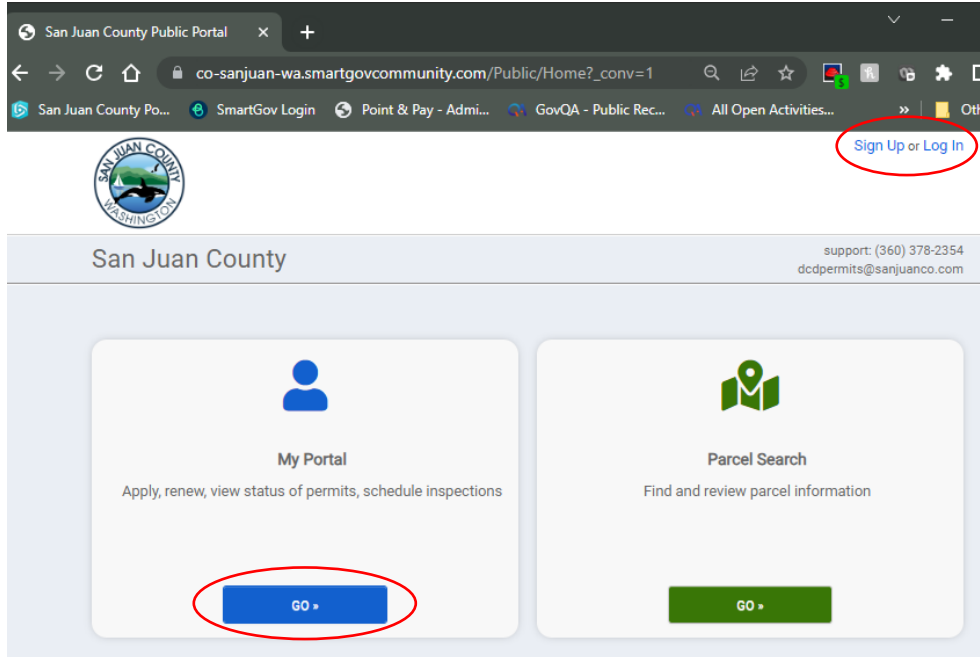
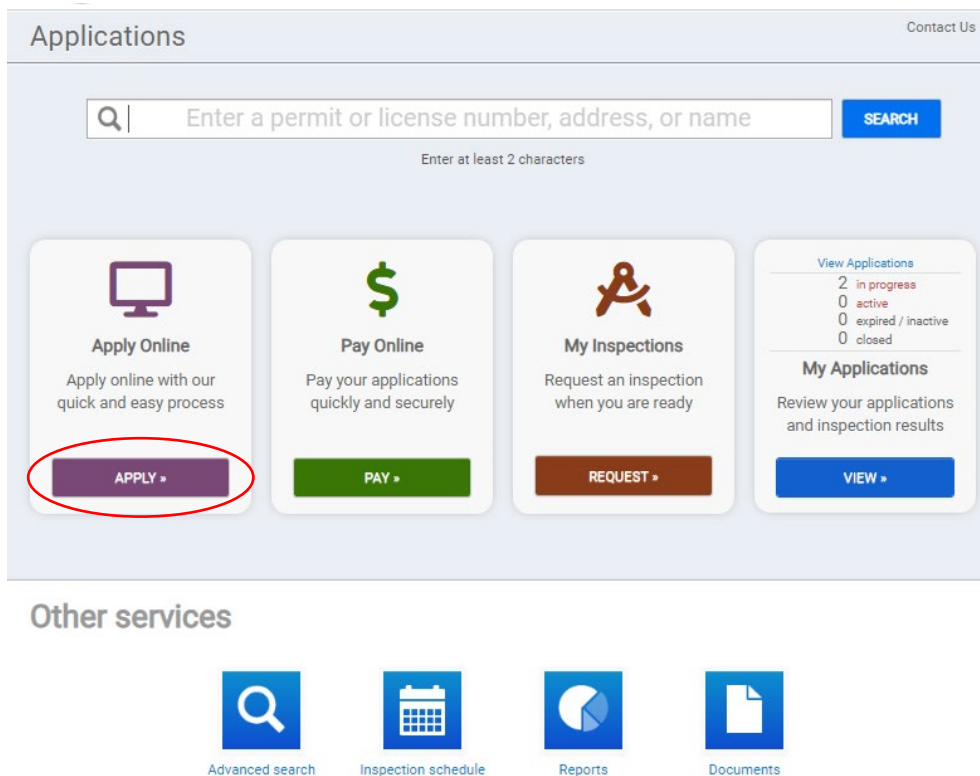


