Building Permit Tips for Success

Planning & Development Services · 1800 Continental Place · Mount Vernon WA 98273
Reception 360-416-1320 · PDS@co.skagit.wa.us · www.skagitcounty.net/planning

Information Gathering

- **Exemptions** for a building permit may apply to your project, review Construction Exempt from a Building Permit.
- **Questions** for staff can be answered by phone, email, or in-person. Hours of operation are found at PDS Home Page. In the early stages, it is recommended working with a Permit Technician. As your project develops, you may work with additional staff to address more specialized areas (i.e., stormwater, critical areas, plans). Counter request for information is a free service (SCC 14.06.040 (2)).
- **Property Information**, including zoning designation, is located at the top of the Property Search Page. Your zoning designation lists permitted uses, setbacks, lot coverage and more that may apply to your project. If your property is in a plat, review plat notes for additional requirements.
- **Timeframes** can vary seasonally. Our goal is to review your application within 30-60 days. Inquire about timeframes and when you plan to build. Your project may qualify for a faster review, checkout our Expediting or Fast-tracking a Building Permit to see if you qualify.
- **Cost Estimate** for your permit, other application costs, or impact fees are available upon request from a Permit Technician. Fees are also listed on our fee schedule page.
- **The Building Permit Checklist** will help you determine requirements, or additional applications needed for your project. Permit Technicians are available to help, preventing unexpected surprises at submittal.
- **Concurrency** of applications and the checklist layout move you through the process efficiently. There is risk when applying for your building permit, while other reviews are ongoing. Check with the project planner to learn the level of risk (i.e. if your water review application is still in review, check with a Water Resources Planner).

Submitting Your Application

- **Old Application Versions** may be rejected if the form change was significant. Prior to submittal, check PDS Applications & Handouts to ensure your application is the current version being used. We regularly update our forms.
- **Separate applications** are required per structure (exception: shipping containers (2) and retaining walls).
- **Expiration** of permits is three years. If you cannot complete your project, you can request in writing a six-month extension for free or pay a renewal fee for a three-year extension (SCC 15.04.030(2)(d)).
- **Application Submission** is through the PDS Portal. An account must be created to apply. Please see instructions.
- **Revisions** will be charged, a minimum, of one hour staff review if not in response to a staff comment. However second revisions, in response to a staff comment, will be charged. A revision also adds on time. Major revisions, such as change of use, type of construction, occupancy, and major scale change or totally new design, will require a new building permit. A revision cannot be submitted on a completed (final) permit.
- **Timeframe Estimates** are given at submittal. Call us if the review time goes past the estimate and you have not been contacted. You can also watch the status of your application on our Permit Status Page.

Helpful links:

PDS Home Page
iMap
PDS Applications & Handouts
Building Permit Page
Property Search Page
Skagit County Code
Permit Status Page
Fee Schedule

Building Permit Checklist

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The checklist below determines if your project triggers a threshold for a specific review. If a review is required and it has not previously been done through another process (previous permits, subdivisions, etc.), a separate application may be required before the building permit application can be accepted. Permit Technicians are available to assist you.

1. Pre-Application: Approval is required prior to building permit submittal for critical area:

	For Internal Use
Critical Areas Review ☐ Not required: no expansion of building footprint is proposed ☐ Required: ☐ Previously approved location (i.e., septic permit, land division, building permit)* ☐ Please submit a Critical Area Review Application.	Required: ☐ Y / ☐ N File Number:

2. Concurrent Applications: Applications required must be submitted prior or concurrently:

Lot Certification Review ☐ Not required: remodel (except change of use), non-building structure (i.e., solar array, fence, retaining wall, signs), or repair ☐ Required: ☐ Previously approved (lot certification recording states eligible for conveyance, development and lot configuration has not changed or if not eligible for development, a reasonable use exception has been approved)* ☐ Existing residence(s) on property are county approved (permitted or built prior to July 1, 1989) - recording fee will be assessed ☐ Platted after March 1, 1965 - recording fee will be assessed ☐ Unrecorded, approved lot certification - recording fee will be assessed ☐ Please submit a Lot Certification Application.	Required: ☐ Y / ☐ N File Number & Status:
Septic Review ☐ Not required: No plumbing, additional bedrooms, or commercial kitchen proposed or public sewer (attach form confirming service) ☐ Required: ☐ Previously approved and meets capacity for project* ☐ Please submit a Septic Permit Application: ☐ Critical area review approved ☐ Lot certification approved or submitted	Required: ☐ Y / ☐ N File Number & Status:
Site Address Review ☐ Required: ☐ Project uses existing address ☐ Project will use a new address, apply online at GIS (Suggested for Accessory Dwelling Units)	Address for project:
SEPA Review ☐ Not required: SEPA Exempt (i.e. residential structures) ☐ Required: ☐ Previously approved (changes to original approval may require an addendum)* ☐ Please submit a SEPA Review Checklist Application.	Required: ☐ Y / ☐ N File Number & Status:

2. Concurrent Applications (Continued)

Shoreline Review ☐ Not required: project is not in Shoreline Jurisdiction ☐ Required: ☐ Meets Shoreline Master Program requirements (shown on site plan) ☐ Meets requirements of Shoreline Permit* ☐ Please submit a Shoreline Substantial Development/Conditional Use/Variance Application.	Required: ☐ Y / ☐ N File Number & Status:
Water Review ☐ Not required: Exempt per SCC 12.48.020 or City of Anacortes, Town of La Conner, Skagit PUD-Judy/Fidalgo **only** (attach form confirming service) ☐ Required: ☐ Previously approved* ☐ For a drilled well or alternative system, water quality tests must be up to date (see handout for timeframes) ☐ For a community system, attach Part 1A of the Water Review application if approval occurred over a year ago or if project is different from original approval. ☐ Please submit a Water Review Application.	Required: ☐ Y / ☐ N File Number & Status:
Access Review (Search County/Private Road List for more information on your road) ☐ Not required: ☐ Access point or use unchanged since 3/1/1978 and property is not vacant ☐ Access to existing private road ☐ Access easement to a private road (provide recorded easement) ☐ Access to state highway (WSDOT permit attached) ☐ Required: ☐ Previously approved for county road access (change in location requires a new permit)* ☐ Please submit an Access Permit Application.	Required: ☐ Y / ☐ N File Number & Status:
Floodplain Development Review (Check FEMA website) ☐ Not required: project is not in Flood Hazard Area ☐ Required: ☐ Previously approved for the specific project* ☐ Please submit a Floodplain Development Permit Application ☐ Critical area review approved ☐ Lot certification approved or submitted ☐ Access approved or submitted	Required: ☐ Y / ☐ N Panel: Zone: Floodway? ☐ Y / ☐ N Subst. Improvement? ☐ Y / ☐ N %

*Project approved by Skagit County, instead of another organization (i.e., DOE, WSDOT)

3. Building Permit Application: The below items make up the building permit application and must be included in the submittal to deem the application complete.

Site Plan Review ☐ Not required: interior remodel (however, change of use requires a site plan) ☐ Required: attach site plan (see Site Plan Checklist for criteria)	Required: ☐ Y / ☐ N
Zoning Review ☐ Required: ☐ Meets dimensional standards for zone designation or a variance in process ☐ Meets a permitted use of the zone designation or a special use permit in process ☐ Property is in or less than 500 ft from NRL zoning (Development In or Adjacent to NRL)	Setbacks: *F S S R* Coverage: ☐ Y / ☐ N Height: ☐ Y / ☐ N Use: ☐ Y / ☐ N
Stormwater Review ☐ Not required: interior remodel and no land disturbance such as grading, clearing, excavation or filling on site. ☐ Required: ☐ Construction SWPPP (include all pages if using the Model SWPPP) ☐ Stormwater Review Worksheet (below items, if required by worksheet) ☐ Design drawings/maintenance standards (i.e., infiltration trenches, drywells) ☐ Infeasibility criteria for LID techniques ☐ Drainage Report ☐ Other(s):	Required: ☐ Y / ☐ N
Fire Code Review ☐ Not required: building is less than 150 feet from a fire apparatus access road ☐ Required: complies with Driveway Standards for Skagit County	Required: ☐ Y / ☐ N
Construction Plans Review ☐ New structures/additions: ☐ Architectural drawings ☐ Engineering drawings and calculations, if applicable ☐ Interior remodel: ☐ Before and after floorplan ☐ Scope of work/project narrative ☐ Manufactured Home: ☐ Installation manual or Skagit County Approved Manual ☐ Floorplan	Required: ☒ Y / ☐ N
Energy Code Review ☐ Not required: non-building structure or unheated building ☐ Required: ☐ Residential project forms (https://www.energy.wsu.edu/buildingefficiency/energycode.aspx) ☐ Commercial projects forms (https://waenergycodes.com/web_tool_forms.php?energy_code=2018)	Required: ☐ Y / ☐ N
Fees ☐ Plan check fee due upon application acceptance (invoice provided). Review will not begin until plan check is paid (remaining fees, including impact fees, will be collected at permit issuance). ☐ Recording fees (title notice, lot certification, etc.)	Impact fees: ☐ Y / ☐ N $ Title Notices: ☐ Y / ☐ N $ Additional: $

Contact Information & Signature

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An application will not be accepted without this form. By signing this form, the undersigned certifies that the statements, answers, and information both on this form and the remainder of this permit application are true and correct to the best of his or her knowledge and belief.

