

# MBR CONSTRUCTION CHECKLIST

Approved 9/16/2011

Before you begin a construction project, please read this carefully. Whatcom County and MBR rules apply to all construction projects (except some remodels).

MBR requires placement of crushed rock (not pea gravel) on your driveway at the beginning of any construction project; the crushed rock must extend from the MBR road edge to your property line or beyond. This prevents mud from tracking onto MBR roads.

## Checklist for New Construction Projects:

### What we need in MBR office:

1. Whatcom County building permit **and** Whatcom County on-site septic system permit
2. Whatcom County land disturbance permit (if applicable)
3. MBR General Building Permit, filled out in full
4. MBR On-Site Septic System Approval Permit, filled out in full
5. Copy of current survey
6. Damage deposit (\$2,000): **certified check or money order**
7. Site plan (same as submitted to county): location of proposed structure(s) and septic field construction (to scale); include map locating trees (over 9" in diameter) to be cut and removed
8. Drawings of proposed building(s), including out buildings, identifying the type of exterior finish or color proposed for the building(s)
9. Timeline and twelve month schedule for exterior completion from date of pour.

## Checklist for Septic System:

### What we need in MBR office:

1. Whatcom County Health Department permit
2. Whatcom County land disturbance permit, if applicable
3. MBR On-Site Sewage System Approval Permit, filled out in full
4. Copy of current survey
5. Damage deposit (\$2,000): **certified check or money order**
6. Site plan
7. Drawings of proposed on-site sewage system (to scale)

## Checklist for Remodels:

Does your remodel project need a Whatcom County building permit? Check with Whatcom County Planning and Development Services to determine your status. If a permit is required, continue with the following steps:

### What we need in MBR office:

1. Whatcom County building permit
2. MBR General Building Permit, filled out in full
3. Copy of current survey only if footprint is changing or site is altered
4. Damage deposit (\$2,000): **certified check or money order** -- only if footprint is changing or site is altered
5. Site plan: location of proposed structure(s) and septic field construction (to scale) if applicable; include map locating trees (over 9" in diameter) to be cut and removed if applicable

6. Drawings of proposed building(s), including out buildings, identifying the type of exterior finish or color proposed for the building(s)

### **Checklist for Accessory Building:**

1. If smaller than 200 square feet, no building permits are needed. However, check with Property Standards Director about accessory building for setback verification & possible need for lot survey.
2. If *accessory building is* larger than 200 square feet, *all requirements for New Construction Projects are required by MBR.*

### **Checklist for New Deck:**

1. No permit is necessary from Mt. Baker Rim, but maybe from Whatcom County
2. Check with Property Standards Director for setback verification

### **Checklist for Fence:**

1. Fence height and design considerations must conform to Whatcom County building codes. (Whatcom County restricts fences in the front to 4 (four) feet.)
2. Prepare description for Property Standards Director
3. A lot survey might be required; check with Property Standards Director.
4. Begin construction after approval of Property Standards Director

## **POST PINK COPY OF MBR BUILDING PERMIT**

Upon approval of your MBR building or septic system permit, the MBR caretaker will post a pink copy of the permit on your property. Please ensure the permit stays in place until your project is completed.

## **FINAL OCCUPANCY PERMIT**

Upon completion of your new construction or remodel, please send a copy of your Whatcom County Final Occupancy Permit to the MBR office. A Board member and MBR caretaker will inspect the MBR property adjacent to your project. If no damage has occurred, your entire damage deposit will be returned by the MBR accountant.