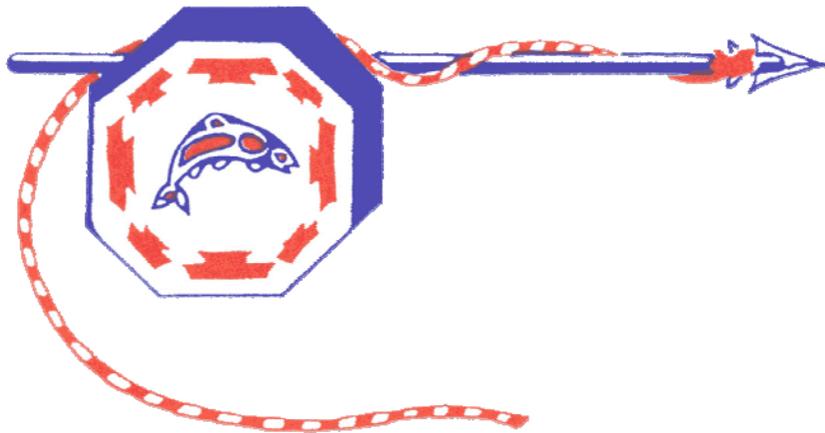
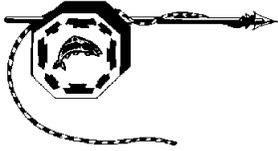


Tribal Building Permit Application Packet



Rev. 01-2016

SWINOMISH INDIAN TRIBAL COMMUNITY
OFFICE OF PLANNING & COMMUNITY DEVELOPMENT
11430 Moorage Way
La Conner, WA 98257
Phone 360-466-7280 / Fax 360-466-1615



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OFFICE OF PLANNING & COMMUNITY DEVELOPMENT

11430 Moorage Way • La Conner, WA 98257

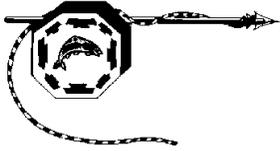
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WORK REQUIRING A BUILDING PERMIT

- All new structures except accessory structures less than 200 square feet in area, used solely for storage.
- All additions to existing structures except uncovered residential decks which are less 100 square feet and less than 30 inches above grade.
- Remodel, repair or replacement of existing structures involving any structural members, relocation of plumbing, and/or mechanical fixtures. Work involving relocation of electrical panels, boxes, wiring etc. may require permits and certification from Washington State Department of Labor and Industry.
- Placement of mobile, modular, and/or manufactured homes and/or buildings.
- Structural alterations, changes in use or changes due to fire safety requirements.
- Installation or replacement of fuel-burning appliances (such as wood stoves, furnaces, hot water tanks, gas fireplace inserts, gas stoves, etc.).
- Installation or relocation of signs 2 square feet or larger.
- Demolition or partial demolition of existing structures.
- Grading, excavation or fill involving more than 100 cubic yards of material.

PLEASE CHECK WITH THE SWINOMISH OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT IF YOU ARE UNSURE WHETHER OR NOT A PERMIT IS REQUIRED OR IF YOU NEED ASSISTANCE WITH YOUR PROJECT.

(360) 466-7280



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TRIBAL BUILDING PERMIT REQUIREMENTS

The following are minimum Tribal building permit requirements. Individual projects may have additional submittal requirements. All plans must be drawn to a scale that dimensions can be verified during plan review.

REQUIRED:

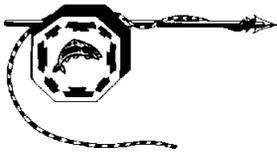
1. Site Address
2. Owner's Address
3. Architect or Engineers name
4. Property I.D. Number (available from Skagit County Assessor's Office)
5. Signed copy of Permit Application Policy.
6. Tribal Environmental Policy Act (TEPA) Environmental Checklist
7. Site Plan (2 copies)
8. Building Plans (2 copies)
9. Letters of Availability for Water and Sewer
10. Signed and completed TERO Affidavit of Contracts

Additional Submittals That May Be Required:

1. Access Permit
2. On-Site Septic Permit
3. Archaeological Site Review
4. Shoreline and Sensitive Areas Permit Application
5. Land Clearing and/or Excavation & Grading Permit Application
6. Demolition Permit Application

All building activity is subject to the Tribal Employment Rights Ordinance (TERO) and any TERO fees that may apply. Please contact the Swinomish TERO office at (360) 466-7232 to see if your project is subject to TERO fees and requirements.

