

SINGLE FAMILY RESIDENCE PERMIT APPLICATION PACKET



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Single Family Permit Packet

SF 41

Development Services Department

865 S.E. Barrington Dr. ~ Oak Harbor, WA 98277 ~ Phone (360) 279 4510 ~ Fax (360) 279-4519

Single Family Residence Submittal Specifications Summary

In order to submit a building permit for a single family residence, applicants will be required to provide a fully completed submittal packet to the Development Services Department's Permit Counter. A Development Services staff member will go over the plans and application materials to make sure that the required documentation and information are received.

No effort will be made to evaluate the accuracy of the information provided. It will be the applicant's responsibility to ensure the submittal is in compliance with the provisions of the Oak Harbor Municipal Code (OHMC), Engineering Standards, and other applicable codes and statutes.

Completed Application

The single family residence building permit application shall be submitted and completed in full. The Island County Assessor's Office is the governmental body that assigns parcel numbers. Please contact the Assessor's Office for parcel number information. A project address will be assigned at submittal if one does not already exist for the property.

Contractor/Contact Information

Applicants shall provide a primary contact for the project as well as contractor license information if using a contractor. A City of Oak Harbor business license is required for all contractors being used. Business license applications must be submitted and approved by the Finance Department prior to your contractors performing any work on the project. Please contact Finance Department for more information.

Construction Plans

All documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the codes, relevant laws, ordinances, rules and regulations, as determined by the appropriate code official.

Applicants shall provide two complete sets of construction plans (24"x36") signed and stamped by an Washington State registered design professional (if applicable), verifying that each component of the submittal is in compliance with all applicable building and design codes. Plans must be drawn to scale (1/4" = 1') and include the following plan pages and information:

Use this checklist to ensure that all necessary information is provided for review of your project.

Requirements for Submittal

- _____ Two (2) completed Building Permit Applications (Sheet 02)
- _____ Two (2) accurate fully dimensioned plot plans
- _____ Two (2) sets of construction drawings
- _____ Two (2) sets of engineered drawings and calculations (If required)
- _____ Two (2) completed Energy Code applications
- _____ Verification or photocopy of current Washington State Contractor License
- _____ Cross-Connection Control survey application (Sheet 22)

APPLICATIONS ARE ONLY CONSIDERED COMPLETE IF ALL INFORMATION REQUESTED ON FORMS IS FILLED IN.

A. FEES DUE AT TIME OF PERMIT APPLICATION

The following non-refundable fees will be collected at the time of application for all residential projects.

1. Building Plan Check Fee

B. CODES

The City of Oak Harbor currently enforces the following:

National Codes

1. International Building Code (IBC)
2. International Residential Code (IRC)
3. International Mechanical Code (IMC)
4. International Fuel Gas Code (IFGC)
5. International Fire Code (IFC)
6. Uniform Plumbing Code (UPC)
7. International Property Maintenance Code (IPMC)
8. Accessible & Usable Buildings and Facilities (ICC/ANSI A117.1)

Washington State Amendments

1. WAC 51-50 Washington State Building Code
2. WAC 51-51 Washington State Residential Code
3. WAC 51-52 Washington State Mechanical Code
4. WAC 51-54 Washington State Fire Code
5. WAC 51-56 Washington State Plumbing Code
6. WAC 51-11R WSEC Residential Provisions
7. WAC 51-11C WSEC Commercial Provisions
8. WAC 296-46B Electrical Safety Standards, Administration, and Installation

Oak Harbor Local Amendments and Regulations

1. Oak Harbor Municipal Code Title 17 Buildings
 - Chapter 17.05 International Building Code
 - Chapter 17.06 International Residential Code
 - Chapter 17.10 International Mechanical Code
 - Chapter 17.12 Uniform Plumbing Code
 - Chapter 17.14 Washington State Energy Code
 - Chapter 17.22 International Property Maintenance Code
2. Oak Harbor Municipal Code Title 19 Zoning Code
3. Oak Harbor Municipal Code Title 8 Fire Code
 - Chapter 8.03 international Fire Code
 - Chapter 8.05 Fire Protection Features in Buildings
 - Chapter 8.12 Alarm systems

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C. CITY OF OAK HARBOR DESIGN REQUIREMENTS

Design Wind Speed:	85 miles per hour (IRC Figure R301.2(4))
Ground Snow Load:	15 pounds per square foot (IRC Figure 301.2(5))
Rain or Snow Surcharge:	5 psf added to flat roofs if slope is <1/2qper foot
Seismic Zone:	D2 (IRC 301.2(2))
Rainfall:	2 inches per hour for roof drainage design.
Frost Line Depth:	12 inches
Soil Bearing Capacity:	1,500 psf unless a Geo-Technical Report is provided.

