.555

"Hard surface" means an impervious surface, a permeable pavement, or a vegetated roof.

"Land disturbing activity" means any activity that results in a change in the existing soil cover (both vegetative and nonvegetative) and/or the existing soil topography. Land disturbing activities include, but are not limited to, demolition, construction, clearing, grading, filling and excavation. LCMC 15.10.590.



Simplified Construction SWPPP

Planning Department · 204 Douglas Street · PO Box 400 · La Conner, WA 98257 ·
360-466-3125 · www.townoflaconner.org

Permit #:

Instructions: This is a template for a simplified Construction Stormwater Pollution Prevention Plan (“Construction SWPPP”). You should include your Construction SWPPP in your contract with your builder. A copy of the Construction SWPPP must be located on the construction site or within reasonable access to the site for construction and inspection personnel at all times.

Select “yes” or “no” for each question below. If any answer is “yes,” the project does not qualify to use this simplified Construction SWPPP without an engineer’s certification.

Yes	No	Criteria
		This project requires an engineer under the Stormwater Management Manual for calculations or for design of stormwater facilities.
		This project results in land-disturbing activity ≥ 1 acre.
		This project includes grading ≥ 100 cu yards.
		This project will adversely impact a wetland, stream, or water of the state; or change a natural drainage course.

General Information

Project Name: _____

Project Address: _____

Project description. Describe the nature and purpose of the construction project. Include the total size of the area, any increase in existing impervious area; the total area expected to be disturbed by clearing, grading, excavation or other construction activities, including off-site borrow and fill areas; and the volumes of grading cut and fill that are proposed.

Site Conditions

Adjacent Areas. Describe adjacent areas, including streams, lakes, wetlands, residential areas, and roads that might be affected by the construction project. Describe how upstream drainage areas may affect the site. Provide a description of the upstream drainage leading to the site and the downstream drainage leading from the site to the receiving body of water.

Critical areas. Describe areas on or adjacent to the site that are classified as critical areas, including any critical areas that receive runoff from the site up to ¼ mile away:

Soils. Describe the soil on the site, giving such information as soil names, mapping unit, erodibility, settleability, permeability, depth, depth to ground water, texture, and soil structure:

Erosion. Describe any potential erosion problems:

Construction Schedule and phasing. Describe the construction schedule. If the schedule extends into the wet season, describe what activities will continue during the wet season and how the transport of sediment from the construction site to receiving waters will be prevented. Describe the intended sequence and timing of construction activities and any proposed construction phasing.

Certified Erosion and Sediment Control Lead. Projects that disturb one or more acres must have site inspections conducted by a Certified Erosion and Sediment Control Lead (CESCL). Provide their name and contact information, if available:

Drawings

- Attach a copy of your site plan submitted with your building/grading permit application. Identify how and where the runoff from all impervious surfaces is being directed, including items such as downspouts with splash blocks, perforated drains, infiltration trenches, energy dissipation system, etc.

Required Elements

Best Management Practices (“BMPs”)

This plan prescribes certain BMPs from the Stormwater Management Manual. A detailed description of each BMP is available in volume two of the manual. [\[link\]](#)

Element 1: Preserve Vegetation/Mark Clearing Limits

Prior to land disturbing activities, including clearing and grading, clearly mark all clearing limits, sensitive areas and their buffers, and trees that are to be preserved within the construction area, both in the field and on the plans, to prevent damage and offsite impacts.

- To preserve native vegetation, the project will use the following BMPs: C101 Preserving Natural Vegetation, C102 Buffer Zones.
- To clearly show the limits of disturbance, the perimeter of the area to be cleared will be marked prior to clearing operation with the following BMPs as shown in the site plan: C103 High Visibility Plastic or Metal Fence, C104 Stake and Wire Fence.
- This element does not apply to this project because:
 - the entire site is already cleared and no clearing will take place related to this permit.
 - the site was cleared as part of clearing activity that is subject to an enforcement action and is revegetated. Restoration may be necessary to comply with Critical Area Regulations or NPDES requirements. BMP C102 may apply if Critical Areas exist on-site and buffer zones must be protected.
 - other reason:

Element 2: Establish Construction Access

Construction vehicles can damage or compact soils, create sediment pollution, or track sediment onto public roads.

- A stabilized construction entrance will be installed prior to any vehicles entering the site, at the location shown on the site plan, using the following BMPs: C105 Stabilized Construction Entrance, C107 Construction Road/Parking Area Stabilization
- The driveway to the construction area already exists and will be used for construction access. All equipment and vehicles will be restricted to staying on that existing impervious surface.
- Other:

Element 3: Control Flow Rates

Stormwater on a cleared site can create significant flows that can damage downstream properties.

- This element does not apply to this project because the project will not result in increased stormwater runoff velocity or peak volumetric flow rate during construction.
- Flow rates will be controlled by using SWPPP Element 4 sediment controls and BMP T.5.13 Amended Soils if necessary.
- Permanent infiltration facilities included in the project will be protected from siltation and vehicle traffic during construction.

Element 4: Install Sediment Controls

When land is devegetated, stormwater can pick up sediment, a pollutant. BMPs can prevent sediment from leaving the site.

- Sediment will be controlled on-site by placement of the following BMPs at the locations shown on the site plan: C233 Silt Fence, C235 Straw Wattles, C231 Brush Barrier, C232 Gravel Filter Berm, C234 Vegetated Strip, Other:

Note that C230 Straw Bale Barrier is no longer an approved BMP.