Please call the Swinomish Office of Planning and Community Development at (360) 466-7280 for any questions you may have regarding permit application requirements. Our staff will be happy to assist you through our application process.



SITE PLAN REQUIREMENTS

A site plan is a detailed map of your property showing land dimensions, existing and proposed structures, utilities and driveways as seen from above. Site plans are required when applying for permits.

Indicate applicant's name, site address Property ID (parcel #) for the subject property for fee lands within the Swinomish Indian Reservation. Include Individual Indian or Tribal Allotment # for the subject property if on trust lands. (Assessor tax account information can be found on your tax bill or by calling the County Assessor at (360) 336-9370. Individual Indian or Tribal Allotment information can be obtained by calling the Swinomish Realty and Mapping at (360) 466-1422.)

1. Applicants name must be plainly visible on the plan sheet.
2. Indicate map scale. Use any appropriate scale and note it on your site plan. (Example: Scale ¼" = 1')
3. Show an arrow indicating the NORTH direction.
4. Show property lines and all proposed or existing easements and rights-of-way (utility, access, railroad etc.). Indicate site dimensions, names of adjacent roads, location of existing or proposed driveways, parking areas and other paved or graveled surfaces.
5. Show entire length and width of driveways in feet. Indicate grade of driveways in percent (%) of slope. Turnouts are required every 300 feet. To create a turnout the road shall be widened to 20 feet in width for a distance of 30 feet in length to allow for vehicles to pull over and allow emergency vehicles to proceed.
6. Show locations and dimensions of all existing and proposed buildings. If this project includes an addition, please clearly show the addition from the existing building. Identify each building by use (residence, kitchen, garage, etc.). Indicate roof overhang lines and any decks, porches or retaining walls.
7. Indicate the drinking water supply (existing and/or proposed, public or individual). Show all private well(s), public water mains and water supply pipes to all buildings.
8. Indicate method of sewage disposal. For private septic, show existing and proposed on-site system(s), and include drainfield replacement areas. For public sewer, indicate location of sewer main and private pipes to the building.
9. Indicate slope (elevation change) of building site. Use contour lines or arrows to show direction and percent (%) of slopes (percentage % of slope = RISE (drop in height) divided by RUN (distance) multiplied by 100). Also identify important viewsapes on or from the property.
10. Identify any erosion or landslide areas as well as any potential unstable slopes greater than 15%.
11. Show the location of all surface water within 200 feet of the property lines. Include streams, lakes ponds, swamps, wetlands, marine water and drainage ditches. For shoreline properties, show the Ordinary High Water Mark (OHWM) and setbacks from the OHWM to all structures (including neighbor's) within 300 feet from both side property lines.
12. Indicate any drainage district easements and improvements on the property.

