



MASON COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

P.O. Box 186 u 426 W Cedar Street u Shelton, WA 98584

www.co.mason.wa.us

- Building
- Planning

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PERMIT REQUIREMENTS

A complete, accurate, and detailed site plan is important to avoid delays in the review and approval of your project. The following items will be required for a complete the building permit application package. Additional information may be needed depending upon individual site conditions.

Requirements	Septic Approval	Site Built Home	Manufactured Home	Man. Home Replacement	Addition or Remodel	Garage, Barn or Carport	Retaining Wall, Deck	Bulkhead or Dock, ●	Demolition of Structure	Mechanical or Plumbing	Re-Roof Structure	Commercial Projects
Building Permit Application Form		✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
Plumbing/Mechanical Application Form		✓			✓	✓				✓		✓
Site Plan		1	1	1	1	1	1	1	1			1
Small Parcel Stormwater Application/Worksheet		✓	✓	✓	✓	✓	✓					✓
Energy Code Application Form		✓			✓	If Heated						✓
Engineered Calculations ◆ ☒		2			2	2	2	2				2
Construction Plans ☒		3			3	3	3	3				3
Floor Plan			✓	✓	✓	✓						
Property Lines Flagged	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓
Geotechnical Study ◆ See instructions on back		3	3	3	3	3	3	3				3
Fire Apparatus Access Road		✓	✓	✓								✓
Road Access Permit	✓	✓	✓	✓		✓	◆	◆				✓
Floor Plan			✓	✓	✓	✓						
SEPA ◆								✓				✓
PUBLIC HEALTH REQUIREMENTS												
Development Application Public Health		✓	✓	✓	✓	✓	✓					✓
Septic Records		✓	✓	✓	✓	✓	✓					✓
Septic Permit Application & Septic Design	3											
Water Adequacy Form		✓	✓	✓								✓
Septic Pumpers Report Existing systems older than 3 years.		✗	✗	✗	✗	✗				◆		✗

The number in the table indicates the number of copies required if applicable.

- ✓ Required for submittal of a complete application.
- ✗ A pumpers report may be required when a septic system is existing and has been installed for three or more years. The report, dated within the last three years, shall include the size and condition of both tank and baffles.
- Additional information and permits may be required by the Planning Dept. call extension 352 for information.
- ◆ If applicable, needed when site conditions require additional information.
- ☒ Engineered plans shall have design information & details transferred onto plans. One copy of the plans and calculations shall be wet-stamped.

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SUBMITTAL SPECIFICATIONS AND INFORMATION

Site Plan: Site plans must be drawn to scale and at least 8 ½" x 11". Scale not less than 1"=60'. Checklist indicating information required on the site plan is listed on the site plan application. Incomplete site plans may cause a delay in the review and approval of your project.

Construction Plans: Plans must be drawn to scale, preferred ¼" = 1'. Dimensions must be noted on the plans. A complete set of plans shall include foundation plan, framing plans, floor plans, cross sections, and elevations. A complete building plan will give the building department enough information on how you plan to construct your project. If you plan to construct a log home, pole building greater than 864 square feet, or a metal, masonry, or concrete structure, calculations and plans, stamped by a Washington State licensed engineer may be required. The building official may require additional drawings, details, sections, or stamped-engineered calculations and/or details.

Directions to Site: Provide accurate directions to your project site. This information will be used by staff when they review the project and by building inspectors

Structural Engineered Calculations: Will be required if the proposed structure does not meet conventional construction standards. Include 2 sets of calculations with your permit application.

Driveway Access Permit: May be required if accessing a public road or right of way. Contact Mason County Public Works at (360) 427-9670, ext. 450

Washington State Energy Code: WSEC Energy envelope calculations and air quality compliance.

Existing On-Site Sewage System: Documentation of approved on-site sewage system and satisfactory operation and maintenance report within last 3 years.

Septic Approval or Sewer Permit: Septic design application must be approved by the Mason County Public Health prior to permit issuance for all development with septic systems. If sewer is available, sewer permits can be obtained by calling Mason County Utilities.

Water Availability: The water system manager must complete a Water Adequacy application if the project will be connected to a public/community water system. Private wells systems require a water well report, or capacity test, and bacteriological test within last 12 months.

RLC/Pre-Inspection: Pre- site inspection may be necessary for application. A site visit completed by a planner to identify critical areas and setback on the site.

Aquifer Recharge Areas: Areas where water infiltrates the soil, and percolates through it and surface rocks, to the groundwater table. These areas are mapped with Mason County Community Development.

Critical Area: Critical areas include shorelines, flood plains, streams, wetlands, important wildlife habitat areas and landslide hazard areas (such as steep slopes and marine bluffs). The planner may need to visit your site to decide whether a buffer zone is required between the critical area and the proposed structures. Please mark the corners of the proposed structure with flags or stakes.

Geotechnical Study: A geotechnical assessment or report will be required if the development is within 300 ft of a slope 14% or greater. Additionally if the parcel is located within a mapped Landslide/Erosion Hazard Area

Wetland: Areas that are inundated or saturated by surface water or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

Buffer: An area of land or designated for the purpose of insulating or separating a structure or land use from a critical area or resource land in such a manner as to reduce or mitigate any adverse impacts of the developed area.

Parcel Number: a 12-digit tax assessment number assigned to each parcel by the Assessor's Office.

