

Construction Checklist

(Approved 5/17/13) (Amended 9/15/17)

Before you begin a construction project at MBR, please read this carefully

- Whatcom County and MBR rules apply to all construction projects (except some remodels, deck or fence work).
- MBR requires placement of crushed rock (not pea gravel) on driveways at the beginning of any construction project; the crushed rock must extend from the MBR road edge to your property line or beyond. This is to prevent mud from tracking onto MBR roads.

MBR CONSTRUCTION CHECKLIST: SEPTIC, HOUSE & REMODEL			
The following items must be submitted as a single complete packet to the MBR Office.			
NEW SEPTIC CONSTRUCTION	NEW HOUSE CONSTRUCTION	NEW HOUSE & SEPTIC CONSTRUCTION	REMODEL
	WC Building Permit	WC Building Permit	WC Building Permit
	A signed MBR Building Permit	A signed MBR Building Permit	A signed MBR Building Permit
	Valid WC On-Site Septic System Permit	Valid WC On-Site Septic System Permit	
WC DoH. On-Site Septic Permit Application		WC DoH. On-Site Septic Permit Application	
WC Land Disturbance Permit (if applicable)	WC Land Disturbance Permit (if applicable)	WC Land Disturbance Permit (if applicable)	WC Land Disturbance Permit (if applicable)
A signed MBR On-Site Sewage Approval Permit		A signed MBR On-Site Sewage Approval Permit	
Current Survey	Current Survey	Current Survey	Current Survey (if footprint is changing or site altered)
Applicable 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, as measured 5 ft. above the ground) to be cut and removed	Applicable 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, as measured 5 ft. above the ground) to be cut and removed	Applicable 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, as measured 5 ft. above the ground) to be cut and removed	Applicable 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, as measured 5 ft. above the ground) to be cut and removed
Scale Drawings of Septic System		Scale Drawings of Septic System	
	Drawings of all proposed structures, exterior type/color	Drawings of all proposed structures, exterior type/color	Drawings of all proposed structures, exterior type/color
	Timeline and Schedule for Completion in 12-Months from Foundation Pour	Timeline and Schedule for Completion in 12-Months from Foundation Pour	
\$2K Damage Deposit (Certified Check or Money Order) and a signed MBR Construction Damage Deposit Form	\$2K Damage Deposit (Certified Check or Money Order) and a signed MBR Construction Damage Deposit Form	\$2K Damage Deposit (Certified Check or Money Order) and a signed MBR Construction Damage Deposit Form	\$2K Damage Deposit (Certified Check or Money Order) and a signed MBR Construction Damage Deposit Form

CHECKLIST FOR ACCESSORY BUILDING CONSTRUCTION:

Whatcom County typically does not require a building permit if an accessory building is less than 200 square feet. However, it is up to the Member to confirm this and conform to all Whatcom County and MBR requirements.

1. If accessory building is smaller than 200 square feet, no building permits are needed. However, check with Property Standards Director about accessory building for:
 - a. setback verification;
 - b. possible need for lot survey; and
 - c. drawings of proposed deck structures, exterior type/color.
2. If the accessory building is larger than 200 square feet or a Whatcom County building permit is required, all requirements for New Construction Projects are required by MBR.
3. In compliance with Whatcom County requirements, a minimum of 10' clearance from any other structure is required. An 18" eave is allowed, making the minimum clearance of 7' required from any other roof.

CHECKLIST FOR NEW DECK:

1. No permit is necessary from Mt. Baker Rim, but may be required by Whatcom County.
2. Check with Property Standards Director about:
 - a. setback verification;
 - b. possible need for lot survey; and
 - c. drawings of proposed deck structures, exterior type/color.

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 of work and submit to Property Standards Director.
3. A lot survey might be required; check with Property Standards Director.
4. Begin construction after approval of Property Standards Director.

IMPORTANT CONSIDERATIONS:

1. **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.
2. **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.
3. **RETURN OF DAMAGE DEPOSIT**
 - a. **Building**
Upon completion of the exterior of your new construction or remodel, please notify the MBR Office. A Board member and MBR Caretaker will inspect the MBR property adjacent to your project. If no damage has occurred, and no further heavy construction is to occur, your entire damage deposit will be returned by the MBR accountant. The first \$2,000 of costs to repair damage resulting from construction will be netted against the \$2,000 construction deposit.
 - b. **On-Site Septic System**
Upon receipt of a copy of your valid WC On-Site Septic System Permit following installation of an on-site septic system or a signed letter declaring cessation of activities to install an on-site septic system, a MBR Board member and the MBR Caretaker will inspect the MBR property adjacent to your project. If no damage has occurred, and no further heavy construction is to occur, your entire damage deposit will be returned by the MBR accountant. The first \$2,000 of costs to repair damage resulting from construction will be netted against the \$2,000 construction deposit.