Property Owner ☐ payment provider

Name _____ Parcel(s) _____

Mailing Address _____ Phone _____

City, State, Zip _____ Email _____

Contractor ☐ Same as property owner ☐ payment provider

Name _____ Phone _____

Mailing Address _____ Email _____

City, State, Zip _____ License # _____ Expires _____

Contact ☐ Same as property owner ☐ Same as contractor ☐ payment provider

Name _____ Phone _____

Mailing Address _____ Email _____

City, State, Zip _____ License # _____ Expires _____

Financing[1] ☐ None ☐ Lender is providing construction financing ☐ Firm has issued payment bond

Name _____ Phone _____

Mailing Address _____

City, State, Zip _____

☐ I am the owner of the subject property and I grant permission to field staff to enter the site to verify the presence or absence of critical areas and perform inspections of work proposed by this application

☐ I have attached the Agent Authorization Form(s). Owner's have given their consent (SCC 14.06.090).

☐ This is a fire suppression permit, mechanical/plumbing permit, septic permit, or pre-development/pre-app meeting request; the property owner's authorization is not required.

Signature(s) _____ **Title** _____

Printed Name _____ **Company** _____

Date _____

[1] Required by RCW 19.27.095(2)(d) for building permit applications.

Agent Authorization Form

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Use this form to authorize someone other than the property owner to apply for permits.

Property Address _____

City, State, Zip _____

Authorization Statement

I/we, as the owners of the property identified above, authorize _____ to act as agent to submit applications, receive correspondence regarding the application, and sign title notices on my/our behalf.

I/we grant permission to field staff to enter the site to verify the presence or absence of critical areas and perform inspections of work proposed by this application.

Property Owner Signature(s)

Signature	_____	Signature	_____
Printed Name	_____	Printed Name	_____
Title	_____	Title	_____
Company	_____	Company	_____
Date	_____	Date	_____

Notarization

I certify that I know or have satisfactory evidence that _____ is/are the person(s) who appeared before me and said person(s) acknowledged that he/she signed this instrument and acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: _____

_____
Signature of Notary Public

_____
Printed Name of Notary Public

My appointment expires _____

(Notary seal or stamp above)

Residential Project Details

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For more information, review our Residential Construction Plan Requirements Handout.

Parcel No(s)			
Is the lot vacant?	☐ Yes ☐ No	Do you own adjoining land?	☐ Yes: ☐ No
Project Description/ Project Use			
Change of Use	☐ No ☐ Yes, From:		To:
Building Type	☐ Residence (site-built) ☐ Residential garage/shop	☐ Accessory Dwelling Unit ☐ Manufactured home	☐ Agricultural building ☐ Other:
Type of Work	☐ New ☐ Addition ☐ Remodel ☐ Repair ☐ Replacement ☐ Other:		
Plumbing proposed?	☐ Yes ☐ No	Is project attached/detached to another structure?	☐ Attached ☐ Detached

☐Site-Built

Proposed new living space:

Finished		sq ft
Unfinished		sq ft
Addition		sq ft
Remodel (Valuation)	☐ Minor ☐ Major ☐ Full	sq ft sq ft sq ft
Bedrooms	Before: After:	
Project value		

Proposed new other space:

Garage/Shed (foundation)		sq ft
Post frame (i.e. carport)		sq ft
Deck	☐ Covered ☐ Uncovered	sq ft sq ft
Patio/Porch	☐ Covered ☐ Uncovered (no fee)	sq ft
Retaining wall		ft
Foundation **only** projects		ft
Other		
Project value		

☐Manufactured/Mobile Home

Make		Model	
# Bedrooms		Year	
Vehicle ID (VIN)			
Type	☐ manufactured/mobile ☐ modular (UBC)		
Footprint	sq ft		
Foundation	ft (modular only)		
Installer			
Cert # WAINS			

☐Non-Building Structures

(i.e., shipping container, ground solar array)

Description	
Area or Distance	☐ ft or ☐ sq ft
Project value	$

☐Grading

Fill	cu yds	Excavation	cu yds
Tree removal	☐ Yes ☐ No	Clearing or grubbing	☐ Yes ☐ No
Where will excavated material go?			
Land disturbance		sq ft	

Commercial Project Details

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For more information, review our Commercial Construction Plan Requirements Handout.

Parcel No(s)			
Is the lot vacant?	☐ Yes ☐ No	Do you own adjoining land?	☐ Yes, Parcel(s): ☐ No
Project Description/ Project Use			
Building Type	☐ Commercial building ☐ Commercial Coach ☐ Agricultural building ☐ Communications tower ☐ Utility Building ☐ Other:		
Type of Work	☐ New ☐ Addition ☐ Repair ☐ Replacement ☐ Tenant Improvement ☐ Other:		
Is plumbing proposed?	☐ Yes ☐ No	Is project attached/detached to another structure?	☐ Attached ☐ Detached

☐ Proposed Construction

Footprint			sq ft
Number of stories		Height	
Heated	☐ Yes ☐ No		
Sprinklers	☐ Yes ☐ No		
Building use			
Project value	$		

☐ Tenant Improvement

Footprint	sq ft
Adjacent uses	
Heated	☐ Yes ☐ No
Currently sprinkled	☐ Yes ☐ No
Project value	$

☐ Proposed Change of Use

Current/recent use	
Proposed use	
Building area	sq ft
Number of stories	
Heated	☐ Yes ☐ No
Currently sprinkled	☐ Yes ☐ No
Other buildings within 30 feet?	☐ Yes ☐ No
Project value	$

☐ Commercial Coach

Make		Model	
# Bedrooms		Year	
Vehicle ID (VIN)			
Type	☐ manufactured/mobile ☐ modular (UBC)		
Footprint			sq ft
Foundation			ft (modular only)
Installer			
Cert # WAINS			

☐ Non-Building Structures

(i.e., sign, shipping container, retaining wall)

Description	
Area or Distance	☐ ft or ☐ sq ft
Project value	$

Development In or Adjacent to NRL

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If you apply for a development permit on a site in, or within 500 feet of, any Natural Resource Lands zone, the application must include this signed statement.[1] Go to https://www.skagitcounty.net/Maps/iMap/ and select Comprehensive Plan under Planning and Development Services to determine if this requirement applies to your project. Applications submitted on or after July 5, 2016, no longer require a title notice recorded with the Auditor. If a building permit was approved prior to the date above, the document can be found in the Recorded Document link on Skagit County's Property Search Page for the given property address.

Parcel No(s) _____ Project Address _____

City, State, Zip _____ Zoning _____

Name _____ Mailing Address _____

City, State, Zip _____ Phone _____

Statement

This parcel lies within an area or is within 500 feet of an area designated as a natural resource land (agricultural, forest, and mineral resource lands of long-term commercial significance) in Skagit County. A variety of natural resource land commercial activities occur or may occur in the area that may not be compatible with non-resource uses and may be inconvenient or cause discomfort to area residents. This may arise from the use of chemicals; or from spraying, pruning, harvesting, or mineral extraction with associated activities, which occasionally generates traffic, dust, smoke, noise, and odor. Skagit County has established natural resource management operations as a priority use on designated natural resource lands, and area residents should be prepared to accept such incompatibilities, inconveniences, or discomfort from normal, necessary natural resource land operations when performed in compliance with best management practices and local, State, and Federal law. In the case of mineral lands, application might be made for mining-related activities including extraction, washing, crushing, stockpiling, blasting, transporting, and recycling of minerals. In addition, greater setbacks than typical may be required from the resource area, consistent with SCC 14.16.810. Contact Skagit County Planning and Development Services for details.

Signature(s) _____ **Title** _____

Printed Name _____ **Company** _____

Date _____

[1] Skagit County Code 14.16.870, implementing RCW 36.70A.060(1)(b).