How to submit an address request/review

Visit San Juan County's Permit Center [here](#). You will need to sign up if you have not previously done so. Your email will be your username, and you will choose your password. After signing up, you will receive a verification email. Verify your account first, then log out of the system and log back in.



Once logged in, click the blue 'GO' button under 'My Portal'. You'll see the following screen:




Click on 'Apply'. On the following screen, in the drop-down menu, select 'GIS – Address request/review':

When choosing your application type, be sure to select the Area from the dropdown list below.
Then you can select from the available permit types.

Select a category to view your options

Select a category



CANCEL NEXT

Select a category to view your options

Select a category

Q|

- Building subgroup for Area 1 - SAN JUAN/PEARL/HENRY and surrounding islands
- Building subgroup for Area 2 - ORCAS/SHAW/BLAKELY and surrounding islands
- Building subgroup for Area 3 - LOPEZ/CENTER/DECATUR and surrounding islands
- Fire Marshal
- GIS - Address request/review**

CANCEL NEXT


Select 'Address Request or Review', then click the blue 'NEXT' button:

When choosing your application type, be sure to select the Area from the dropdown list below.
Then you can select from the available permit types.

Select a category to view your options

GIS - Address request/review

Address Request or Review



CANCEL NEXT

On the next page you will see more instructions on what information to submit. The 'Estimated Fees' will show \$0.00 until you submit the application. The fee for new address assignments is \$150.

In the 'My Project' section, you need only enter 'Address Request' or 'Address Review' in the field under 'Give your project a name', then click 'Save':

Address Request or Review

GIS - Address request/review

Permit Number ADDRESS-23-0013

Application not yet complete. Awaiting document uploads and or fees to be paid

Estimated Fees \$0⁰⁰
Additional fees may be required

Options ▾

Please complete the following information to submit your permit application.

My Project Done

Enter 'Address Request' or 'Address Review', as appropriate, in the project name field below. The field under 'Describe the purpose...' can be left blank.

Location

135 Rhone St
Friday Harbor, WA 98250

Parcel 351453006000

Created 6/20/2023

Approved --

Issued --

Closed --

Application Expires 9/18/2023

Give your project a name

Describe the purpose of the permit

Change Location

'Permit Details' is the next section that requires information to be submitted:

Address Request or Review

GIS - Address request/review

Permit Number ADDRESS-23-0015

Application not yet complete. Awaiting document uploads and or fees to be paid

Estimated Fees \$0⁰⁰
Additional fees may be required

Options ▾

Please complete the following information to submit your permit application.

- ▾ My Project ✔ Done
- ▾ Permit Contacts ✔ Done
- ▾ Permit Details ❗ Not Complete
- ▾ Permit Submittals At least 1 file must be uploaded for each submittal requirement ✔ Done
- ▾ Permit Parcels ✔ Done
- ▾ Permit Fees Estimated Fees \$0.00

Click anywhere in the white band to expand the section:

Address Request or Review

GIS - Address request/review

Permit Number ADDRESS-23-0015

Application not yet complete. Awaiting document uploads and or fees to be paid

Estimated Fees \$0⁰⁰
Additional fees may be required

Options ▾

Please complete the following information to submit your permit application.

- ▾ My Project ✔ Done
- ▾ Permit Contacts ✔ Done
- ▴ Permit Details ❗ Not Complete

Please enter the following information related to your addressing needs. If this is an address request, enter 'unassigned' in the Project Street Address field; otherwise, enter the street address that needs review.

