



shelter bay community, inc.

1000 Shoshone Drive • La Conner, WA 98257 • 360-466-3805

For Office Use Only	
Applicant is a member in good standing	
_____	_____
Initials	Date

APPLICATION FOR SHELTER BAY CONSTRUCTION PERMIT for New or Replacement Decks

Lot No:	Street:	Date:
Member/Applicant:	Mailing Address:	Telephone Numbers: E-Mail:
Contractor:	Mailing Address:	Telephone Numbers: E-Mail:

Member and Contractor state that they have reviewed the requirements of the Construction Guidelines and have prepared this Permit Application in accordance with the Submittal Requirements.

This Permit will be revoked if deck construction does not begin within 90 days of approval, or if construction does not conform to the construction drawings as submitted. The g project must be completed within one year from the date of this permit approval.

Completion/Damage Deposit is attached in the amount of \$_____. (See the Board approved Fees and Fines Schedule for current rates.)

The Member is ultimately responsible for the performance of work by his/her contractor, in accordance with the Shelter Bay Construction Guidelines. Member hereby understands and agrees that any fines for non-compliance with the Construction Guidelines, subsequent costs to bring the project into compliance, and any costs to repair damages to existing Shelter Bay improvements (except those noted prior to construction), caused by the Contractor or his subcontractors during the performance of this project, shall be borne by the Member and paid to Shelter Bay prior to final approval of the project by the Building Committee.

Member hereby designates _____ to act on my behalf to obtain an approved permit for this project.

Signed _____, Member Date _____

APPLICANT SUBMITTAL REQUIREMENTS

- a. This permit is for a New Deck Replacement Deck
- b. Is the proposed deck elevated? Yes No Or at ground level? Yes No
- c. Attach a dimensional drawing, to scale, which clearly locates the building and proposed deck project relative to the property lines. Distance from the deck to adjoining property lines must be shown.
- d. If a deck is being replaced, will the replacement deck follow the exact footprint of the original deck? Yes No
- e. If the proposed deck is at ground level, what is the height above ground where it is attached to the building? _____
- f. If you plan to extend the deck into the required setback, submit a Request for Variance from Setback Distance to the Building Committee for its consideration and approval before the construction permit can be issued.
- g. If the project involves poured concrete, submit permit Exhibit D-1.
- h. Will the deck have a railing? Yes No. If yes, describe.
- i. Will the deck have stairs or a ramp? Yes No. If yes, describe.
- j. Will the railing or deck be painted? Yes No. If, yes, attach paint samples.

The Building Committee meets the 1st and 3rd Tuesday of every month at 9:00 a.m. in the Clubhouse. Applications must be in by 12:00 Noon on the Wednesday before the week of the meeting in order to be placed on the Agenda.

****FOR COMMITTEE USE ONLY ****

COMPLETE THE FOLLOWING CHECKLIST PRIOR TO PERMIT APPROVAL

1. Check Lot File for existing permits and/or variances pertaining to the deck?
2. If this is a ground level deck, is the height above grade at the building 18" or less? Yes No
And is the height to grade 30" or less at the deck perimeter? Yes No
3. Does the deck conform to setback requirements – Side Lot Line Yes No
Road Lot Line Yes No
Division #2 Top of Bank Yes No
Division #5 Staking Line Yes No?
4. If the answer to any of the above was No, then applicant must submit a **Request for Variance from Setback Distance** for Building Committee consideration and approval before the permit can be issued.
5. If deck replacement is obviously a maintenance issue, Committee may advise that a permit is not necessary.
6. If deck components will be painted, will the finish match house colors? Yes No
6. Committee Comments: _____

PERMIT APPROVAL BY BUILDING COMMITTEE

This permit becomes valid upon the signature of four (4) members of the Building Committee.

PERMIT APPLICATION APPROVAL:

Date: _____

CHECKLIST OF REQUIRED INSPECTIONS AT SITE VISIT FOR FINAL INSPECTION

Item	Yes/No	Date
Is project complete and in conformance with submitted drawings?		
Is painting and or finish complete?		
Is the clean-up of construction materials complete?		

FINAL APPROVAL BY BUILDING COMMITTEE

Signatures of 4 Building Committee Members indicates the project is complete and meets Shelter Bay requirements.

FINAL PROJECT APPROVAL:

Date: _____