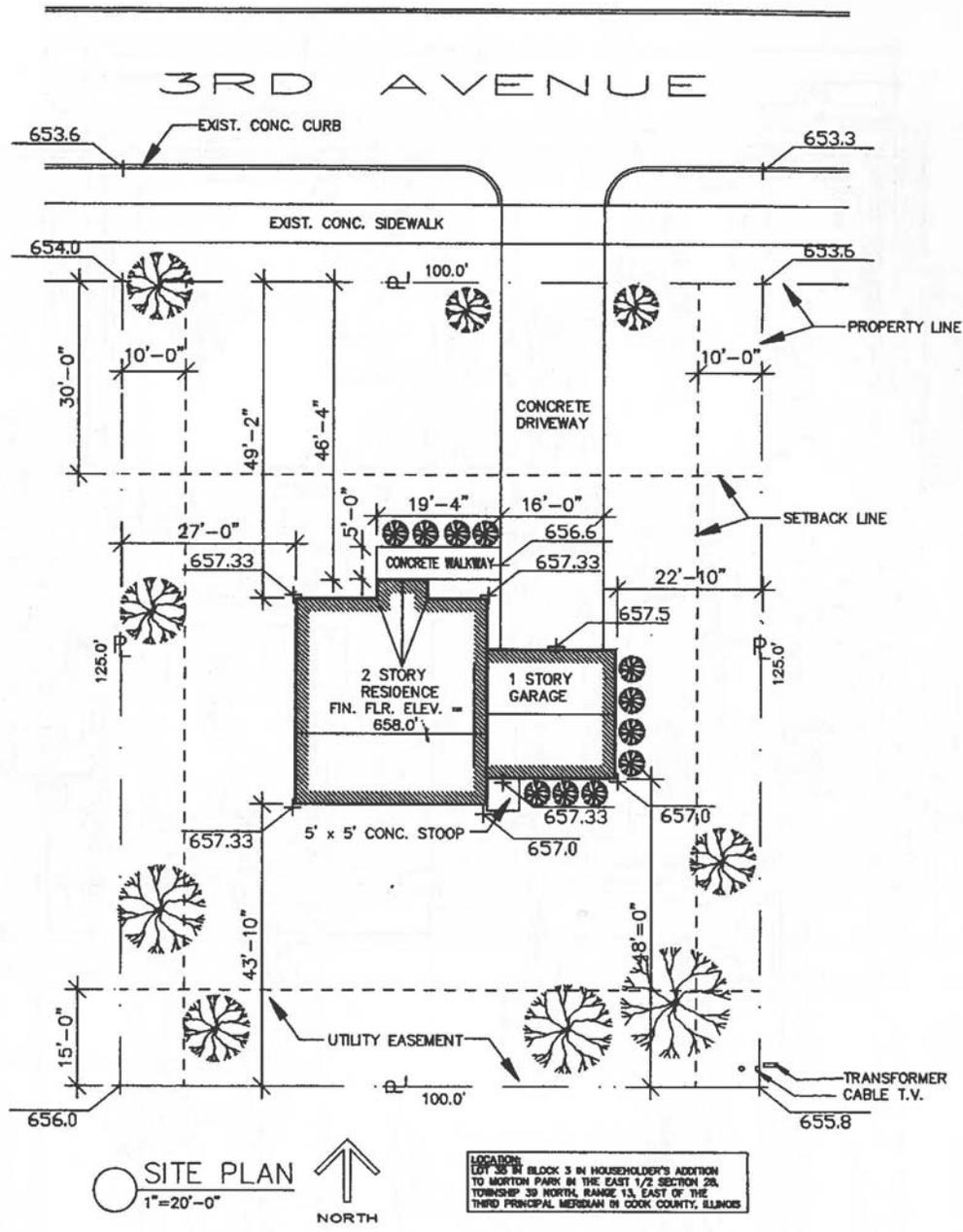


Figure 29
Site Plan

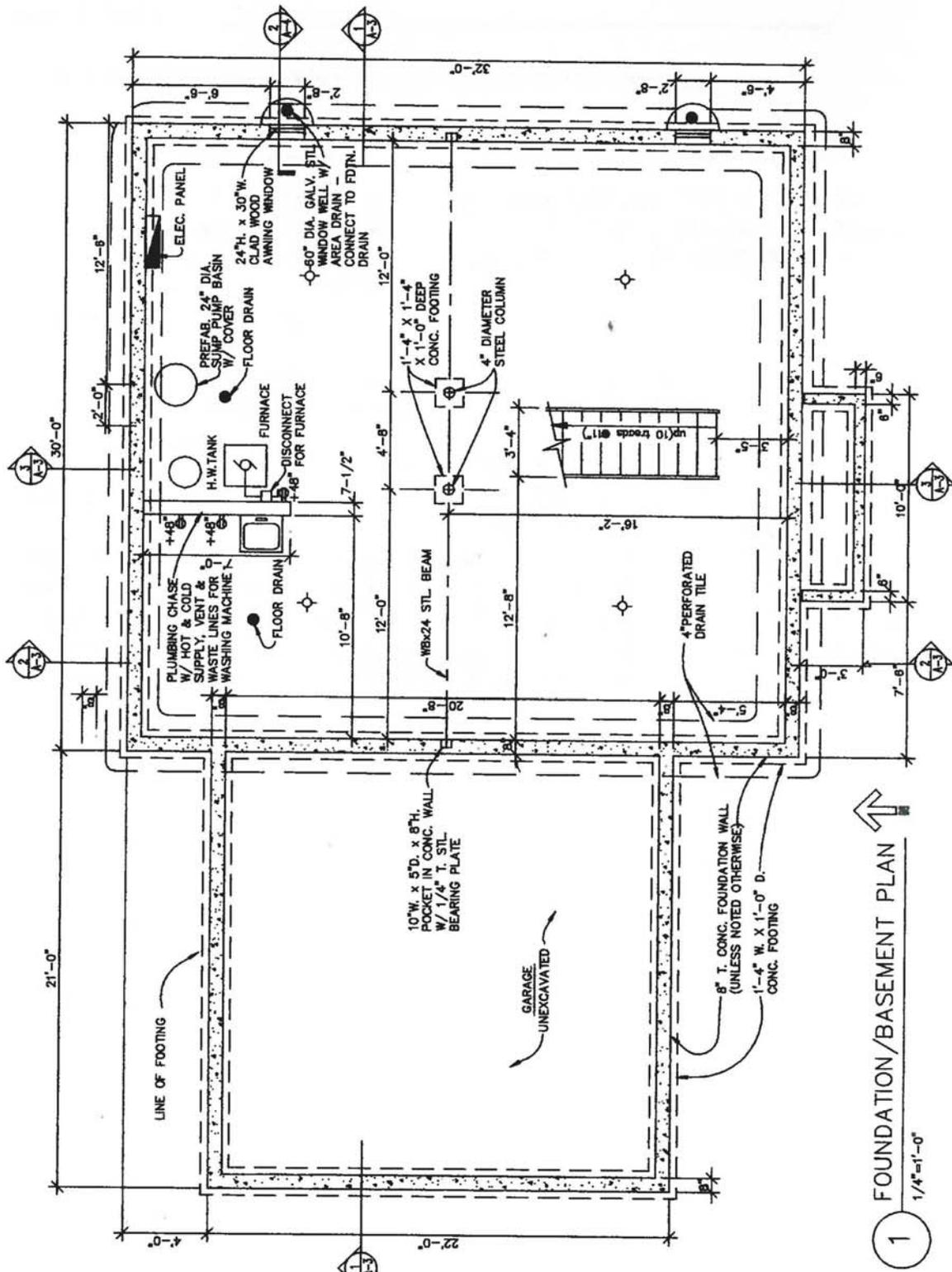


Figure 30
Foundation/Basement plan

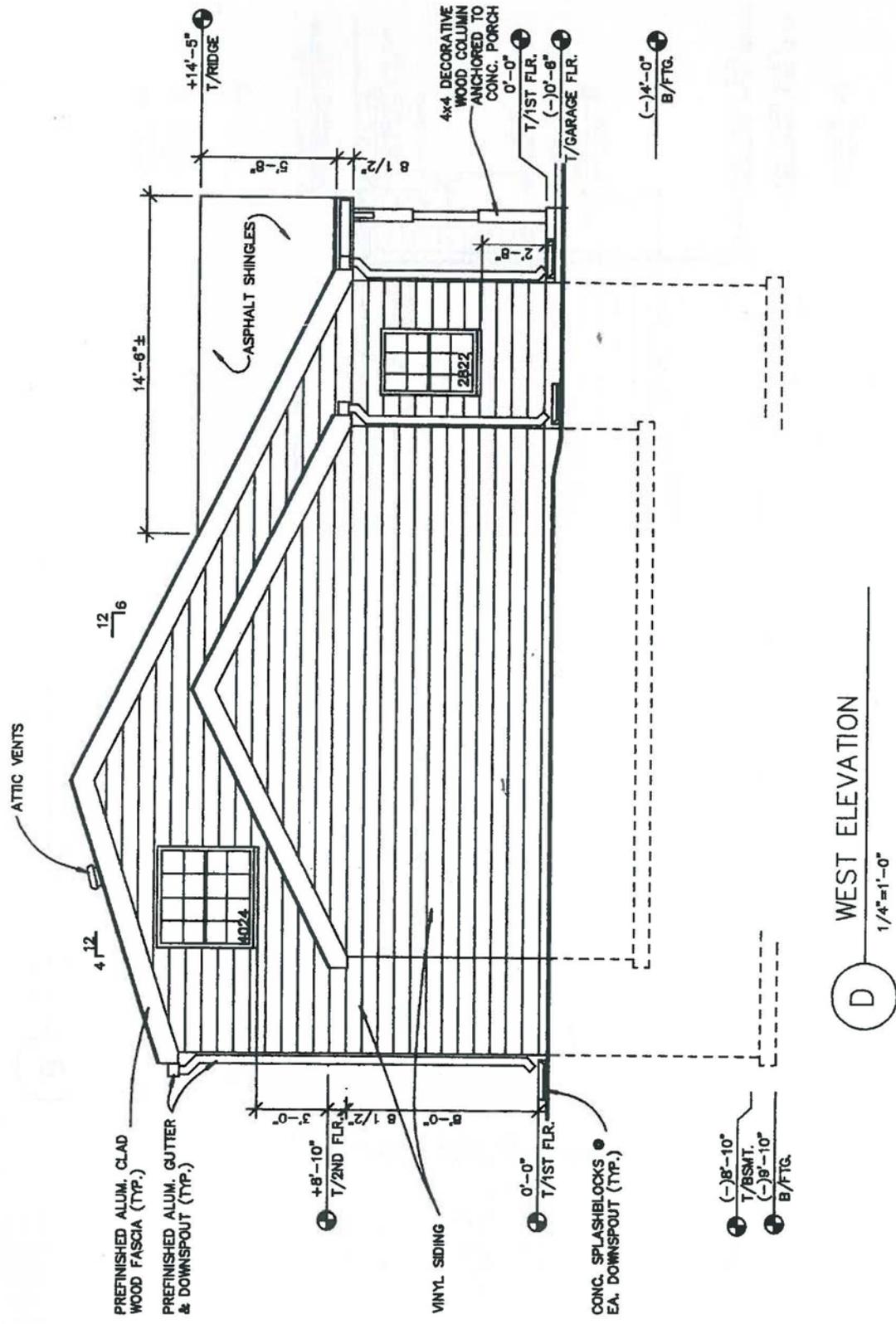
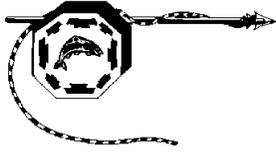


Figure 25
Side exterior elevation view (west)

*Figures 25, 27, 29, 30 and 31.
 Excerpted from ICC Fundamentals for Permit Technicians, Copyright 2007.
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D
 WEST ELEVATION
 1/4"=1'-0"



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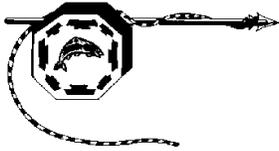
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PERMIT APPLICATION POLICIES

1. Building plans (2 copies) must be submitted before an application for a building permit will be considered complete. Applicants shall be charged a plan review fee at the time of application. The Office of Planning and Community Development MAY authorize refunding of not more