Legal Description: This describes the parcel of land identified by the 12-digit tax identification number. It is acceptable to submit a legal description of the parcel as it appears on deeds, real estate contracts, and statutory warranty deed, or in records at the Assessor's office. Legal descriptions are used to check the dimensions of a parcel and any underlying restrictions (such as setbacks from property lines or easements, lot coverage, or height of buildings).

Address: Site addresses are assigned through the Mason County Department of Community Development; call (360) 427-9670 ext. 352 for more information.

Contractor Registration Number: Contractors must be licensed with the state. The contractor license number can be obtained from the general contractor that will be performing the work or through the Labor & Industries website at: <https://www2.wa.gov/lni/bbip/contractor.asp> an owner can be an owner-contractor when building on his or her own property.

SEPA: The State Environmental Policy Act, 43.21c RCW and implementing State and County administrative rules

MASON COUNTY BUILDING PERMIT REQUIREMENTS

426 West Cedar Street • P.O. Box 186, Shelton, WA 98584
360. 427.9670 • FAX 360. 427.7798 • 360. 275.4467 • www.co.mason.wa.us

Below is a list of items needed for a complete residential building permit application. Commercial projects may have additional requirements. A Pre-Application meeting for commercial projects should be scheduled to address additional requirements http://www.co.mason.wa.us/forms/Community_Dev/presubmission.pdf

- Building Permit Application Form.** Complete, detailed information will expedite your application. Give special attention to: directions to your site, the legal description, parcel number of your property and Contractor L&I Registration information. The building plan review fee and Planning review fees are due at the time of application. Permit balance is due at time permit is approved and issued. http://www.co.mason.wa.us/forms/Community_Dev/building_permitapp.PDF
- Environmental Health's Development Application** must be completed with your permit package. Contact Public Health for fees (ext. 400) http://www.co.mason.wa.us/forms/Env_Health/com_dev_ah_review.pdf
- Project Site Information.** A site plan drawn to scale including topography and stormwater drainage is necessary for all projects. A sample site plan is attached. http://www.co.mason.wa.us/forms/Community_Dev/site_plan.pdf
- Stormwater "small parcel worksheet".** The worksheet must be completed and signed with your application package. http://www.co.mason.wa.us/forms/Community_Dev/small_parcel_stormwater_management_app.pdf
- Plumbing/Mechanical Permit Application.** A plumbing/mechanical application is needed when projects include relocation or new fixtures. http://www.co.mason.wa.us/forms/Community_Dev/plumbing_mech_permitapp.PDF
- Building Plans.** Three (3) complete sets of plans, drawn to scale (1/4" min.), which include the following: Foundation detail, framing detail, floor plan, cross section, and elevations. NOTE: Engineering is required on all log structures, any concrete walls over 8 feet in height, rock walls that are more than 6 feet and do not meet prescriptive design, any bearing studs that exceeds 10 feet in height, and where braced wall panels do not meet current IRC. http://www.co.mason.wa.us/forms/Community_Dev/plan_review_checklist.pdf
- Manufactured Homes, Modular Homes, Park Models** – (factory assembled structures) Four copies of the floor plan for the unit are required. Submittal fees are 50% of the building permit fee plus the Planning Department site review fee. The balance of permit fees is due when the permit is issued.
- Washington State Energy Code and Ventilation & Indoor Air Quality Code Compliance Form** for heated residential projects. For information please call. http://www.co.mason.wa.us/forms/Community_Dev/wsec.pdf
- Septic System Information.** If your project requires a new septic system, you will need to have an approved septic design before your building permit can be approved to be issued. When projects involve an existing septic system, a copy of the septic records would be best with a pumper/O&M report. Environmental Health policies may have additional requirements. (ext. 400)
- Application for the Determination of Water Adequacy.** A water adequacy application is required for all residential and commercial projects. Connections to a public water systems will require the water system manager's signature. Private well (single connection) requires a well report/log and satisfactory water sample results in last 12 months. (ext.400) http://www.co.mason.wa.us/forms/Community_Dev/water_adequacy.pdf
- Development on shorelines** requires compliance with the Mason County Shoreline Master Program and the Mason County Resource Ordinance and may require a special use permit.
- Site Pre-Inspection.** When critical areas (wetland, steep slopes, creeks, etc.) are located on the parcel, or within 300 feet of the project. A pre-inspection may be necessary. http://www.co.mason.wa.us/forms/Community_Dev/preinspapp.pdf
- Address Request Form.** A site address must be assigned prior to issuance of a building permit. (ext. 281 or 284) http://www.co.mason.wa.us/forms/Community_Dev/Address_request.pdf
- Road Access Permit.** A road access application is required **PRIOR** to submitting your Building Permit. Public Works must approve the changing or adding of an access onto a county maintained road. Mason County Public Works is located at 100 W Public Works Drive, Shelton 360.427.9670 (ext. 450). Access from a state highway requires Department of Transportation approval, 360.705.7000. Dept. of Natural Resources Right of Way Access please call 1.800. 527.3305.
- The following projects require review from the Fire Marshal:** commercial projects, above ground and underground fuel tank installations, fire protection systems, spray painting processes, use, handling and storage of combustible liquids or hazardous materials, Private road accesses. http://www.co.mason.wa.us/forms/Community_Dev/fire_access.pdf
- Contact Mason County PUD 3** at 360.426.0888 or PUD 1 at 360.877.5249 for a new or altered service connections. <http://www.masonpud3.org/customerService/applyforservice.aspx>