- This element does not apply to this project because the site has already been stabilized and revegetated.

Element 5: Stabilize Soils

Leaving soils devegetated or exposed needlessly creates erosion and sediment problems.

- All exposed soils will be stabilized with either vegetation, mat coverings, mulching or in those areas to be paved, a compacted base material. No soils will be exposed for more than two days from October 1 to April 30 and no longer than seven days the rest of the year. Soil excavated for the foundation will be backfilled against the foundation and graded to drain away from the building. Once the disturbed landscape areas are graded, the grass areas will be seeded or sodded. All stockpiles will be covered with plastic or burlap if left unworked.
- This element does not apply to this project because:

Element 6: Protect Slopes

Slopes can be especially vulnerable to erosion, but BMPs can mitigate sediment problems.

- This element does not apply to this project because: There will be no cut slopes over 4 feet high or slopes steeper than 2 feet horizontal to 1 foot vertical, and no fill slopes over 4 feet high will exceed 3 feet horizontal to 1 foot vertical. Therefore, there is no requirement for additional engineered slope protection. Other reason:
- Slopes will be protected with the following BMPs: C120 Temporary and Permanent Seeding, C121 Mulching, C208 Triangular Silt Dike (Geotextile-Encased Check Dam).

Element 7: Protect Drain Inlets

Storm drains are designed to collect and transport clean stormwater, not water polluted with sediment. Storm drain inlets must be protected so that runoff does not enter the stormwater system without first being filtered or treated to remove sediment.

- This element does not apply to this project because:
 - The site is in a rural area with an open ditch in the county right-of-way or private road right-of-way.
 - There are no catch basins on or near the site.
- Catch basins on the site or immediately off site in the right-of-way are shown on the site plan. Storm drain inlet protection will be installed before construction consistent with BMP C220 Storm Drain Inlet Protection.

Element 8: Stabilize Channels and Outlets

Stormwater channels and outlets can themselves erode unless stabilized with rock or other armoring.

- This element does not apply to this project because construction will occur during the dry weather. No storm drainage channels or ditches will be constructed.
- Channels and outlets will be stabilized using the following BMPs: C202 Channel Lining, C235 Straw Wattles, C209 Outlet Protection

Element 9: Control Pollutants

Waste materials, demolition debris, and other pollutants that occur onsite during construction can contaminate the stormwater system unless managed. Cement and related products can modify the pH of stormwater.

- Any concrete work will follow BMP C151 Concrete Handling.
- Any and all pollutants, chemicals, liquid products, and other materials that have the potential to pose a threat to human health or the environment will be covered, contained, and protected from vandalism. All such products will be kept under cover in a secure location on-site.

The following BMPs will also be used:

- C152 Sawcutting and Surfacing Pollution Prevention
- C153 Material Storage, Delivery, and Containment

Element 10: Control De-Watering

De-watering water extracted from foundations, vaults, or trenches, has similar characteristics to stormwater runoff at the site and can cause the same impacts unless properly managed.

- This element does not apply to this project because no dewatering of the site is anticipated.
- This project will separate contaminated de-watering water from stormwater in the following way: _____
- This project will use BMP C220 Storm Drain Inlet Protection.

Element 11: Maintain BMPs

Best Management Practices (BMPs) are activities, protective measures, and maintenance procedures that, when used singly or in combination, prevent or reduce the impacts of erosion and sediment transport.

- All temporary and permanent erosion and sediment control BMPs must be maintained and repaired as needed to assure continued performance of their intended function. Sediment control BMPs must be inspected weekly or after a runoff-producing storm event during the dry season and daily during the wet season.
- All temporary erosion and sediment control BMPs will be removed within 30 days after the County determines that the site is stabilized or after the temporary BMPs are no longer needed. Trapped sediment will be removed or stabilized on site. Disturbed soil areas resulting from removal of BMPs or vegetation will be permanently stabilized.

Element 12: Manage the Project

Phasing a project, especially when revegetation occurs as part of each phase, can help prevent the transport of sediment from the site.

- This Construction SWPPP will be fully implemented at all times and modified and approved whenever there is a change in design, construction, operation, or maintenance at the construction site that has or could have a significant effect on the discharge of pollutants to waters of the state.

Element 13: Protect Low-Impact Development BMPs

Low-Impact Development techniques can be damaged if they are compacted or accumulate sediment during construction.

- This element does not apply to this project because there are no Low-Impact Development BMPs planned.
- Erosion and sediment control BMPs will be installed on portions of the site that drain into any Bioretention or Rain Garden BMPs.
- Construction equipment and foot traffic will be excluded from the Bioretention or Rain Garden BMPs.
- If Bioretention or Rain Garden BMPs accumulate sediment during construction, they will be restored by removal of sediment and any sediment-laden Bioretention/rain garden soils, and replacing the removed soils with soils meeting the design specification.
- Control erosion and avoid introducing sediment from surrounding land uses onto permeable pavements. Do not allow muddy construction equipment on the base material or pavement. Do not allow sediment-laden runoff onto permeable pavements or base materials. Pavements fouled with sediments or no longer passing an initial infiltration test must be cleaned using procedures from the local stormwater manual or the manufacturer's procedures.