than 80 percent of the plan review fee, prior to commencement of the technical plan review, if the application is withdrawn or canceled. The Office of Planning and Community Development will only authorize refunding of fees upon a written request filed by the applicant no later than 180 days after the date of fee payment.
2. Plan review fees shall be calculated by the methods set forth in the 1997 edition of the Uniform Building Code published by the International Conference of Building Officials.
3. The applicant shall be notified by the Office of Planning and Community Development upon completion of the plan review. Applicants must pay the balance of the permit application fees before the permit is issued.
4. A plan review shall be valid for a period of 180 days from date of approval. Approved plans may be used to support a subsequent application for a building permit for the same project within that 180 day period without additional plan review fees PROVIDED that no change in the Swinomish Building Code or change in the plans has occurred. If such changes occur during the 180 day period a new plan review with the appropriate payment of fees must accompany any subsequent application.
5. Approved building plans shall expire after 180 days from the date first approved. An application for a building permit made after such 180 day period, including applications for identical projects on the same parcel of property, will require a new plan review and the applicant will be responsible for the new plan review fees.
6. In the event no permits are issued, it shall be the applicant's responsibility to pick up all submitted plans and supporting documents within 2 weeks of notification. Following such 2-week period, the Office of Planning and Community Development will dispose of remaining plans and documents.