Applicant Name *

Applicant Phone *

Cell Phone

Mailing Address *

Enter 'unassigned' for the 'Project street address' entry if submitting an address request:

Project street address (for address review only; if this is an address request, enter 'unassigned'): *

If no address, name of the road onto which the driveway opens: *

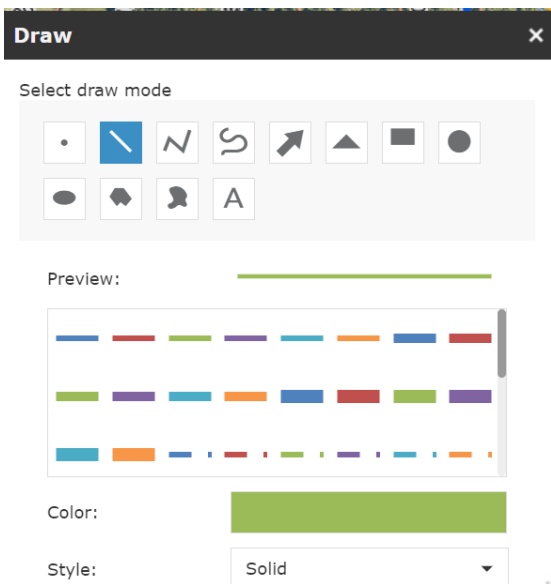
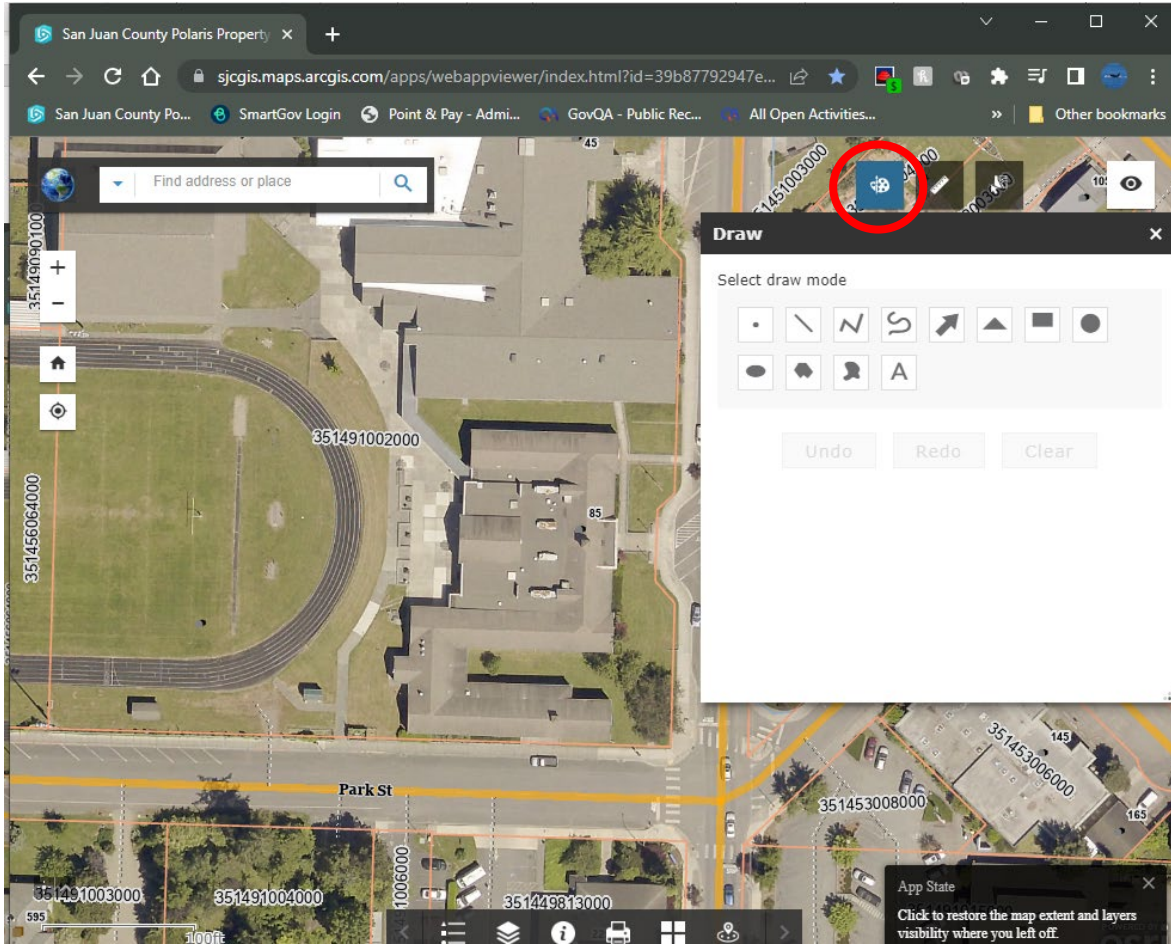
If the driveway is not yet installed, applicant will mark both sides of where the driveway will be with flagging tape or stakes in the ground. Select 'N/A' if the driveway already exists. *