D. PLANS AND DRAWINGS

Submit two (2) complete sets of drawings and plans. Drawings and plans must be submitted on minimum 18+X 24+, or maximum 30+X 42+paper. All sheets are to be the same size and sequentially labeled. Plans are required to be clearly legible, with scaled dimensions, in indelible ink, blue line, or other professional media. Plans will not be accepted that are marked preliminary or not for construction, that have red lines, cut and paste details or those that have been altered after the design professional has signed the plans.

Please Note: A separate submittal of plans is required for each building or structure.

E. SITE PLAN – REQUIRED WITH ALL SUBMITTALS

1. Two (2) complete sets of plans on 8.5+X 11+paper which reflect all of the information noted in the Site Improvement and Drainage Plan Requirements for Residential Construction.

F. FOUNDATION PLAN (Minimum 1/4" Scale)

1. Show north direction
2. Indicate the Frontage Street, (and side street if corner lot).
3. Show the location and dimension to all property lines.
4. Show the location for existing and/or proposed easements
5. Provide the scale for the drawing.
6. Show outline of foundation with section cuts and dimensions; include maximum wall heights and all connections.
7. Provide the location and size of all beams, posts, interior footings and thickened footings within slabs with their dimensions and connections.
8. Provide detail of step down foundation and footings with required reinforcing steel.
9. Show spacing of anchor bolts, location, and type of hold down fasteners to the foundation.
10. Retaining walls.
11. Show the location and size of all crawl space vents and the crawl space access with size and location.
12. Show footing depth below grade and show the clearance between grade and sill plate.
13. Show the floor joist size, spacing, direction, support, connections and blocking.
14. Show all floor insulation.
15. Label any space within the foundation (i.e. basement, garage, storage room, ect.)

Note! Oak Harbor is in seismic design category D2 which requires that foundations with stem walls have a minimum #4 rebar at top and minimum #4 rebar at bottom of footing.

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Note! All footings are to be below root level and entrenched below grade of interior crawl area. Crawl areas shall be provided with drainage and connected to foundation drains.

G. FLOOR PLAN (Minimum 1/4" Scale)

1. Indicate the dimensions of all areas and the use of each room. Include fixed cabinet, counter or island facilities.
2. Show all roof, floor or deck joist size, spacing, direction, support, connections. Blocking, ect.
3. Show the location of exhaust fans, smoke detectors, hot water heater, heating units, plumbing fixtures and any other mechanical equipment.
4. Show the location of the attic and/or crawl space access.
5. Include all exterior decks on your floor plan, with necessary structural details and attachment to the house.

Note! Smoke detectors are required at each level of the home and in all rooms that can be used for sleeping. All smoke alarms shall be listed and installed in accordance with the IRC and provisions of NFPA 72.

H. ARCHITECTURAL CROSS SECTIONS & DETAILS (Minimum 1/4" Scale)

1. Show a typical roof section with all materials labeled; indicate size and spacing of all members; include all dimensions, venting, insulation and connections
2. Show a typical foundation and floor section with all material labeled; indicate size and spacing of all members; include all dimensions, venting, insulation and connections.
3. Show a typical wall section with all materials labeled; indicate size and spacing of all members and insulation values.
4. Show all connection details, including post-beam, post-footing, collar tie, ect.
5. Provide the dimensions for all stairs, with details showing rise, run, headroom and handrails. Guards require intermediate rails to be less than 4+apart; handrails are to be 34+to 38+from nose of the tread and to be returned. Show any fire blocking, landing sizes. Specify one-hour fire resistive construction for any usable space under the stairs.
6. Show a section detail for any fireplace, including the hearth and hearth extension. Include dimensions, materials, clearance from combustibles, height above roof, reinforcing, seismic anchorage and foundation details.