Stormwater Review Worksheet

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This worksheet is required if your project:

- Adds or replaces any amount of hard surface
- Creates any amount of land disturbing activity

Hard surfaces and land disturbing activity increase stormwater runoff, which can impact downstream properties. Your project size and location determine stormwater requirements. Answer the questions on the following pages to determine which stormwater requirements apply to your project.

Part 1 Project Details

1. Use the Type of Hard Surface column to categorize surface areas. Use the blank fields, if needed. Include all hard surfaces, existing and proposed. **Ensure that information is consistent with your site plan and onsite conditions.**
2. Enter all existing hard surface areas in the second column. Enter all proposed hard surface areas in the third column. Add the total values of **each column separately.** If using the PDF form, totals will generate for you.
3. The Total New and/or Replaced (sq ft) and Total land-disturbing activity will be used in **Part 2**.

Type of Hard Surface	Existing (sq ft)	New and/or Replaced (sq ft)
Building + attached garage roof area **(include eaves)**		
Detached garage + carport roof area **(include eaves)**		
Accessory dwelling unit roof area **(include eaves)**		
Parking area + driveway **(include gravel surfaces)**		
Patio + deck area (covered or uncovered)		
Non-Res Buildings (i.e., commercial, industrial)		
Permeable pavement or vegetated roof		
Parking Lot		
Sidewalk		
Totals for each column	0	0

Land Disturbance and Lot Coverage Information

Excavation volume (cubic yards)	
Fill volume (cubic yards)	
Total land disturbing activity (sq ft)	
Total existing plus new/replaced hard surface (sq ft)	0
Total lot size (sq ft)	
Percentage hard surface lot coverage (= total hard surfaces/total lot size)	

Part 2 Stormwater Requirement Threshold Determination

Use the numbers and information you generated from **Part 1** to guide you through stormwater requirements for your project.

Q1: Is any portion of your project site within the County's NPDES Permit Area, within an Urban Growth Area, or is your project commercial, industrial, institutional, or multifamily residential?
☐ Yes. Go to Q2. ☐ No. Go to Q3.
Q2: Does your project add 2,000 sq ft or more of impervious/hard surface **OR** include land disturbing activity of 7,000 square feet or more?
☐ Yes. Go to Flow Charts in **Part 4a** to determine which Minimum Requirements of the Stormwater Management Manual apply to this project. ☐ No. Go to Q5.
Q3: Does your project include any of the following: • Add or replace 10,000 sq ft of hard surface? • Convert 1.5 acres or more of vegetation to lawn? • Convert 5 acres or more of vegetation to pasture? • Result in 50% or greater hard surface coverage of the lot? • Include fill or grade volumes of 500 cubic yards or more?
☐ Yes to <u>any</u> of the above questions – All nine Minimum Requirements apply. A stormwater site plan and drainage report prepared by a licensed engineer are required to demonstrate compliance. Turn in this worksheet and attach a drainage report. ☐ No to <u>all</u> the above questions. Go to Q4.
Q4: Does your project propose 4,000 sq ft or more of new/replaced hard surface **OR** include land disturbing activity of 14,000 sq ft or more?
☐ Yes. Minimum Requirements #1-5 apply. Please refer to Guidance on Projects that Require only Minimum Requirements #1-5 in **Part 4a** ☐ No. Go to Q5.
Q5: Is your project in the floodplain or coastal flood area (Special Hazard Flood Area/ SFHA)?
☐ Yes. Floodplain Low Impact Development (LID) Compliance is required. Complete **Part 3**., and continue to **Part4b** ☐ No. Turn in this worksheet after completing **Part 3**.

Part 3 Construction Stormwater Pollution Prevention Plan (Construction SWPPP)

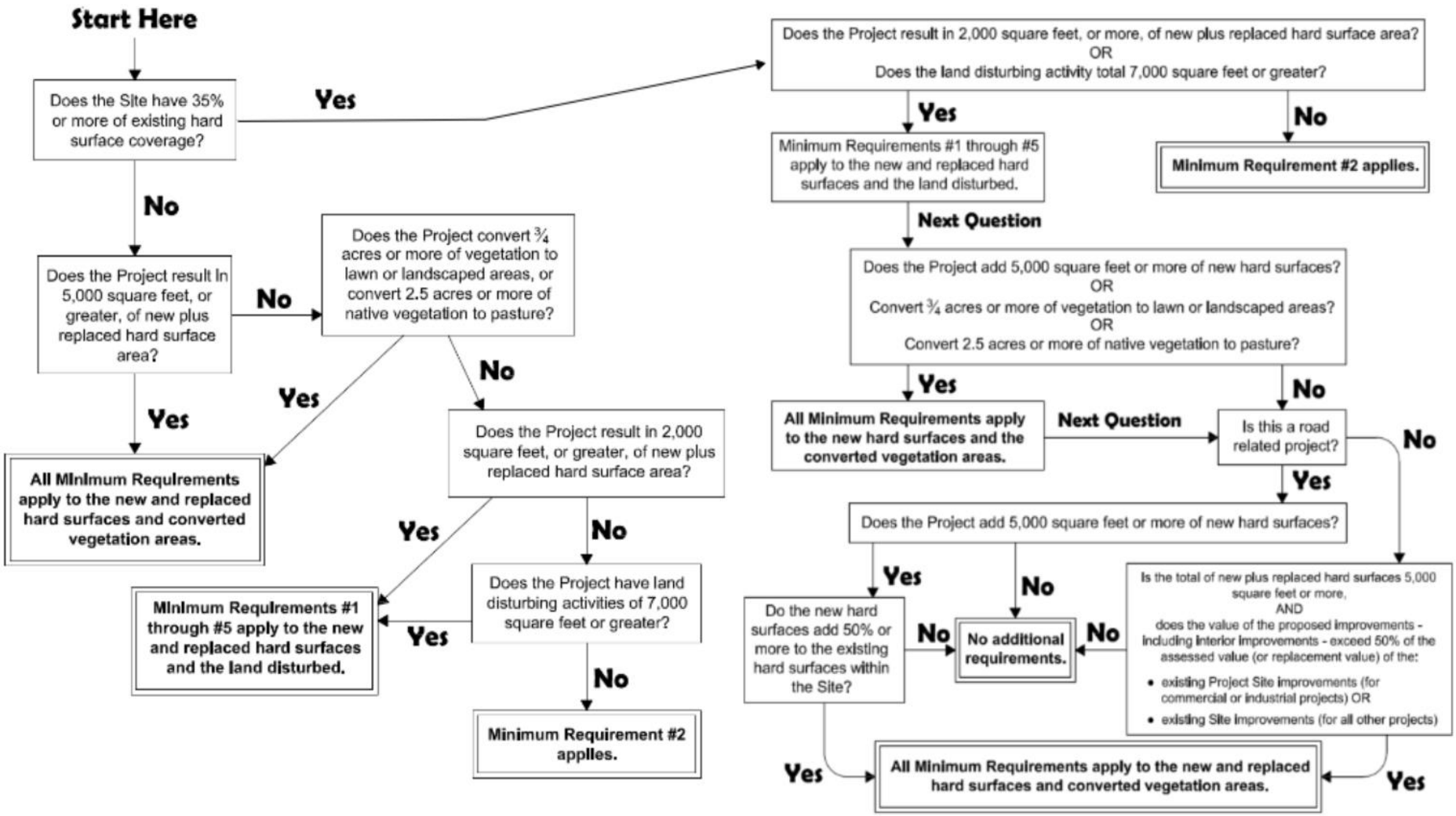
A Construction SWPPP is required to ensure your project includes proper methods to control erosion and sediment. PDS provides a Model Construction SWPPP, or you can draft your own consistent with the Stormwater Management Manual for Western Washington. **Make sure to add your Construction SWPPP elements to your Site Plan.** Choose one:

☐ I will use the Model Construction SWPPP (for non-civil engineered residential projects only). **Make sure to attach all 10 pages.**

☐ I will use a custom Construction SWPPP, which I have attached.

☐ I want to defer submittal of a Custom Construction SWPPP. Only projects that require coverage under the Ecology Construction General Stormwater Permit (clearing, grading, and excavating activities that disturb one or more acres) may defer submittal. The Construction SWPPP must be submitted prior to permit issuance. Deferred submittal may delay your permit approval. The County reviews the Construction SWPPP but has no role in review or issuance of the Ecology Construction General Stormwater Permit.

Part 4a Flow Chart for Determining Stormwater Minimum Requirements.



Guidance for complying with the Stormwater Management Manual is on the next page →.