SAVE

The last entry is a commitment from the applicant to mark the future location of the driveway so an inspector can confirm its placement. Select 'N/A' if the driveway already exists. This field must have an entry to allow the applicant to save the section and move on.

You are required to submit a site plan in the 'Submittals' section. A formal site plan is ideal but not required; Polaris or Google Maps printouts marked to show existing and/or future structures and driveways or even hand-drawn plans are accepted. See next page for directions on marking a Polaris or Maps screenshot or printout.

If you opt to submit a printout or screen capture from Polaris, use the Draw tool in Polaris to mark the (future) location of structures and the driveway on your parcel. The Draw tool is the tiny easel icon at the top right of the Polaris screen:



Once you have a site plan file, click anywhere in the Submittals white band to expand the section:

Please complete the following information to submit your permit application.

▼ My Project	✔ Done
▼ Permit Contacts	✔ Done
▼ Permit Details	✔ Done
▼ Permit Submittals	At least 1 file must be uploaded for each submittal requirement ⓘ Not Complete
▼ Permit Parcels	✔ Done
▼ Permit Fees	Estimated Fees \$0.00

Click the blue 'Upload' link to submit a digital copy of the site plan.

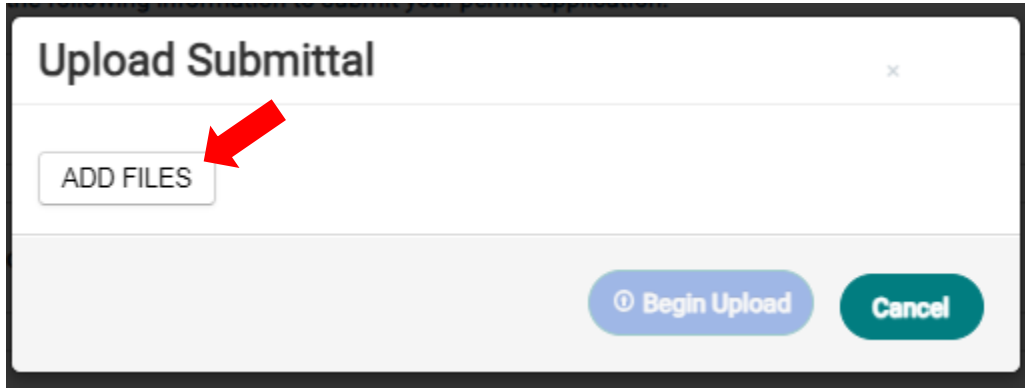
▲ Permit Submittals At least 1 file must be uploaded for each submittal requirement ⓘ Not Complete

You are required to submit a site plan. This will confirm the exact location of the property. Ideally the plan will show parcel lines, structures on the property, driveway (or future location of the driveway), and the road onto which the driveway opens. Search your parcel on [Polaris](#) and use that image if you do not have a formal site plan; hand-drawn plans are also accepted.