I. STRUCTURAL NOTES

1. Specify all design load values, including dead, live snow, wind, lateral retaining wall pressures and soil bearing values.
2. Specify minimum design concrete strength, concrete sack mix and reinforcing bar grade.
3. Specify the grade and species of all framing lumber.
4. Specify the combination symbol (strength) of all GLU-LAM beams.
5. Specify all metal connectors, including joist hangers, clips, post caps, post bases, ect.
6. Provide details showing the complete load path transfer at roof perimeter, interior shear walls, cantilevered floors, off-set shear walls and ceiling diaphragm to shear walls (if used).
7. Provide a shear wall schedule noting nail spacing, blocking, bolts, top and bottom plat nailing.
8. Locate all hold down straps on the drawings.



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J. STRUCTURAL CALCULATIONS

1. Provide two (2) sets of structural calculations if prepared by an engineer or architect registered with the State of Washington. (Not required if using Prescriptive Design Approach from the IRC/IBC.)

K. ELEVATIONS

1. Show elevations views of each side of the structure; provide finished floor level for each floor.
2. Show existing and proposed grades.
3. Show the maximum building height.
4. Show the maximum site slope.
5. Show all roof overhangs and any chimney clearances from the roof.
6. Indicate the pitch of the roof.

L. DOORS & WINDOWS

1. Show size and type of all doors.
2. Show the door size, type and closure device for doors between the garage and dwelling.
3. Show all window sizes and openable areas.
4. Show all sleeping room egress window locations, sill heights, methods of opening, dimension of openable area and clear open space.
5. Show size and type of all skylights.

M. WASHINGTON STATE ENERGY CODE

1. Provide one (1) completed copies of the **2012 WSEC Residential Prescriptive Compliance Form**.
2. Show the insulation R values on the floor plan drawings and glazing class of all windows and skylights.

To ensure that you have the most current information, please contact the City of Oak Harbor Building Department (360) 279-4510.

Applications delivered by mail will not be accepted.

Incomplete applications will not be accepted.

I acknowledge that all items designated as submittal requirements must accompany my Building Permit Application to be considered a complete submittal.

Signature: _____
Owner/Owner's Representative

Date: _____

Company: _____

Phone: _____



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Project Information

Site Address: _____

Project Description: _____

Project Valuation: _____ Parcel Number: _____

Legal Description: _____

Permit Type (check all that apply)

<input type="checkbox"/> New SFR Residential	<input type="checkbox"/> New Commercial	<input type="checkbox"/> Commercial Plumbing	<input type="checkbox"/> Accessory Building
<input type="checkbox"/> SFR Alteration	<input type="checkbox"/> Commercial Alteration	<input type="checkbox"/> Commercial Mechanical	<input type="checkbox"/> Agricultural Building
<input type="checkbox"/> SFR Addition	<input type="checkbox"/> Commercial Addition	<input type="checkbox"/>	<input type="checkbox"/> Demolition
<input type="checkbox"/> SFR Mechanical	<input type="checkbox"/> Tenant Improvement	<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Irrigation System
<input type="checkbox"/> SFR Plumbing	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Sign	<input type="checkbox"/> Other

Applicant Information

Name: _____ Phone: _____

Address: _____ City/St/Zip: _____

Contact: _____ Phone: _____

Cell: _____ Email: _____

Property Owner

Name: _____ Phone: _____

Address: _____ City/St/Zip: _____

Contact: _____ Phone: _____

Cell: _____ Email: _____

Contractor Information

Name: _____ Phone: _____

Address: _____ City/St/Zip: _____

Contact: _____ Phone: _____

Cell: _____ Email: _____

Design Professional

Architect Engineer Designer

Name: _____ Phone: _____

Address: _____ City/St/Zip: _____

Contact: _____ Phone: _____

Cell: _____ Email: _____



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PLUMBING			
Please indicate the quantity of fixtures where applicable			
ITEM	FEE	QTY	AMOUNT
Basic Permit Fee			\$20.00
Bar Sink	\$7.00		
Bathtub or Bath/shwr combo	\$7.00		
Clothes Washer	\$7.00		
Dishwasher	\$7.00		
Hose Bibb	\$5.00		
Kitchen Sink	\$7.00		
Laundry Sink	\$7.00		
Lavatory Sink	\$7.00		
Shower (stand-alone)	\$7.00		
Toilet	\$7.00		
Vacuum Breakers	\$7.00		
Water Heater (Ele only)	\$12.00		
Other	\$7.00		
Traps Other than above items	\$7.00		
Backflow Device 2+or less	\$7.00		
Backflow Device 2+or more	\$15.00		
Lawn Irrigation Zones Ea.	\$7.00		
Alteration or Repair of Drainage Piping, Ea Fixture	\$7.00		
Misc. Equip	\$7.00		

