Residential Accessory Structure Checklist

SKAGITCOUNTYWA.GOV

Each project is unique in its overall design, size, and configuration and is also distinctive as to property location, each of these factors may trigger additional requirements. Some properties have specific requirements based on environmental factors which will have an impact on the development proposal.

If you have any questions, please contact Ask a Permit Technician.

Required Applications

Applications listed below identified with "Yes" are required to obtain building permit approval. The applications below **must be submitted before or at the same time** as the building permit application for the building permit application to be processed.

Applications not required at time of submittal may be requested during completeness determination or during the review process based on the specific project objectives.

Floodplain and Shoreline will be required if the parcel has known environmental impacts.

Checklists are available for each submittal type below.

Required	Application Type	Submitted/Approval Date
Yes	Land Disturbance & Stormwater Drainage	
Yes	Critical Area Evaluation	
Yes	Lot Certification	
	Driveway Access	
	Floodplain	
	Shoreline	

Residential Accessory Structure Submittal Checklist

Please upload the required documents listed below; all documents must be in PDF format. During review project specific documents may be identified and required for resubmittal.

Required Documents		Additional Information
☐	Architectural Plan Set	See: Electronic Document Standards
☐	Site Plan	See: Residential Site Plan Checklist

☐
☐
	Structural Design
	• **Prescriptive** structural design
	• **Non-prescriptive** structural design, please include:
	  ○ Structural Calculations
	  ○ Structural Plan Set
		When using prescriptive structural design include the prescriptive lateral bracing in the Architectural Plan Set

Project Specific Required Documents		**Additional Information**
☐	Agent Authorization Form	Owner is designating an agent to sign on their behalf.
☐	Engineered Drainage Report	Required based on the proposed amount of new or replaced impervious area and the amount of land disturbance.
☐	Special Inspection Summary	This document is required if special inspections are required.
☐	La Conner Concurrent Review Letter	Contact the Town of La Conner

IMPORTANT NOTICE: Digital and physical documents submitted to Skagit County are public records and may be subject to disclosure pursuant to the Public Records Act (RCW 42.56).

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