[redacted] - Stormwater Management Manual Compliance

Determination of Minimum Requirements:

Based on the flow chart on the previous page identify which Minimum Requirements apply to your project:
☐ My project is subject to Minimum Requirements **1 through 5 only**.
☐ My project is subject to Minimum Requirements **1 through 9.** A Drainage Report prepared by a licensed engineer is required to demonstrate compliance. Turn in this worksheet and attach a drainage report and engineered stormwater site plan.

Guidance on Projects that Require only Minimum Requirements #1-5:

Minimum Requirement #5 in the Stormwater Management Manual requires Low-Impact Development techniques (BMPs) to manage stormwater onsite. Use the lists below to select LID techniques for managing stormwater onsite. You must include a narrative describing feasibility/infeasibility criteria used to choose BMPs from the list below*. The narrative must address criteria specified in the PDS Stormwater Sizing and Design Guidelines, the Infiltration Test Worksheet, or Volume V of Stormwater Management Manual for Western Washington. Data to support your narrative may include septic soil logs, infiltration test results, a geo-technical report, or location of well protection areas.

*For single family residential projects **outside** the NPDES Permit Area you may select any feasible BMPs from the list, except perforated stub-out connections, to manage stormwater onsite. A narrative describing infeasibility is not required for residential site outside the NPDES Permit area.

LID List #1 (Use for MR1-5 Projects)

Roof Areas	Lawn & Landscaped Areas	Other Surfaces
☐ **Choose** from: ☐ Full Dispersion (BMP T5.30) or ☐ Downspout Full Infiltration (BMP T5.10A) ☐ **If above is infeasible**: ☐ Rain Garden (BMP T5.14A) or ☐ Bioretention (BMP T7.30)* ☐ **If all the above are infeasible** use Downspout Dispersion System (BMP T5.10B) ☐ **If all the above are infeasible** use Perforated Stub-out Connection (BMP T5.10C)	☐ Post-Construction Soil Quality and Depth (BMP T5.13)	☐ **First use** Full Dispersion (BMP T5.30) ☐ **If above is infeasible**: ☐ Permeable Pavement (BMP T5.15) or ☐ Rain Garden (BMP T5.14) or ☐ Bioretention (BMP T7.30) * ☐ **If all the above are infeasible**: ☐ Sheet Flow Dispersion (BMP T5.12) or ☐ Concentrated Flow Dispersion (BMP T5.11)

*Bioretention systems require a design prepared by a licensed engineer. Projects that must meet Minimum Requirements #1-5 only, typically use Raingardens rather than Bioretention. Raingardens do not require an engineered design.

LID List #3 For Flow Control Exempt* Projects Only.

Roof Areas	Lawn & Landscaped Areas	Other Surfaces
☐ **First use** Downspout Full Infiltration (BMP T5.30) ☐ **If above is infeasible** use Downspout Dispersion Systems (BMP T5.10B) ☐ **If all the above are infeasible** use Perforated Stub-out Connection (BMP T5.10C)	☐ Post-Construction Soil Quality and Depth (BMP T5.13)	☐ Sheet Flow Dispersion (BMP T5.12) or ☐ Concentrated Flow Dispersion (BMP T5.11)

*To be Flow Control Exempt a site must drain directly or indirectly through an entirely constructed conveyance system to a Flow Control Exempt Water as identified in the Stormwater Management Manual. Confirm with PDS Stormwater staff that your project is Flow Control Exempt before using this table.

Stormwater Minimum Requirements (MRs) as established in the 2019 Stormwater Water Management Manual for Western Washington

MRs 1-5 are applicable to both large and small projects.	MRs 6-9 applicable to large projects that require an engineered drainage plan.
1. **Stormwater Site Plan** – A site plan meeting all basic required site plan requirements plus showing temporary erosion and sediment control BMPs along with permanent stormwater management BMPs.	6**. Runoff Treatment** – is intended to reduce pollutant loads in stormwater runoff.
2. **Construction SWPPP** – intended to prevent water pollution and erosion during the construction process. See Part 3 above.	7. **Flow Control –** is intended to prevent increases in runoff velocity to protect from increased rates of downstream erosion
3. **Source Control of Pollution** –refers to pollution prevention BMPs for a site in a developed state. Generally, not applicable to residential sites.	8. **Wetlands Protection** – intended to ensure that wetlands are protected from increased or reduced stormwater inputs, as well as pollution.
4. **Preservation of Natural Drainage Patterns and Outfalls** – predevelopment drainages such as ditches, swales, slopes must be preserved, or if altered, runoff direction and volume must be restored.	9. **Operations and Maintenance –** intended to ensure that stormwater BMPs and facilities are maintained and operated properly.
5. **Onsite Stormwater Management** – intended to reduce disruption to natural hydrological patterns. See Part 4a above	

Part 4b Floodplain LID Compliance

Requirements:

☐ Complete the **Low Impact Development (LID) Checklist** in your Floodplain Development Permit Application.

☐ Choose feasible BMPs for managing stormwater runoff from all new and replaced hard surfaces. LID techniques that use infiltration may not be feasible in portions of some floodplains because of high groundwater, soil quality, slope, drainage, and vegetative cover type. Even where infiltration is not feasible, other LID techniques may be used that focus on water quality (rainwater collection and reuse, vegetation retention, and bioswales). See the Infiltration Test Worksheet to determine through testing if infiltration is feasible.

☐ Use the PDS Stormwater Sizing and Design Guidelines, or the Stormwater Management Manual for Western Washington for BMP sizing, location, and feasibility.

☐ Show stormwater BMPs on your Stormwater Site Plan.

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

Impervious surface means a non- vegetated surface area that either prevents or slows the entry of water into the soil. A non-vegetated surface area increases the speed and volume of stormwater compared to naturally vegetated sites. Common impervious surfaces include, but are not limited to, rooftops, walkways, patios, driveways, parking lots, storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled, macadam or other surfaces, which similarly impeded the natural flow of stormwater

Land Disturbing Activity means any activity that result in a change in soil cover (both vegetative and nonvegetative) or changing topography, including clearing, grubbing, grading, filling, and excavation.

Low-Impact Development is a stormwater and land use management strategy that strives to mimic pre-disturbance hydrologic processes of infiltration, filtration, storage, evaporation, and transpiration by emphasizing conservation, use of on-site natural features, site planning, and distributed stormwater management practices that are integrated into a project design.

SCC 14.04 Definitions

Model Construction SWPPP Worksheet

Planning & Development Services · 1800 Continental Place · Mount Vernon WA 98273
Reception 360-416-1320 · pds@co.skagit.wa.us · www.skagitcounty.net/stormwaterpermitting

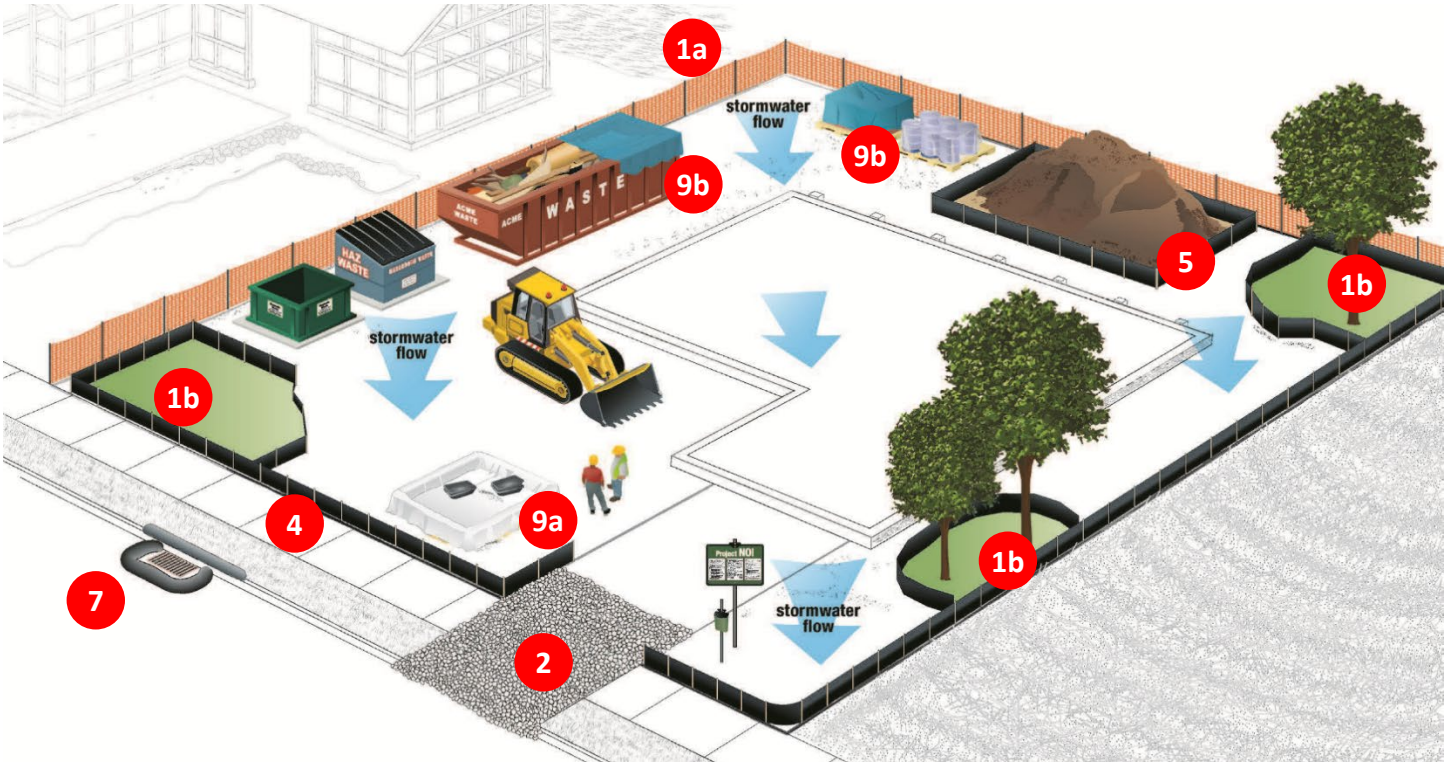
All Best Management Practices (BMPs) chosen from this packet **MUST** be drawn on your site plan and numbered accordingly. Please include all 10 pages of this worksheet with your application.

