



## Island County Planning and Community Development

*Mary Engle, Director*

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Physical Address: 1 NE 6<sup>th</sup> St, Coupeville, WA 98239 Mailing Address: 1 NE 7<sup>th</sup> St, Coupeville, WA 98239

Ph: Whidbey 360-679-7339 | Camano 360-387-3443 | Fax: 360-679-7306

Email: [PlanningDept@islandcountywa.gov](mailto:PlanningDept@islandcountywa.gov) | <https://www.islandcountywa.gov/207/Planning-Community-Development>

### **PRIOR TO BUILDING PERMIT SUBMITTAL, A FLOOD DEVELOPMENT PERMIT APPOINTMENT IS REQUIRED**

- For in person or virtual appointments- schedule with Vicki Mertins 360-678-7869
- For all digital review- send documents to [buildingdept@islandcountywa.gov](mailto:buildingdept@islandcountywa.gov)

#### **FLOOD DEVELOPMENT PERMIT DOCUMENTS CHECKLIST:**

- New Structures, Additions, and Substantial Improvements
  - FDP Application – pages 1-2 complete and signed.
  - Building plans:
    - Design Flood Elevation clearly marked on building elevation(s). Design Flood Elevation (DFE) is the FEMA designated Base Flood Elevation (BFE) plus 1 foot.
    - Floor elevation clearly marked on building elevation(s).
    - All exterior mechanical equipment located on site plan.
  - Aboveground Tanks: Details and design for above DFE, or details and design for below the DFE where the equipment and its foundation are to resist flood loads and are located inside a barrier designed to protect the tank from floating debris.
  - Habitat Impact Assessment per FEMA's guidelines (some exemptions apply).
  - Construction Drawing Elevation Certificate from WA state licensed surveyor with sections A, B, C, and D completed. (Not required for A or AO zones).
  - For Additions and Substantial Improvements ONLY:
    - Fair Market Value (Contractors Bid) of proposed construction.

➤ **Remodels, Conversions (No new footprint)**

- FDP Application – pages 1-2 complete and signed.
- Building Plans
- Fair Market Value (Contractors Bid) of proposed construction.
- Habitat Impact Assessment per FEMA's guidelines if proposal is a substantial improvement.