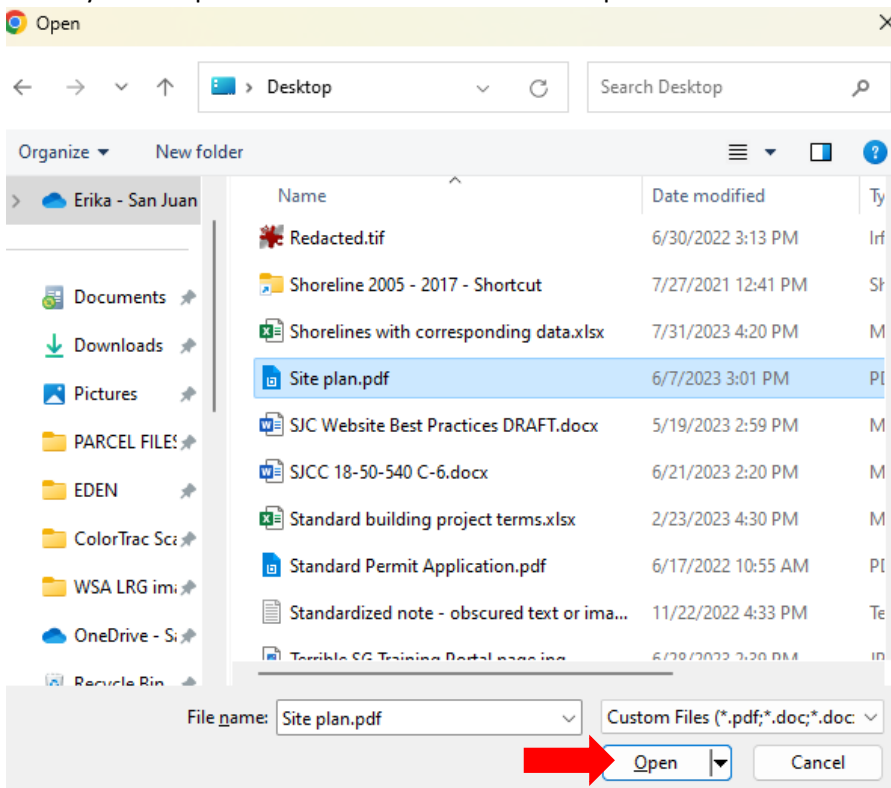
* Required for Application
ⓘ Required before permit can be closed

Submittal Name	Received	Version	Status	
Site Plan showing driveway location and location of any existing or proposed structures. It can be hand-drawn, a Polaris or Google Maps screen shot, or a formally commissioned plan. *	--	1	Pending	Upload

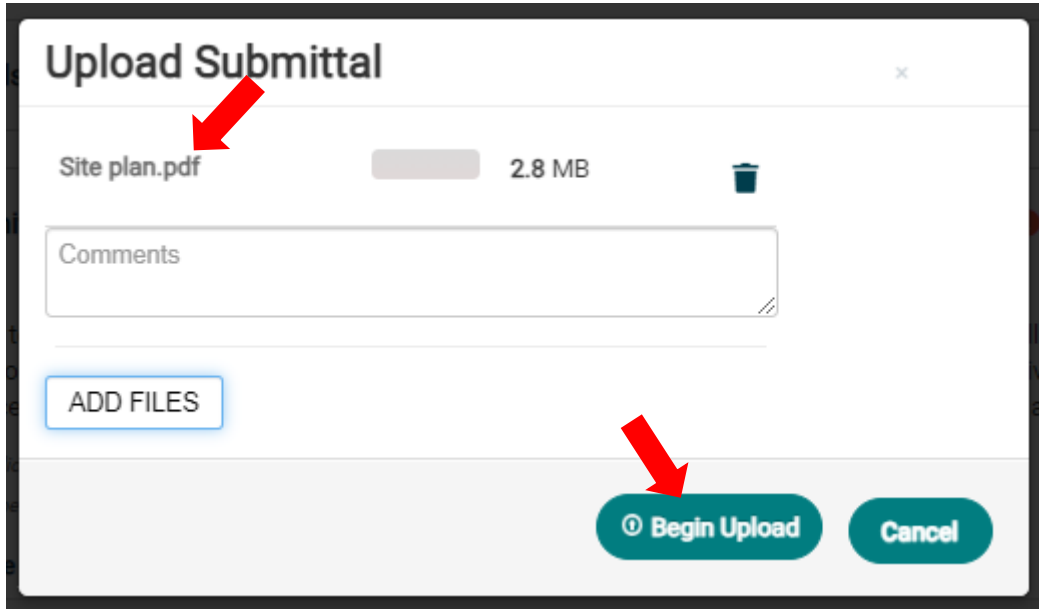
In the next window, click 'ADD FILES':