By Signature hereunder I certify I have read and understand the policies set forth above.



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Summary of Minimum Stormwater Requirements For Small Building Projects

Title 12, Chapter 5 of the Swinomish Tribal Code, Stormwater Management, adopts stormwater requirements in the Western Washington Stormwater Management Manual (the "Manual," 2001 version) for projects within the Swinomish Indian Reservation. Per the Manual, projects adding **2,000 to 4,999 square feet of new impervious surface** must meet stormwater minimum requirements 1 through 5 below, as appropriate.

1. Stormwater Site Plan. Plan shall include a Permanent Stormwater Control Plan and preliminary design of permanent Best Management Practices (BMP's) and facilities for control of stormwater on the development site. See back of this sheet for an example.

2. Construction Stormwater Pollution Prevention Plan. Include the following elements as applicable to a given site included in narrative form. The narrative must address all applicable requirements, citing number of requirement, and note the reason for any requirements deemed not applicable or appropriate. In addition, on-site and low-impact development (LID) techniques should be used whenever feasible.

A. Mark Clearing Limits. Natural vegetation and trees should be kept in place as much as possible for stormwater filtration, and this information should be noted on the site plan.

B. Establish Construction Access. Stabilize access with quarry spall or crushed rock, bath tires to reduce tracking off-site, clean public roads of dirt tracked off-site.

C. Control of Discharge to Freshwater. Install appropriate stormwater detention facilities to control flow prior to installation of impervious surfaces.

D. Install Sediment Controls. Install sediment ponds, buffer strips, filter fences, or other sediment controls as appropriate.

E. Stabilize Soils. No soils shall remain exposed for more than 2 days from October 1 to April 30 and no longer than 7 days from May 1 to September 30. Piles must be covered and exposed surfaces mulched.

F. Protect Slopes. Use appropriate BMP's to minimize erosion.

G. Protect Drain Inlets. Stormwater filtered or treated prior to entering drain inlets.

H. Stabilize Channels and Outlets. Ditches can be lined with large rock to prevent erosion.

I. Control Dewatering. Waters shall be discharged into a controlled conveyance system prior to discharge to sediment trap or pond.

J. Maintain BMP's. All applicable BMP's must be maintained until completion of the project to assure proper function; remove within 30 days of final site stabilization.

