



OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT  
11367 Moorage Way, La Conner, Washington 98257-0817  
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## ***PERMIT APPLICATION POLICIES***

1. Building plans (3 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more than 80 percent of the plan review fee, prior to commencement of the technical plan review, if the application is withdrawn or canceled.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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Signature

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Date