



# Permit Portal Application

## Permit Description and Permit Type

The below table provides information for online applicants to determine the correct permit to apply for. When applying online, both the “Department” and “Permit Description” will need to be selected from the drop down menu. Please use the below table to determine the permit that you need to apply for.

PERMIT DESCRIPTION	USED TO:	DEPARTMENT
Accessory Dwelling Unit (ADU)	Apply for a permit to construct an attached or detached ADU.	BUILDING
Accessory Structure	Apply for a permit to construct a non-habitable accessory structure; such as a shed, art studio, etc. over 144 sq ft, but less than 1000 sq ft.	BUILDING
Administrative Approval Permit	Request the Director to provide an interpretation, modification, or determination on a request for lot certification, code departure, administrative interpretation, or minor permit revision.	PLANNING
Appeal of Administrative Land Use Decision	Appeal request of a Type 1 – 3 Land Use decision.	PLANNING
Binding Site Plan	Divide land for the purpose of lease or sale in industrial or mixed-use zones which are developed with a comprehensive site plan.	PLANNING
Boundary Line Adjustment	Make minor changes to property lines between two or more legally created contiguous parcels.	PLANNING

Clearing & Grading Permit	Apply for a permit for clearing and grading for all types of developments over 50 cubic yards of material hauled in or out of a parcel.	PUBLIC WORKS
Commercial or Multifamily	Apply for a building permit to construct a NEW commercial or multifamily building.	BUILDING
Commercial Tenant Improvement	Apply for a building permit that will alter an existing commercial building, but will NOT ADD new square footage.	BUILDING
Home Occupation Permit	Apply for a Conditional Use Permit for a Home Occupation Permit.	PLANNING
Conditional Use Permit	Apply for a Permit to establish a restricted use listed as a Conditional Use in Tables 19.41.040 and Table 19.41.050.	PLANNING
Cottage Unit	Apply for a building permit for an individual cottage unit.	BUILDING
Critical Area Exemption	Development or alteration of land within a critical area that requires a letter of exemption be obtained by the Director prior to construction or initiation of activities.	PLANNING
Critical Area Permitted Alteration	When application of the standards in AMC 19.70-Critical Areas would result in the denial of all reasonable and economically viable use of the property and it can be shown that the proposed development is fully consistent with the applicable permitted alteration requirements.	PLANNING
Critical Area Reasonable Use Exception	If reasonable and economically viable use of a property cannot be obtained by consideration of a Permitted Alteration, then a landowner may seek a reasonable use exception from the standards of AMC 19.70 provided the request can meet the applicable requirements.	PLANNING
Deck	Apply for a deck permit.	BUILDING
Deconstruction & Demolition	Apply for a permit to Deconstruct or Demolish an existing structure.	BUILDING

Encroachment Temporary into Public ROW	Apply for a permit to temporarily encroach into the public Right-of-Way.	PUBLIC WORKS
Fence	Apply for a fence permit.	BUILDING
Fire Alarm	Apply for a fire alarm system permit for all types of development.	BUILDING
Fire Sprinkler	Apply for a fire sprinkler system permit for all types of development.	BUILDING
Floodplain Development	Apply for a permit for development in a floodplain.	BUILDING
Framework Development Plan	Obtain preliminary approval for a large or phased development proposal that depicts its major development and design parameters.	PLANNING
Long Subdivision	Divide or redivide land into 10 or more lots for the purpose of sale, lease, or transfer of ownership.	PLANNING
Lot Consolidation	Consolidate contiguous lots of record which are under one ownership.	PLANNING
Manufactured Home	Apply for a permit for placement of a Manufactured Home. Please include HOA information if site is within an existing mobile home park.	BUILDING
Mechanical & Gas Water Heaters	Apply for a Mechanical or Gas Water Heater permit for any type of development.	BUILDING
Over/In-water Structure	Apply for a permit for work occurring over or in-water; such as docks or pilings.	BUILDING
Plumbing & Electric Water Heaters	Apply for a Plumbing or Electric Water Heater permit.	BUILDING
Pre-Application Meeting Request	Request a voluntary pre-application meeting or mandatory pre-application conference with city permitting staff.	PLANNING
Re-roof	Apply for a re-roof permit.	BUILDING
Residential Interior Only	Apply for a permit to remodel or alter the interior of a Single-family residence.	BUILDING

Residential Remodel	Apply for a building permit that will ADD new square footage to or will alter an existing Single-family Residence.	BUILDING
Residential Single-Family Building (New)	Apply for a building permit to construct a NEW Single-family Residence.	BUILDING
ROW Oversize Transport Application	Apply for a permit for Oversize Transport in the public Right-of-Way.	PUBLIC WORKS
Row Permit Application	Apply for a permit for work in the public Right-of-Way.	PUBLIC WORKS
ROW Permit Franchise Application	Apply for a franchise permit in the public Right-of-Way.	PUBLIC WORKS
Shoreline Conditional Use Permit (SCUP)	Obtain approval for a use classified in the Anacortes Shoreline Master Program as a conditional use, or in circumstances where denial of a permit would result in thwarting of State policy enumerated in RCW 90.58.020.	PLANNING
Shoreline exemption Permit	Obtain a Letter of Exemption for developments within shoreline jurisdiction that exempt from a Substantial Development Permit.	PLANNING
Shoreline Substantial Development Permit	Obtain approval for any "development" (defined by the Shoreline Master Program), within shoreline jurisdiction, of which the total cost or fair market value exceeds \$8,504.00 (2023), or any development that materially interferes with the normal public use of the water or shorelines of the state.	PLANNING
Shoreline Variance	Request the granting of relief to specific bulk, dimensional, or performance standards set forth in the Shoreline Master Program (SMP).	PLANNING
Short Subdivisions	Divide or redivide land into 9 or less lots for the purpose of sale, lease, or transfer of ownership.	PLANNING
Sign	Apply for a sign permit.	BUILDING
Site Development Permit	Obtain approval for most land disturbing activities including cuts, fills, earthwork construction and site improvements that add impervious surface.	BUILDING

Site Plan Review	Obtain approval of a site plan for non-subdivision developments.	PLANNING
Solar	Apply for a rooftop solar unit.	BUILDING
Tank Removal	Apply for removal of underground tanks.	BUILDING
Unit Lot Subdivision (Short/Long)	Dividing land within a parent parcel that creates individual sellable lots. Often used with cottage developments and townhouse developments.	PLANNING
Variance from Development Regulations	Request the granting relief from dimensional or numeric standards, including setbacks, parking, minimum density, lot coverage, etc.	PLANNING
Water Availability Request for Certification	Request certification of the availability of water at a development site outside of city limits.	PUBLIC WORKS
Windows/ Doors/ Siding	Apply for alterations to single-family or multi-family dwellings to repair or replace windows, doors or siding.	BUILDING
Wireless Conditional Use Permit (WCUP)	Consult AMC 19.68.190 to determine if your proposal requires a WCUP or WSF.	PLANNING
Wireless Service Facility (WSF)	Consult AMC 19.68.190 to determine if your proposal requires a WSF or WCUP.	PLANNING
Yard Irrigation Sprinklers	Apply for a permit for a yard sprinkler system.	BUILDING