General Information

Project Name		**Parcel Size**	acres
Project Address		**Parcel Number**	
Property Owner		**Phone**	
Site Contact		**Phone**	
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.*		

Best Management Practices Illustration

Turn the page to see information corresponding to each numbered circle below.



About this Pollution Prevention Plan

This is Skagit County's model Construction Stormwater Pollution Prevention Plan ("Construction SWPPP") intended to ensure your construction project minimizes erosion and does not contribute pollution, including sediment, to stormwater. This Model SWPPP is primarily intended for single-family residential construction.

This plan uses certain Best Management Practices ("BMPs") from the Stormwater Management Manual. Some detailed descriptions are included; the remainder are available at www.skagitcounty.net/stormwaterpermitting. The listed BMPs are the minimum necessary; **if erosion occurs, you must add additional BMPs as necessary to control it.**

You should include your Construction SWPPP in your contract with your builder. You must keep a copy of this SWPPP on the construction site or within reasonable access to the site for construction and inspection personnel at all times.

Property owners and contractors are responsible for ensuring all aspects of BMPs are followed, including those not shown on the detail sheets. This Construction SWPPP should be considered a living document and must be updated as needed to reflect site conditions.

1 Preserve Vegetation/Mark Clearing Limits

Before any land disturbance, 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. Retain natural vegetation in an undisturbed state to the maximum extent practical. Use these BMPs:

- C101 to preserve natural vegetation
- C102 to establish buffer zones around important vegetation you want to save
- **C103 High Visibility Fencing** to mark the boundaries of your buffers
- **C233 Silt Fence** to ensure sediment doesn't leave the site

2 Establish Construction Access

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

All equipment and vehicles that access the construction area **must** use an existing driveway or a stabilized construction entrance.

- Use BMP C105 Stabilized Construction Entrance wherever traffic will be entering or leaving a construction site if paved roads are within 1,000 ft of the site. Construct a 12-inch thick pad of 4-inch to 8-inch quarry spalls, a 4-inch course of asphalt treated base, or use existing pavement. Place a separation geotextile under the spalls to prevent fine sediment from pumping up into the rock pad. Install the construction entrance prior to any vehicles entering the site, at the location shown on the site plan. Create only one construction entrance per site.
- Use BMP **C103 High Visibility Fencing** to restrict traffic to the construction entrance.
- Remove any sediment that is tracked onto pavement by shoveling or street sweeping, and remove the collected sediment or stabilize it on site.

3 Control Flow Rates (not shown)

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

Protect properties and waterways downstream of the project site from erosion and the associated discharge of turbid waters. If your project is required to control flow rates, you must use the following BMPs as shown on the approved site plan:

- C203 Water Bars
- **C209 Outlet Protection**
- **C235 Straw Wattles**

4 Install Sediment Controls

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

You must install sediment controls before land disturbance to effectively minimize and control the discharge of pollutants and sediments.

Use and properly install BMP **C233 Silt Fence.** You *must* bury the filter fabric as shown in the diagram in order for the BMP to be effective. You *must* repair the silt fence if it is damaged.

Consider the following additional BMPs:

- C231 Brush Barrier
- C232 Gravel Filter Berm
- **C234 Vegetated Strip**
- **C235 Straw Wattles**

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

5 Stabilize Soils

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

- Stabilize all exposed soils whenever construction work will stop for more than two days at a time during the wet season (October 1 to April 30) or 7 days the rest of the year (the dry season).

- Stabilize all exposed soils at the end of the shift before a holiday or weekend.
- Stabilize all exposed soils with either vegetation, mat coverings, mulching, or in those areas to be paved, a compacted base material.
- Use BMP C123 Plastic Covering over all stockpiles with plastic or burlap if left unworked. Place sand-filled burlap or geotextile bags every 3 to 6 ft along seams and tie them together with twine to hold them in place.
- If you excavate soil for the foundation, backfill that soil against the foundation and grade it to drain away from the building. Once the disturbed landscape areas are graded, you must seed or sod the grass areas.

Consider the following additional BMPs:

- C120 Temporary and Permanent Seeding
- C121 Mulching
- C122 Nets and Blnakets
- C124 Sodding
- C125 Topsoiling/Composting
- C131 Gradient Terraces
- C140 Dust Control

6 Protect Slopes (not shown)

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

Design and construct cut-and-fill slopes to minimize erosion. Use the following practices:

- Reduce continuous length of slope with terracing and diversions
- Reduce slope steepness
- Roughen slope surfaces
- Use BMP C123 Plastic Covering over all exposed slopes
- Use BMP C120 Temporary and Permanent Seeding as soon as possible on exposed slopes

Manage off-site stormwater (run-on) separately from stormwater generated onsite. Divert off-site stormwater or groundwater away from slopes and disturbed areas with interceptor dikes, pipes, or swales.

You may not create cut slopes over 4 feet high or slopes steeper than 2 feet horizontal to 1 foot vertical. Fill slopes may not exceed 4 feet high or 3 feet horizontal to 1 foot vertical. Slopes that exceed these criteria require engineering.

Consider the following additional BMPs:

- C121 Mulching
- C122 Nets and Blankets
- C124 Sodding
- C203 Water Bars
- C208 Triangular Silt Dike (Geotextile-Encased Check Dam

7 Protect Drain Inlets

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

- Use BMP **C220 Storm Drain Inlet Protection** to protect all proposed and existing storm drain inlets during construction so that stormwater runoff does not enter the stormwater conveyance system without first being filtered or treated (or both) to remove sediment or other pollutants.
- Clean or remove and replace inlet protection devices when sediment has filled one-third of the available storage (unless a different standard is specified by the product manufacturer).
- Keep all approach roads clean.
- Do not allow sediment and street wash water to enter storm drains without treatment.

8 Stabilize Channels and Outlets

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

Design, construct, and stabilize all on-site conveyance channels to prevent erosion as needed. Use BMP **C209 Outlet Protection** to provide stabilization, including armoring material adequate to prevent erosion of outlets, adjacent streambanks, slopes, and downstream reaches at the outlets of all conveyance systems.

Consider the following additional BMPs:

- C122 Nets and Blankets
- C202 Channel Lining

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.

Provide cover, containment, and protection from vandalism for all chemicals, liquid products, petroleum products, and other materials that have the potential to pose a threat to human health or the environment.

Anytime you pour concrete, perform washout of the concrete trucks following BMP C154 Concrete Washout Area at designated washout areas only. Locate washout areas at least 50 ft from sensitive areas such as storm drains, open ditches, or water bodies, including wetlands.

Clean contaminated surfaces immediately following any spill incident. Apply fertilizers and pesticides in a manner and at rates that will not result in loss of chemical via stormwater runoff.

Use the following additional BMPs:

- C151 Concrete Handling
- C152 Sawcutting and Surfacing Pollution Prevention
- C153 Material Storage, Delivery, and Containment

10 Control De-Watering (not shown)

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.

You may discharge clean, non-turbid de-watering, such as well-point ground water, to systems that are tributaries to, or directly into, surface waters if the de-watering flow does not cause erosion or flooding or interfere with the operation of the stormwater system.