MECHANICAL			
Please indicate the quantity of units where applicable			
ITEM	FEE	QTY	AMOUNT
Basic Permit Fee			\$23.50
Furnace . including 100K BTU	\$15.00		
Furnace . over 100K BTU	\$15.00		
Unit Heater	\$15.00		
Appliance Vents	\$7.00		
Exhaust Hood	\$11.00		
Clothes Dryer	\$11.00		
Boilers- including 100K BTU	\$15.00		
Boiler . Over 100K BTU	\$27.00		
Gas Piping (1-5 outlets)	\$5.00		
Gas Piping Outlet over 5	\$1.00		
Fireplace Insert	\$25		
Fireplace Free Standing	\$35		
HVAC including 10K CFM	\$11.00		
HVAC over 10K CFM	\$18.00		
Furnace (over 100K)	\$18.00		
Incinerators (Com only)	\$15.00		
Evaporate Coolers	\$11.00		
Repair & Alter of Mech. Equip	14.00		
AC/Heat Pump	\$15.00		
Exhaust Vents	\$7.00		

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will compiled with whether specified herein or not, the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Print Name

Signature of Owner or Authorized Agent

Date

Use Zone	Lot Area	Vacant Site	Lot Coverage	Flood zone
Front Setback	Side Setback	Rear Setback	Design Review	Critical Areas
Occupancy Group	Type of Construction	No of Dwelling Units	Sq Ft Garage	Sq FT Carport
SQ Ft Floor #1	Sq Ft Floor #2	SQ FT Floor #3	Sq FT Deck	



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Prescriptive Energy Code Compliance for Single Family and Duplex Housing: Marine Zone 4

This project will use the requirements of the Prescriptive Path below and incorporate the minimum values listed. In addition, based on the size of the structure, the appropriate numbers of additional credits are checked as chosen by the permit applicant.

Insulation and Fenestration Requirements by Component ^a

Climate Zone Marine 4		
	R-Value ^a	U-Factor ^a
Fenestration U-Factor ^b	0.30	0.30
Skylight ^b U-Factor	0.50	0.50
Glazed Fenestration SHCC ^{b,e}	NR	n/a
Ceiling R-Value ^j	49 ^j	0.026
Wood Frame Wall R-Value ^{g,k,l}	21 int.	0.056
Mass Wall R-Value ^l	21/21 ^h	0.056
Floor R-Value	30 ^g	0.029
Below Grade Wall R-Value ^{c,k}	10/15/21 int + TB	0.042
Slab R-Value & Depth ^d	10, 2ft	n/a

See reverse side of this sheet for WSEC table R402.1.1 footnotes

Table 406.2 Energy Credits Total of 1 Credit Required

Opt.	Description		
1a	Efficient Building Envelope 1a	0.5	
1b	Efficient Building Envelope 1b	1.0	
1c	Efficient Building Envelope 1c	2.0	
2a	Air Leakage Control and Efficient Ventilation 2a	0.5	
2b	Air Leakage Control and Efficient Ventilation 2b	1.0	
2c	Air Leakage Control and Efficient Ventilation 2c	1.5	
3a	High Efficiency HVAC Equipment 3a	0.5	
3b	High Efficiency HVAC Equipment 3b	1.0	
3c	High Efficiency HVAC Equipment 3c	2.0	
3d	High Efficiency HVAC Equip . ductless Split system Heat Pumps, Zonal control 3d	1.0	
4	High Efficiency HVAC Distribution System	1.0	
5a	Efficient Water Heating 5a	0.5	
5b	Efficient Water Heating 5b	1.5	
6	Renewable Electric Energy	0.5	
	Required Credits	Small SFR < 1,500	1.0
		Medium SFR 1,501 to 4,999	1.5
		Large SFR > 5,000	2.5
Total Credits			

