



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 Solar Panels

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

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

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 permit approval.

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

- Description of Project:

- Attach a dimensional drawing, to scale, which clearly shows the lot boundaries, adjacent streets, existing buildings of the project as proposed, and related calculations.
- Include all information supplied by installation Contractor.
- If excavation is proposed, Member/Contractor must call the UNDERGROUND LOCATE number before excavating.
- Has the owner read Shelter Bay Construction Guidelines, Section H.11 Solar Panels and related Construction Criteria?
- Is the Solar System within the PSE guidelines? () Yes () No, If no, on what criteria is the system based?

The Building Committee meets the 1st and 3rd Tuesday of every month at 9:00 a.m. in the Clubhouse. Applications must be submitted 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

- 7. Check Lot File for related information applicable to proposed project.
- 8. 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
Project is complete and in conformance with submitted drawings.		
If damage is noted, damage assessment by this committee will be deducted from member's deposit.		
The clean-up of construction materials is 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: _____