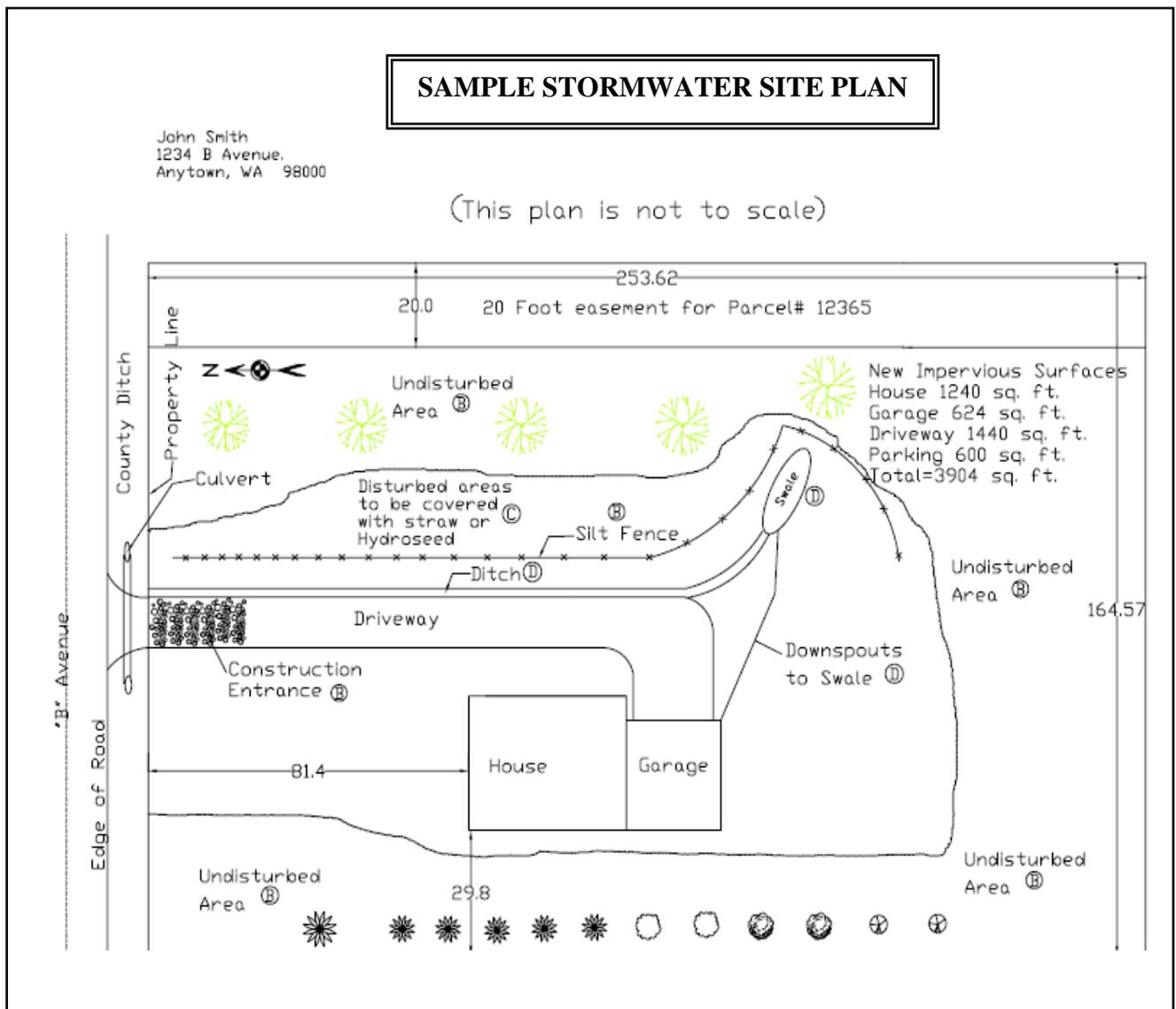
K. Manage the Project.

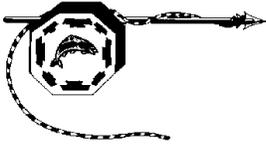
3. Source Control of Pollution. Prevent stormwater from coming in contact with pollutants by storing hazardous chemicals such as paint, fuel and solvents and wastes properly, refueling carefully and cleaning up spills.

4. **Preservation of Natural Drainage Systems and Outfalls.** Natural drainage patterns shall be maintained, and discharges from the project shall occur at the natural location to the maximum extent practicable.
5. **On-site Stormwater Management.** Projects shall employ on-site stormwater management BMP's to infiltrate, disperse, and retain stormwater onsite to the maximum extent feasible without causing flooding or erosion.

Consultation is available with staff of the Swinomish Office of Planning and Community Development at 360-466-7280. For further examples please see the Department of Ecology's "Stormwater Manual for Western Washington" which can be found online at:

<http://www.ecy.wa.gov/programs/wq/stormwater/manual.html>





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AFFIDAVIT OF CONSTRUCTION VALUE

FOR ASSESSMENT OF TERO FEES ON PROJECT WITHIN THE SWINOMISH INDIAN RESERVATION

Section 14-01.340 of the Swinomish Tribal Code establishes Tribal Employment Rights (TERO) fees for constructions projects within the Swinomish Indian Reservation. For construction permitted through the Swinomish Planning and Community Development, these TERO fees will be assessed on the project value per Section 14-01.340(A), as indicated in the table below. This affidavit serves to document the value of the project for the construction of structures under the below indicated permit.