Use the following BMPs:

- **C220 Storm Drain Inlet Protection**
- C236 Vegetative Filtration

11 Maintain BMPs (not shown)

All temporary and permanent erosion and sediment control BMPs must be maintained and repaired as needed to assure continued performance of their intended function.

During the dry season, inspect sediment control BMPs weekly or after a runoff-producing storm event. During the wet season, inspect BMPs daily. Use BMP C150 Materials on Hand to ensure you are ready for a heavy rain.

All temporary erosion and sediment control BMPs must 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 must be removed or stabilized on site. Disturbed soil areas resulting from removal of BMPs or vegetation must be permanently stabilized.

12 Manage the Project (not shown)

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

- Fully implement this Construction SWPPP at all times.
- Modify this Construction SWPPP 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.
- Inspect, maintain, and repair all BMPs as needed to ensure continued performance of their intended function.

13 Protect Low-Impact Development BMPs

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

If there are any Low-Impact Development BMPs planned for the site:

- Use BMP **C103 High Visibility Fence** to exclude all construction and foot traffic from the infiltration, bio-retention, or rain garden areas.
- Protect all infiltration areas or bio-retention and rain garden BMPs from sedimentation through installation and maintenance of erosion and sediment control BMPs on portions of the site that drain into those areas.
- Use BMP **C233 Silt Fence** or **C234 Vegetated Strip** to control and avoid introducing sediment onto permeable pavements. Bury the bottom of the filter fabric at least 4 inches below the ground surface. **Backfill and tamp soil in place over the buried portion of the filter fabric, so that no flow can pass beneath the fence and scouring cannot occur.** Drive or place the fence posts into the ground at least 18 inches. A 12-inch minimum depth is allowed if topsoil or other soft subgrade soil is not present and 18 inches cannot be reached.
- If pavements are fouled with sediments or no longer pass an initial infiltration test, clean them using procedures from the Stormwater Manual or the manufacturer's procedures.

Consider the following additional BMPs:

- C102 Buffer Zones
- C208 Triangular Silt Dike
- C231 Brush Barrier

Temporary Erosion and Sediment Control Material Suppliers

This list is not meant to be all-inclusive; other supply sources may be available. Not all supplies may be available from one source. It is the responsibility of the person(s) doing the work to ensure they have the supplies they need, and they are installed correctly.

ACF West
Woodinville Corporate Center II
Building A #400
15540 Woodinville-Redmond Road
Woodinville, WA 98072
Phone: 425-415-6115 or 1-800-423-4567
www.acfwest.com

H.B. Jaeger
1687 Port Drive
Burlington, WA 98233
Phone: 360-707-5958
www.hbjaeger.com

Ferguson Supply
2010 Park Lane
Burlington, WA 98233
Phone: 360-707-2030
www.ferguson.com

Lefeber Turf Farm
15195 State Route 536
Mount Vernon, WA 98273
Phone: 360-428-4054
www.lefeberturf.com

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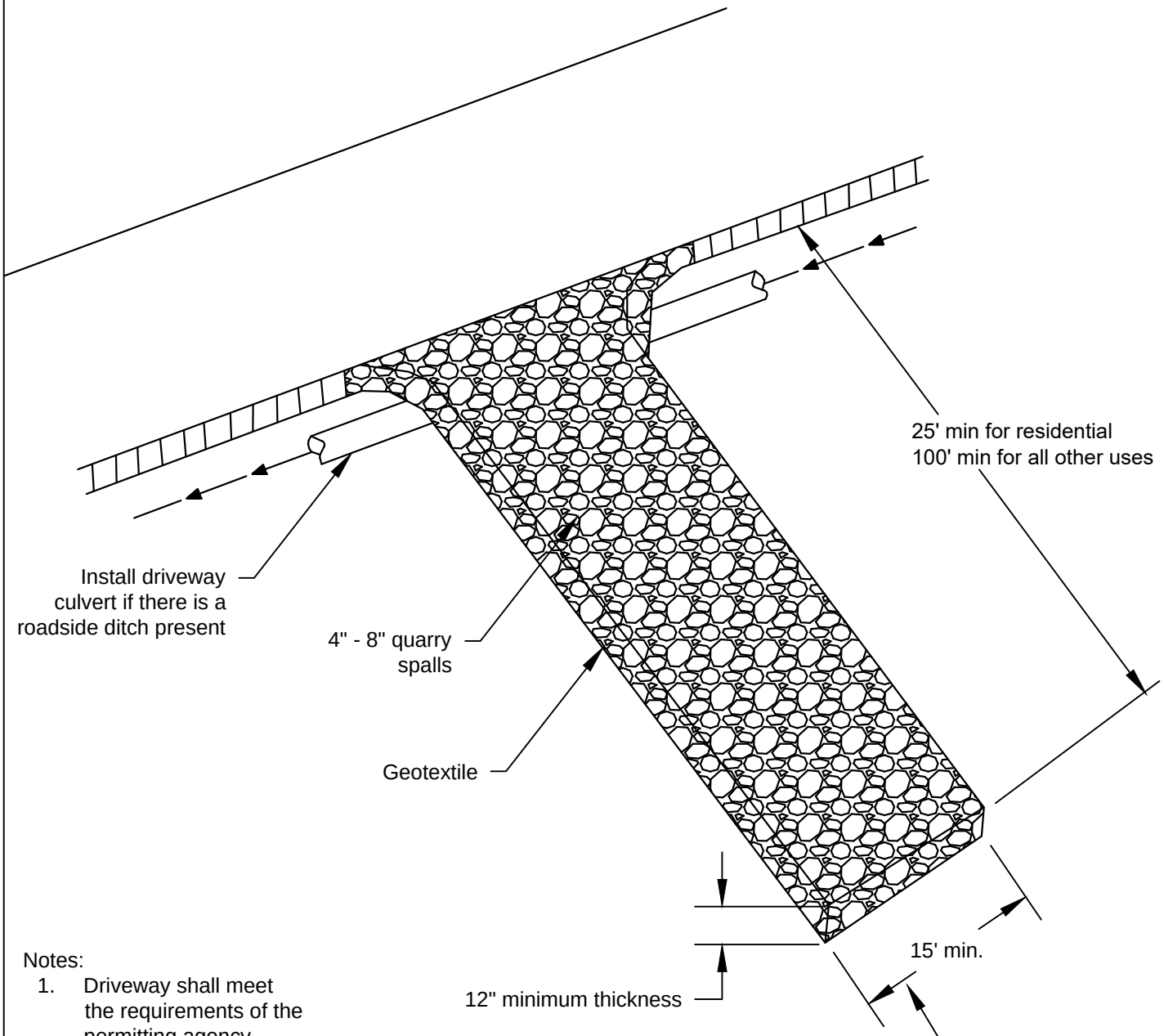

Notes:

1. Driveway shall meet the requirements of the permitting agency.
2. It is recommended that the entrance be crowned so that runoff drains off the pad.

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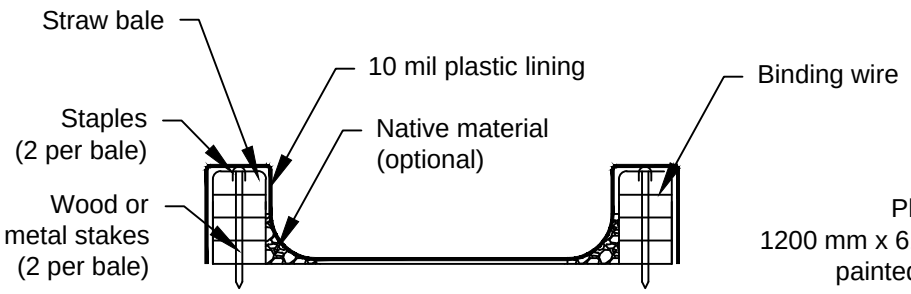
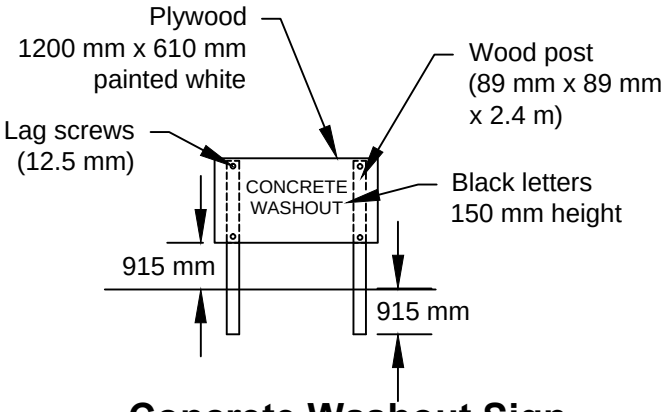
State of Washington

