# Single Family Residence 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.

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 | On-Site Septic System | |
| Yes | Drinking Water | |
| Yes | Critical Area Evaluation | |
| Yes | Lot Certification | |
| Yes | Driveway Access | |
| | Floodplain | |
| | Shoreline | |

# Single Family Residence 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 |
| ☐<br>☐ | Structural Design<br>• **Prescriptive** structural design<br>• **Non-prescriptive** structural design, please include:<br>  ○ Structural Calculations<br>  ○ Structural Plan Set | When using prescriptive structural design include the prescriptive lateral bracing in the Architectural Plan Set |
| ☐ | Energy Code Worksheets | These sheets may be included in the Architectural Plan Set. |
| ☐ | Public Water System Connection Form | Submit when water is serviced by a public entity. |
| ☐ | Proof of Sewage Disposal | Project is using an existing septic system; Public Health requires the following to be submitted:<br>• Septic System Inspection Report (within the past 12 months) SCC 12.05.160<br>• Served by public sewer, please identify the public provider. |
| **Project Specific Required Documents** | | **Additional Information** |
| ☐ | Agent Authorization Form | Owner is designating an agent to sign on their behalf. |
| ☐ | Flood Elevation Certificate | A Flood Elevation Certificate will be required to be submitted at sub-floor and final inspection. |
| ☐ | 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 |
| ☐ | Airport Environs Overlay Zone Title Notice | Title Notice required: contact the Port of Skagit at 360-757-0011 to schedule an appointment; complete and record the Title Notice. Upload the recorded Title Notice as part of the submittal. |

**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).