Project Value	TERO Fee (% of Value)
\$10,000 or less	1%
\$10,001 to \$50,000	2%
\$50,001 to \$250,000	3%
\$250,001 to \$500,000	4%
Over \$500,000	5%

Owner/Applicant: _____ Permit No. _____

Site Address: _____

The undersigned hereby certifies the below stated values and process for construction of the project under the above permit (check as applicable):

	Property owner will perform all aspects of construction; no contracts or subcontracts for services will be executed.
--	--

	Property owner has contracted all aspects of construction to a private contractor (e.g., a general contractor, with subcontracts as managed by the general contractor).
	Total project value (including contract & material costs): _____

	Property owner will act as general contractor, and will hire and manage subcontractors as applicable to the project.
	Total project value (including subcontractors): _____

I understand that applicable TERO fees will be assessed according to the schedule contained in STC 14-01.340(A) based on information stated above, and the above information is provided to the best of my knowledge as of this date. I also understand that should I enter into additional contracts during the course of this project, I am obligated to provide an updated affidavit of such contracts to the Office of Planning and Community Development.

Signed: _____ Date: _____

Owner/Applicant



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Date stamp

BUILDING PERMIT APPLICATION – PERMIT # _____

APPLICANT	OWNER	CONTRACTOR
Name:	Name:	Company: Contact:
Address:	Address:	Address:
City, State, Zip:	City, State, Zip:	City, State, Zip:
Day Phone:	Day Phone:	Phone:
Cell Phone:	Cell Phone:	E-Mail:
E-Mail:	E-Mail:	Registration No: Expiration Date:

Designated agent/contact for application (check one only): Applicant Owner Contractor

PROJECT SITE IDENTIFICATION

Site Address:	Lot/Block#:	Parcel I.D. #
Plat Name/Short Plat #:	Lot Size:	

RESIDENTIAL CONSTRUCTION				MANUFACTURED/MODULAR CONSTRUCTION	
New	sq. ft.	Unfinished	sq. ft.	Year:	
Addition	sq. ft.	Garage	sq. ft.	Make/ Model:	
Remodel	sq. ft.	Carport	sq. ft.	Vehicle Identification # (VIN):	
Repair	sq. ft.	Deck/Porch	sq. ft.	Manufactured/Modular Size:	sq. ft.
Post Frame	sq. ft.	Shed	sq. ft.	Installer:	
Bedrooms	(#)	Heat Source		Certification No.	

IMPERVIOUS SURFACES				NON-RESIDENTIAL CONSTRUCTION		
House/Bldg	sq. ft.	Garage	sq. ft.	Use of Structure:		
Drive/Parking	sq. ft.	Patios	sq. ft.	Gross Floor Area:	sq. ft.	Floors:
Other	sq. ft.	Other	sq. ft.	Project Value: \$		Height:

PROJECT SITE INFORMATION	UTILITIES/ACCESS
Are there any existing structures on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Letter of Availability for water service from Swinomish Utility Authority, or connection receipt OR
Will it be necessary to clear any trees or vegetation for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Community/private well form and/or Water Resource Permit
Do you own adjoining pieces of land? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Letter of Availability for public sewer or connection receipt OR
Is the property within 200 feet of a shoreline? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> On-Site Septic System – Permit #
Current zoning:	<input type="checkbox"/> Access Permit for access from public road, OR <input type="checkbox"/> N/A

Application is hereby made for a permit to authorize activities described herein. I certify that I am familiar with the information contained in this application and that to the best of my knowledge and belief such information is true, complete, and accurate. I further certify that I possess the authority to undertake the proposed activities. I hereby grant to the officials of the Swinomish Indian Tribal Community the right to enter the above-described location to inspect the proposed and/or completed work.

Signature (Required): _____ Date: _____