BMP C105--Figure II-4.1.1
Stabilized Construction Entrance

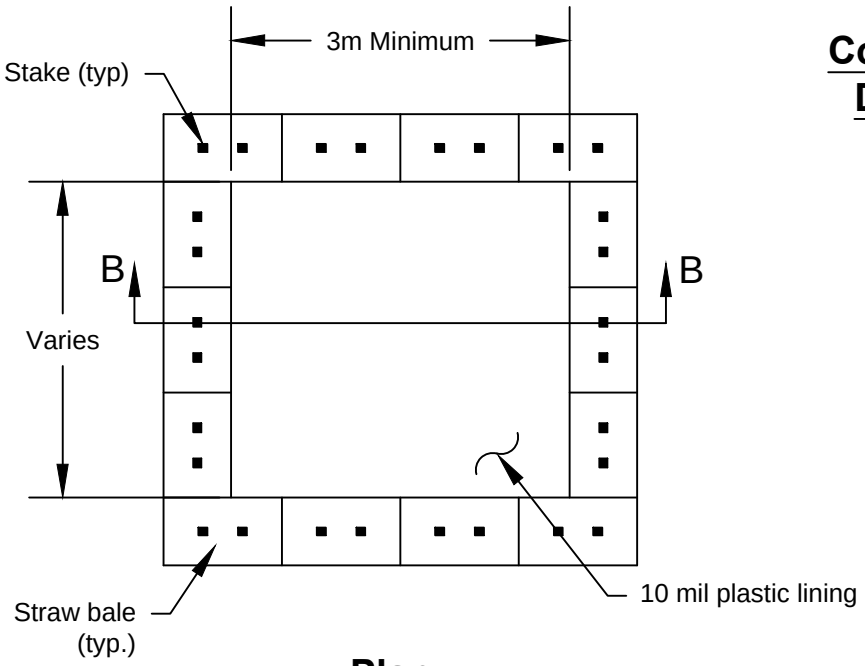
Revised June 2015



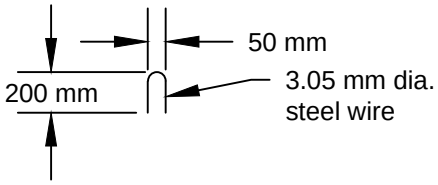
Section B-B



Concrete Washout Sign Detail (or equivalent)



Plan



Staple Detail

Notes:

1. Actual layout determined in the field.
2. The concrete washout sign shall be installed within 10 m of the temporary concrete washout facility.

Type "Above Grade" with Straw Bales

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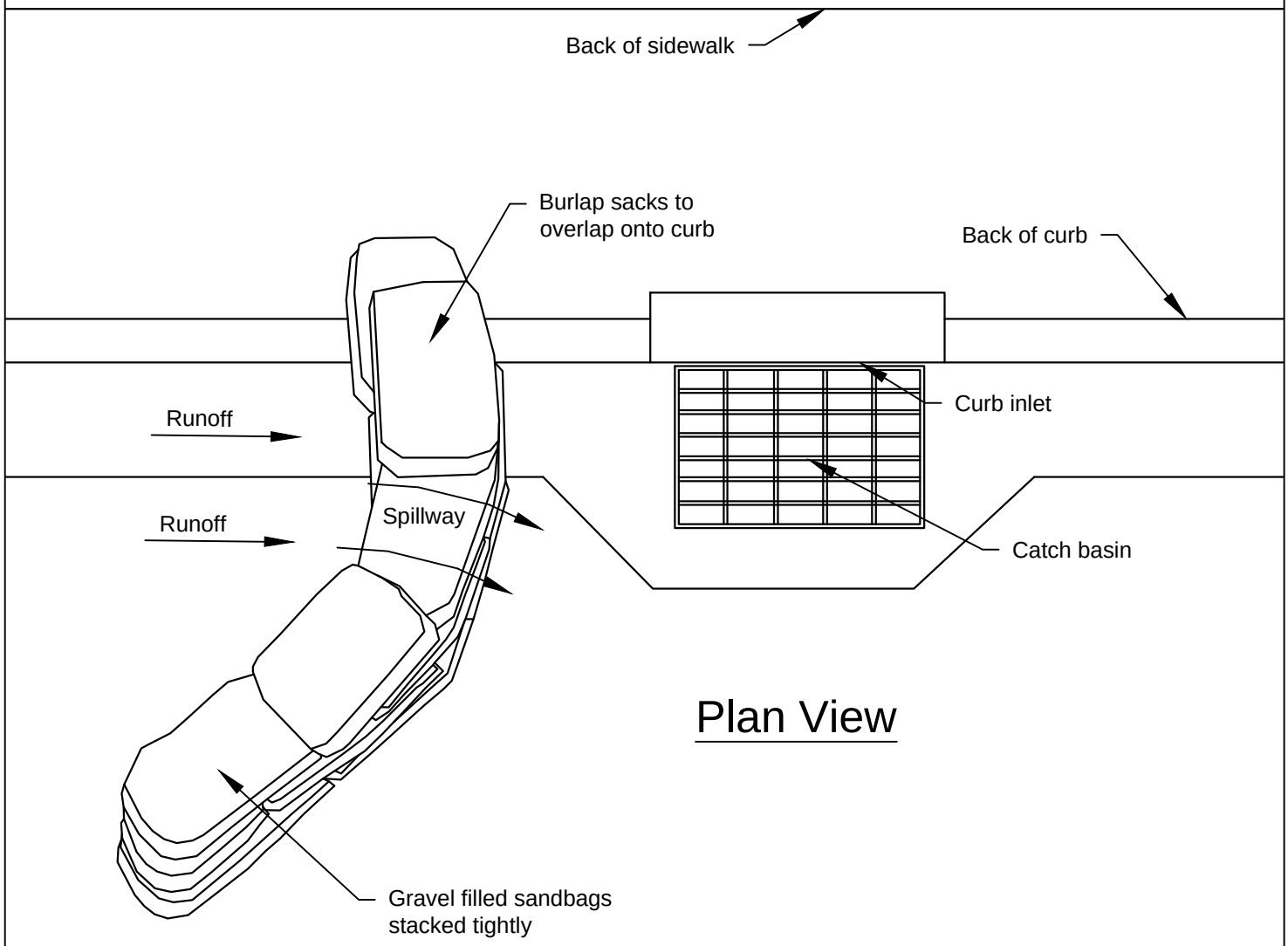
BMP C154--Figure II-4.1.7b
Concrete Washout Area

Revised June 2015



Plan View

Notes:

1. Place curb type sediment barriers on gently sloping street segments, where water can pond and allow sediment to separate from runoff.
2. Sandbags of either burlap or woven 'geotextile' fabric, are filled with gravel, layered and packed tightly.
3. Leave a one sandbag gap in the top row to provide a spillway for overflow.
4. Inspect barriers and remove sediment after each storm event. Sediment and gravel must be removed from the traveled way immediately.

