



## Island County Public Health

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Mailing Address: 1 NE 7<sup>th</sup> Street, Coupeville, WA 98239

Physical Address: 1 NE 6<sup>th</sup> Street, Coupeville, WA 98239

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

Email: [publichealth@islandcountywa.gov](mailto:publichealth@islandcountywa.gov) | [www.islandcountywa.gov](http://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](mailto:OSS_startcards_W@islandcountywa.gov)
- To call in a start card on Camano, email:
  - [OSS\\_startcards\\_C@islandcountywa.gov](mailto:OSS_startcards_C@islandcountywa.gov)
- For preconstruction or final inspections on Whidbey, email [onsitefieldwork@islandcountywa.gov](mailto:onsitefieldwork@islandcountywa.gov)
- For preconstruction or final inspections on Camano, contact Margie at 360-675-8261
- For basic questions, email [onsite@islandcountywa.gov](mailto: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 15<sup>th</sup>**
  - Required items:
    - Signed Invoice with corrections made
    - Payment
    - \$30,000 bond or Continuation Certificate expiring December 31<sup>st</sup> 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](mailto:Lindah@islandcountywa.gov)  
08/29/2023