



TOWN OF LA CONNER BUILDING PERMIT PROCESS

1. Zoning/Land Use Review:

Most new construction, except structures under 120 square feet and minor interior changes to non-residential structures, require review for land use permits. These permits may include Shoreline, Critical Areas, Change in Use, Historic Design Review, Variance or Conditional Use Permits. Permit fee schedules will be established for all land use projects and proposals.

Note: For single family residential building permits, and changes to non-residential structures, which do not involve critical areas or shorelines, a UDC review will be conducted and fees collected by the Town upon submittal of a building permit application. Prior to issuance of the Certificate of Authorization, school impact fees must be paid. Separate fees and permits for connection to water, drainage and sewer systems are required prior to connection to Town of La Conner utility systems.

2. Submit building permit form and fees to Town of La Conner:

The Town of La Conner contracts with Skagit County for building plan review and enforcement of the Uniform Building Code. Town staff, Planning Commission and the Hearing Examiner conduct all land use, utility, zoning, shoreline, environmental and/or historic review of a proposal prior to County review. Building permit applications, together with permit and land use review fee, are first submitted to the Town of La Conner for land use and zoning review.

3. Obtain Certificate of Authorization:

Once the application has been reviewed and approved by all departments, the Planning Director will sign a Certificate of Authorization and permit application form. In addition to the Certificate of Authorization, the applicant must obtain stamped, signed copies of the building plans for submittal to the Skagit County Permit Center.

The Certificate of Authorization is a certification that the proposal complies with all Town of La Conner development regulations and does not constitute issuance of a building permit. Permits for Uniform Building, Fire, Mechanical, and Plumbing Codes are issued by the Skagit County Planning and Permit Center. State Electrical requirements are permitted by the Department of Labor and Industries.

4. Submit Signed Application, Plans, and Fees to Skagit County Permit Center:

The applicant must then submit the signed application, signed plans, conditions and building permit fees to the Skagit County Planning and Permit Center for plan review and inspections.