



Island County Public Health

Mailing Address: 1 NE 7th Street, Coupeville, WA 98239

Physical Address: 1 NE 6th Street, Coupeville, WA 98239

Ph: Whidbey 360-679-7350 | Camano 360-678-8261 | N Whidbey 360-240-5554

Email: publichealth@islandcountywa.gov | www.islandcountywa.gov

After Passing Installer Exam Procedures

- The following are required to be submitted after passing the Installers Exam to become licensed
 - Complete Installer Application
 - Required \$30,000 bond on our form.
 - A current copy of your Contractor's License
- To call in a start card on Whidbey, email:
 - OSS_startcards_W@islandcountywa.gov
- To call in a start card on Camano, email:
 - OSS_startcards_C@islandcountywa.gov
- For preconstruction or final inspections on Whidbey, email onsitefieldwork@islandcountywa.gov
- For preconstruction or final inspections on Camano, contact Margie at 360-675-8261
- For basic questions, email onsite@islandcountywa.gov
- Asbuilts are due 20 days after final inspection. Asbuilts can be found on our website.
- Sanitarian Staff and their work phone numbers (for industry professionals only. Please don't share their number with anyone.)
 - Michele Guinn (Onsite Manager) – 360-678-7914 or cell 360-682-8161
 - Thomas Griffith – 360-678-7912 or cell 360-544-2179
- Annual Licensing:
 - We will mail out licensing packets mid to end of October. Complete licensing packets are due by **December 15th**
 - Required items:
 - Signed Invoice with corrections made
 - Payment
 - \$30,000 bond or Continuation Certificate expiring December 31st of licensing year
 - Current copy of Contractor's license
 - Asbuilts for systems that are completed and finalized
 - Incomplete packets will be mailed back

***** A current license is required for all finals. If you are not licensed in the new year, finals will not be performed

Link for required documents: <https://www.islandcountywa.gov/661/Documents-and-Forms>

**For any questions, please contact Linda Hammer @ Lindah@islandcountywa.gov

08/29/2023