



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 Minor Remodel, Shed or Outbuilding, and New or Replacement Light Fixtures

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

Project Location: Lot #:	Street:	Project Description:

This permit form shall be used for exterior remodel projects where the existing building footprint is unchanged, but there will be the addition of outbuildings such as greenhouses and sheds, landscape structures, pergolas, gazebos and trellises, siding replacement, or the installation of new or replacement of exterior light fixtures.

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. Requests for variances, if any, shall be made on the form provided at Exhibit C.

This Permit will be revoked if construction does not begin within 90 days of approval or if construction does not conform to the construction drawings as submitted. The 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 construction 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

1. Submit site plan per the requirements contained in the Construction Guidelines.
2. Submit construction drawings per the requirements contained in the Construction Guidelines.
3. If proposed improvements extend into the required setback, submit the appropriate Variance Request Form. Permit approval is contingent upon Variance approval.
4. If project includes painting or roofing, submit separate permit request. No additional damage / completion deposit is required if all permits are combined with initial building application submittal.

NOTE: The Member (or Builder acting on the member's behalf) is responsible for obtaining all required inspections. When ready for an inspection, please call the Shelter Bay Community Office at 360-466-3805 on weekdays, 48 hours in advance.

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. Is improvement located within the required setback? _____
2. If yes, has Variance Request been submitted for approval? _____
3. If the improvement requires specific inspections during construction, indicate which inspections are necessary in the space below.
4. Inspect for and record any existing damage to nearby streets and utilities.

5. Other _____

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 DURING CONSTRUCTION

Item	Inspected by	Date

CHECKLIST FOR FINAL INSPECTION

1. Is lot clean of construction materials? _____
2. Was the improvement built to plan specifications and any approved variances? _____
3. If painting, roofing or other permits were submitted, inspect improvements for final completion of work under those permits.
4. Inspect for and record damage by construction vehicles, and withhold from deposit return. _____

5. Comments by Committee. _____

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: _____