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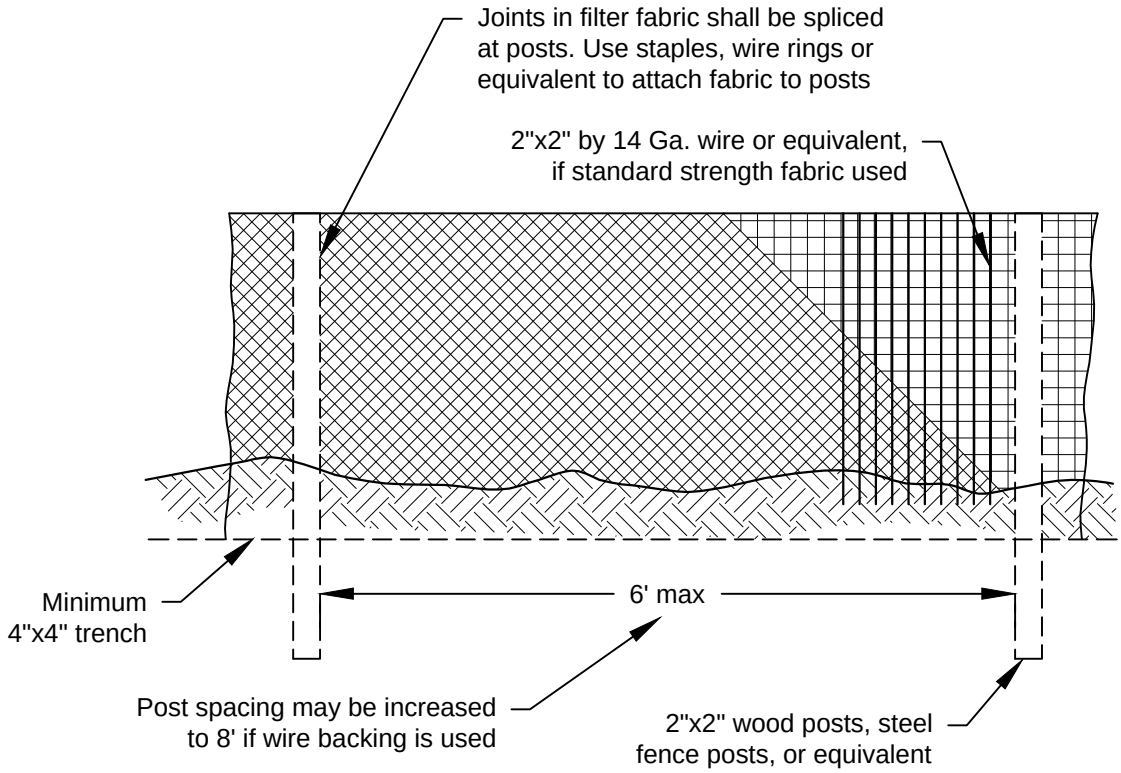
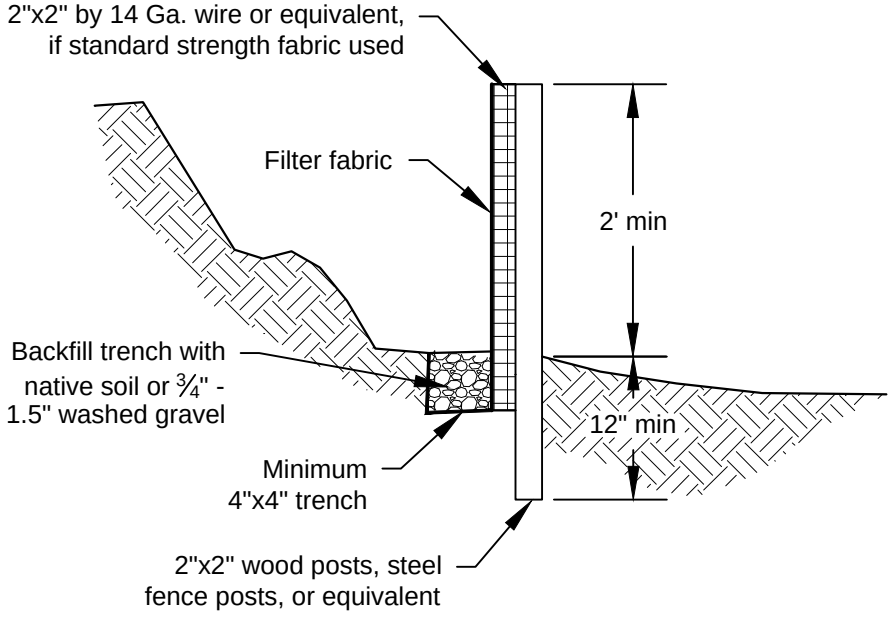
BMP C220--Figure II-4.2.10
Curb and Gutter Barrier

Revised September 2015





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BMP C233--Figure II-4.2.12
Silt Fence

Revised October 2014

BMP C235: Wattles

Purpose

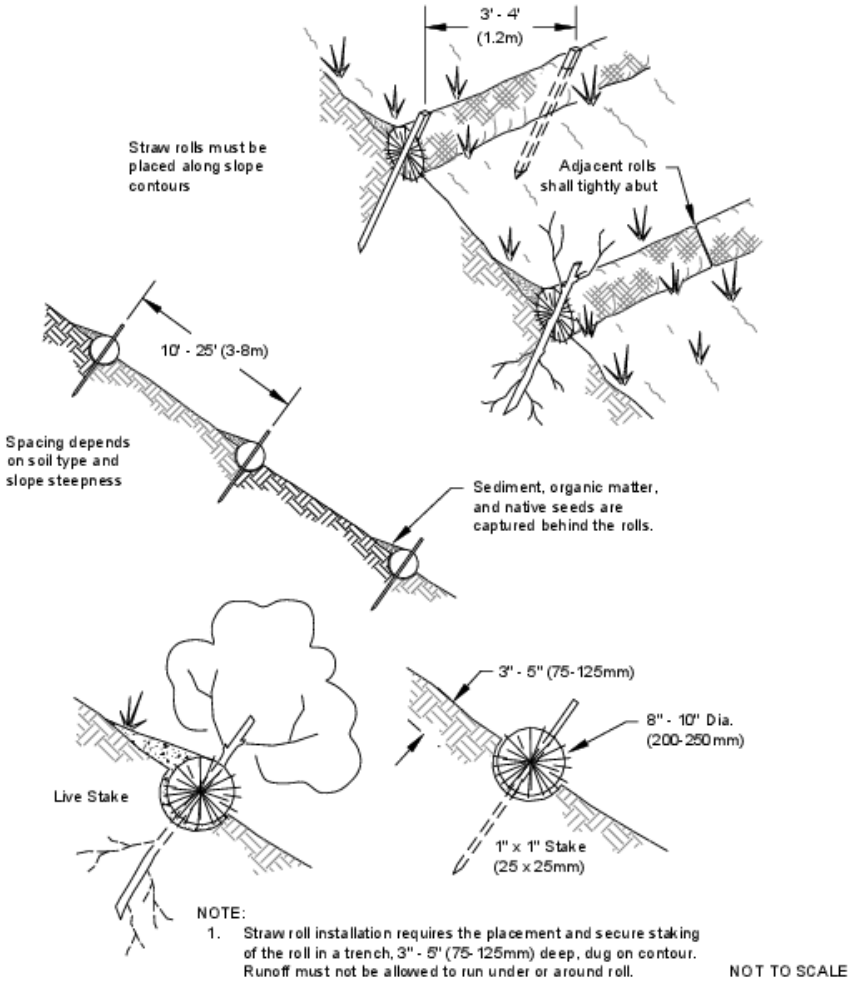
Wattles are temporary erosion and sediment control barriers consisting of straw, compost, or other material that is wrapped in biodegradable tubular plastic or similar encasing material. They reduce the velocity and can spread the flow of rill and sheet runoff, and can capture and retain sediment. Wattles are typically 8 to 10 inches in diameter and 25-30 feet in length. Wattles are placed in shallow trenches and staked along the contour of disturbed or newly constructed slopes.

Conditions of Use

- Use wattles:
  - In disturbed areas that require immediate erosion protection.
  - On exposed soils during the period of short construction delays, or over winter months.
  - On slopes requiring stabilization until permanent vegetation can be established.
- The material used dictates the effectiveness period of the wattle. Generally, Wattles are typically effective for one to two seasons.
- Prevent rilling beneath wattles by properly entrenching and abutting wattles together to prevent water from passing between them.

Design Criteria

- Install wattles perpendicular to the flow direction and parallel to the slope contour.
- Narrow trenches should be dug across the slope on contour to a depth of 3- to 5-inches on clay soils and soils with gradual slopes. On loose soils, steep slopes, and areas with high rainfall, the trenches should be dug to a depth of 5- to 7- inches, or 1/2 to 2/3 of the thickness of the wattle.
- Start building trenches and installing wattles from the base of the slope and work up. Spread excavated material evenly along the uphill slope and compacted using hand tamping or other methods.
- Construct trenches at intervals of 10- to 25-feet depending on the steepness of the slope, soil type, and rainfall. The steeper the slope the closer together the trenches.
- Install the wattles snugly into the trenches and abut tightly end to end. Do not overlap the ends.



- Install stakes at each end of the wattle, and at 4-foot centers along entire length of wattle.
- If required, install pilot holes for the stakes using a straight bar to drive holes through the wattle and into the soil.
- Wooden stakes should be approximately 3/4 x 3/4 x 24 inches min. Willow cuttings or 3/8-inch rebar can also be used for stakes.
- Stakes should be driven through the middle of the wattle, leaving 2 to 3 inches of the stake protruding above the wattle.

Maintenance Standards

- Wattles may require maintenance to ensure they are in contact with soil and thoroughly entrenched, especially after significant rainfall on steep sandy soils.
- Inspect the slope after significant storms and repair any areas where wattles are not tightly abutted or water has scoured beneath the wattles.

Approved as Equivalent

Ecology has approved products as able to meet the requirements of BMP C235, available for review at www.ecy.wa.gov/programs/wq/stormwater/newtech/equivalent.html