



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 Construction

Lot No:	Street:	Date:
Member/Applicant:	Mailing Address:	Telephone Numbers: Email:
Contractor/Builder:	Mailing Address:	Telephone Numbers: Email:
Architect/Designer:	Mailing Address:	Telephone Numbers: Email:

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 in Exhibit C.

Approval of this Permit Application requires that groundbreaking occurs within 90 days of permit approval unless a request for extension is applied for and approved by the Building Committee. The construction period begins on the date of groundbreaking, and the time for project exterior completion is one year from the date of groundbreaking.

Contractor is required to notify the Shelter Bay Office – 360-466-3805 – at least 2 weeks prior to any required Building Committee inspections. If construction does not conform to the documents submitted with the Permit Application, a Stop Work Order may be issued and this Permit may be revoked. Evidence of required Swinomish Indian Tribe Permits and inspections, as well as Building Committee inspections, must be posted on the jobsite in a suitable location, and protected during the period of construction.

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 his behalf to obtain an approved Permit for this project.

Signed _____, Member Date _____

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.

Approval by Building Committee

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

PERMIT APPLICATION APPROVAL:

_____	_____
_____	Date: _____



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REQUIRED CONSTRUCTION INSPECTIONS

Lot No:	Street:	Date:
Member/Builder:		Phone Numbers:

Date permit approved: _____ by County/Tribe _____ Deposit Paid: \$ _____

The Member (or Builder if acting on member's behalf) is responsible for obtaining the following inspections. Please call Shelter Bay Community Office (360-466-3805) 48 hours in advance (weekdays) when ready for each inspection. Evidence of required Swinomish Indian Tribe Permits and inspections, as well as Building Committee inspections, must be posted on the jobsite in a suitable location, and protected during the period of construction.

#	Item	Inspected by	Date
1	Toilet facility installed on site.		
2	Before Clearing and Excavation Building corners are staked and setback distances confirmed. Location of "X" is marked on original ground. Building Committee transfers elevation from BM "X" to BM "Y" Vertical difference between "X" and "Y" = +/-		
3	Date of Groundbreaking:		
4	Foundation Wall Setback Check: Following completion of forms, but before concrete is poured.		
5	Drainage – prior to backfilling: Confirm roof and footing drainage to disposal point and not connected to sewer.		
6	Ridge Height Check: Following construction of ridge structure, to verify ridge height limits.		
7	Driveway Drainage: Verify surface drainage is directed to ditch or drywell.		
8	Culvert & Sewer Hookup: Verify inspection and approval by Shelter Bay Maintenance		
9	Final Inspection: Building exterior complete, with approved paint/trim colors? Exterior walks, driveway, decks complete per plans? Downspouts to titeline or splashblock? Lot is clean of construction materials and debris? Verify survey corners exist. Corners lost to construction must be replaced by Surveyor or from reference points. Any damage to asphalt, ditches or greenbelt? If retaining wall needed, is it complete? Screening complete for propane tank(s) or heat pump? Blue house number prominently displayed?		

Building Committee Signatures (4):

Final Approval/Deposit Return Date: _____

Copy to Member

Copy to Folder