



Island County Planning and Community Development

Mary Engle, Director

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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

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.