Authorized Representative _____ Date _____

WSEC table R402.1.1 footnotes

For SI: 1 foot = 304.8 mm, ci. = continuous insulation, int. = intermediate framing

- a *R*-values are minimums. *U*-factors and SHGC are maximums. When insulation is installed in a cavity which is less than the label or design thickness of the insulation, the compressed *R*-value of the insulation from Appendix Table A101.4 shall not be less than the *R*-value specified in the table.
- b The fenestration *U*-factor column excludes skylights. The SHGC column applies to all glazed fenestration. Exception: Skylights may be excluded from glazed fenestration SHGC requirements in Climate Zones 1 through 3 where the SHGC for such skylights does not exceed 0.30.
- c R-15/21 + TB+ means R-10 continuous insulation on the exterior of the wall, or R-15 on the continuous insulation on the interior of the wall, or R-21 cavity insulation plus a thermal break between the slab and the basement wall at the interior of the basement wall. R-15/21 + TB+ shall be permitted to be met with R-13 cavity insulation on the interior of the basement wall plus R-5 continuous insulation on the interior or exterior of the wall. R-13+ means R-10 continuous insulation on the interior or exterior of the home or R-13 cavity insulation at the interior of the basement wall. TB+ means thermal break between floor slab and basement wall.
- d R-10 continuous insulation is required under heated slab or on grade floors. See R402.2.9.1.
- e There are no SHGC requirements in the Marine Zone.
- f Basement wall insulation is not required in warm-humid locations as defined by Figure R301.1 and Table R301.1.
- g Reserved
- h First value is cavity insulation, second is continuous insulation or insulated siding, so R-13 + 5+ means R-13 cavity insulation plus R-5 continuous insulation or insulated siding. If structural sheathing covers 40 percent or less of the exterior, continuous insulation *R*-value shall be permitted to be reduced by no more than R-3 in the locations where structural sheathing is used to maintain a consistent total sheathing thickness.
- i The second *R*-value applies when more than half the insulation is on the interior of the mass wall.
- j For single rafter- or joist. vaulted ceilings, the insulation may be reduced to R-38.
- k Int. (intermediate framing) denotes standard framing 16 inches on center with headers insulated with a minimum of R-10 insulation.
- l Log and solid timber walls with a minimum average thickness of 3.5 inches are exempt from this insulation requirement.



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The purpose of this questionnaire is to help determine if you have any special plumbing or activities that pose an increased risk of contamination to the city water system. Please fill out the following questionnaire and check the appropriate boxes that apply to your project.

TYPE OF RESIDENCE: Single Family Duplex Other: _____

Project Site Address: _____ Property Tax Parcel: _____

Project Description: _____

Owner's Name: _____

Owner's Address: _____ Phone : (_____) _____ - _____

Email address: _____

Place a check next to all equipment and fixtures listed below that are, or will be connected to water for use at your project or residence.

- | | |
|------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Hot tub | <input type="checkbox"/> Heating systems using Water |
| <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Medical Equipment |
| <input type="checkbox"/> Spa/Sauna | <input type="checkbox"/> Private well on property |
| <input type="checkbox"/> Air Conditioner | <input type="checkbox"/> Livestock Watering |
| <input type="checkbox"/> Water Treatment /Filtration System | <input type="checkbox"/> Photo Developing Equipment |
| <input type="checkbox"/> Decorative Pond /Fountain | <input type="checkbox"/> Gray water system |
| <input type="checkbox"/> Drinking Fountain | <input type="checkbox"/> Water supply to dock or boat moorage |
| <input type="checkbox"/> Lawn Landscape Irrigation w/o chemicals | <input type="checkbox"/> Septic Pump |
| <input type="checkbox"/> Garbage Disposals | <input type="checkbox"/> None of the Above |
| <input type="checkbox"/> Solar Heating Equipment | <input type="checkbox"/> Lawn Landscape Irrigation with chemicals |
| <input type="checkbox"/> Heat Pumps | |

The above information is complete and accurate to the best of my knowledge. I understand that any changes in equipment connected to the domestic water system must be reported immediately to the city of Oak Harbor Building Division and Water Division as a condition of continued service.

Completed By: _____ Date: _____