Select your site plan file or screenshot and click 'Open':



Click 'Begin Upload' once your file is open:



When the upload is complete, the status of the Submittals section will change to 'Done':

▲ Permit Submittals At least 1 file must be uploaded for each submittal requirement ✔ Done

You are required to submit a site plan. This will confirm the exact location of the property. Ideally the plan will show parcel lines, structures on the property, driveway (or future location of the driveway), and the road onto which the driveway opens. Search your parcel on [Polaris](#) and use that image if you do not have a formal site plan; hand-drawn plans are also accepted.

* Required for Application

⌚ Required before permit can be closed

Submittal Name	Received	Version	Status	
Site Plan showing driveway location and location of any existing or proposed structures. It can be hand-drawn, a Polaris or Google Maps screen shot, or a formally commissioned plan. *	8/1/2023	1	Pending	1 File

Once all required details and site plan are submitted, the application is considered complete, and the buttons allowing the applicant to submit it appear at the bottom of the screen. Click the blue 'SUBMIT APPLICATION' button:

Address Request or Review

GIS - Address request/review

Permit Number ADDRESS-23-0015

Application not yet complete. Awaiting document uploads and or fees to be paid

Estimated Fees \$0.00
Additional fees may be required

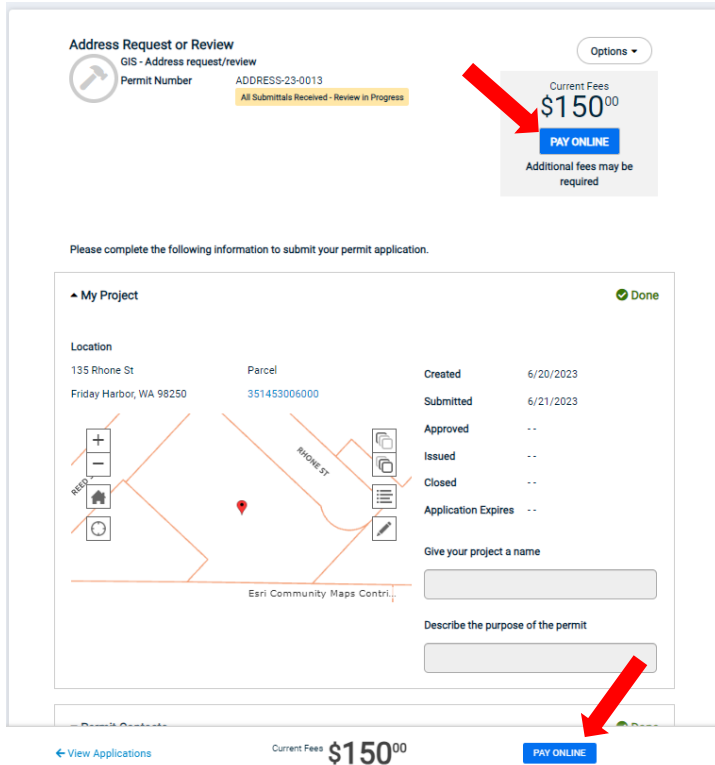
Options ▾

Please complete the following information to submit your permit application.

- ▾ My Project ✔ Done
- ▾ Permit Contacts ✔ Done
- ▾ Permit Details ✔ Done
- ▾ Permit Submittals ✔ Done
At least 1 file must be uploaded for each submittal requirement
- ▾ Permit Parcels ✔ Done
- ▾ Permit Fees Estimated Fees \$0.00

[← View Applications](#) ✔ Your application is complete. Please submit for review. [SUBMIT APPLICATION](#)

After submitting your application, the \$150 fee will show as needing payment. Pay online by clicking either 'Pay Online' button:



You can also submit payment via USPS to the following address:

DCD
PO Box 947
Friday Harbor, WA
98250

If paying by check or cash, indicate that the payment is for the permit number found here:

