

CITY OF FERNDALE ON LINE PERMIT CENTER

Go to the City of Ferndale Website at www.cityofferndale.org find the On-line Permit Center



Online Permit Center

CREATING YOUR LOG IN

Sign up to be able to submit applications electronically.

Applications Contact Us

View applications, apply, pay, or request inspections? SIGN UP LOG IN

SEARCH

Enter at least 2 characters



Apply Online
Apply online with our quick and easy process

APPLY »



Pay Online
Pay your applications quickly and securely

PAY »



My Inspections
Request an inspection when you are ready

REQUEST »



My Applications
Review your applications and inspection results

VIEW »

Other services



Provide the information to set up your account.

1 Account 2 Contact 3 Review

Create a Portal Account

Do you already have an account? [Sign In](#)

Email Address: * Valid Email Address

Password: * Minimum 8 characters

Confirm Password: * Re-enter password

Access Code

If you have been provided an access code via email, please enter the Access Code that has been provided to you. If you don't have a code click next.

Code:

The access code will help associate your new account with any permits you may already have applied for. **Don't have one? Skip this step.**

Once you have created your log in, check your email and confirm your account! Then you can log in and apply for your permit!

NOW LETS GO FIND THE DOCUMENTS YOU WILL NEED TO APPLY FOR YOUR PERMIT!

LOG INTO YOUR PORTAL!!



Home | [Toni Segerman](#) ▾

City of Ferndale

support: 360-685-2369 or 360-685-2359
ToniSegerman@CityofFerndale.org;
Pattipapetti@CityofFerndale.org



My Portal

View your applications and inspection results



Contact Us

Request information or report a concern



Public Notices

Find and review public notice announcements

FOR ASSISTANCE PLEASE CONTACT US AT THE LINKS PROVIDED BELOW

Welcome to the City of Ferndale Online Permit Center!

If this is your first time, please create a log in by clicking on the **"SIGN UP"** at the top of the page.

1. Enter your email and password information and click next.
2. Enter your contact information, click next.
3. Agree to the terms and Conditions click my Account
4. Go to your email and verify your email account

SCROLL TO THE BOTTOM OF THIS PAGE! UNDER **OTHER SERVICES** YOU WILL FIND

Other services



Reports



Documents

City of Ferndale Privacy Policy Refund Policy

City of Ferndale - Activity Map City of Ferndale - Municipal Code City of Ferndale - GIS Map Whatcom County Assessor Washington State Building Codes

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Click on the documents box to bring up this list!



[Home](#) | [Toni Segerman](#) ▾

Documents

- 📁 Building Department Informational Material
 - 📄 Commercial Multi Family Plans and Site Plan Checklist
 - 📄 Manufactured Home Application Site Plan Checklist
 - 📄 Multi-Family Permit Fees 2021
 - 📄 Residential Site Plan and Construction Plan Checklist
 - 📄 Sign Permit Checklist
 - 📄 Building Valuation Fees
 - 📄 Exempt for Permitting per IBC and IRC
 - 📄 Single Family Residential Permit Fees 2021
 - 📄 What You Should Know About Hiring a Contractor, Remodeler, or Handyman
 - 📄 Repeat Plan Application Procedures
 - 📄 FOG Informational Packet FM&P
 - 📄 FOG Packet - FSE Application
- 📁 Building Department Form/SUBMITTALS
 - 📄 01 General Permit Application - ALL PERMITS
 - 📄 Accessory Dwelling Unit - Supplemental Worksheet
 - 📄 Energy code Whole House Worksheet - REQUIRED ON RESIDENTIAL PERMITS
 - 📄 Impact Connection Deferment Form 2021 - REQUIRED ON ALL RESIDENTIAL PERMITS
 - 📄 Manufactured Home Owner Consent Form
 - 📄 Manufactured Home Review Worksheet - REQUIRED
 - 📄 Mechanical Self Certification Forms
 - 📄 Owner Consent Form - REQUIRED ON ALL PERMITS
 - 📄 Single Family Stormwater Form - REQUIRED ON ALL RESIDENTIAL PERMITS
 - 📄 Temporary Occupancy Form
 - 📄 Waste Management Form - REQUIRED ON ALL DEMO AND TI PERMITS
 - 📄 Building Permit Plan Revision/Addendum Form

To apply for a permit, locate the submittals you will need from these lists!

FOR A BUILDING PERMIT CHOOSE FROM THIS LIST!

Building Department Form/SUBMITTALS

-  01 General Permit Application - ALL PERMITS
-  Accessory Dwelling Unit - Supplemental Worksheet
-  Energy code Whole House Worksheet - REQUIRED ON RESIDENTIAL PERMITS
-  Impact Connection Deferment Form 2021 - REQUIRED ON ALL RESIDENTIAL PERMITS
-  Manufactured Home Owner Consent Form
-  Manufactured Home Review Worksheet - REQUIRED
-  Mechanical Self Certification Forms
-  Owner Consent Form - REQUIRED ON ALL PERMITS
-  Single Family Stormwater Form - REQUIRED ON ALL RESIDENTIAL PERMITS
-  Temporary Occupancy Form
-  Waste Management Form - REQUIRED ON ALL DEMO AND TI PERMITS
-  Building Permit Plan Revision/Addendum Form
-  Stormwater Minimum Requirements #1 - #5 packet
-  Building Permit Extension Request Form
-  FOG Packet - FSE Application
-  FOG Packet - FM&P Application

FOR A PLANNING PERMIT CHOOSE FROM THIS LIST!

Planning Department Forms

-  Annexation - Intent
-  Annexation - Petition
-  Appeal Application
-  Comprehensive Plan Amendment Application
-  Conditional Use Permit Application
-  Final Plat Application
-  General Binding Site Plan Application
-  Home Occupation Permit
-  Lot Line Adjustment Application
-  Master Land Use Cover Sheet
-  Multi-Family Tax Exemption Application
-  Planned Unit Development Application
-  Plat Alteration Application
-  Preliminary Plat Application
-  SEPA Checklist - Planned Action Area
-  SEPA Checklist
-  Shipping Container Application
-  Shoreline Substantial and/or Exemption Application
-  Shoreline Variance Application
-  Short Plat Application
-  Sidewalk Dining Application
-  Site Plan Review Application
-  Specific Binding Site Plan Application
-  Traffic Concurrency Application
-  Variance Application
-  Zoning Text Amendment Application
-  Zone Change (Rezone) Application

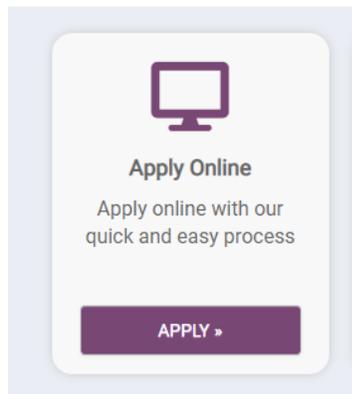
AND PUBLIC WORKS PERMIT USE THESE FORMS

Public Works Department Forms

- [Land Disturbance Application](#)
- [Land Disturbance Grading Fees 2022](#)
- [Land Disturbance Supplemental & Submittal Requirements](#)
- [Encroachment Permit Application 2018](#)
- [Street Vacation Petition](#)

OK NOW LET'S GET STARTED SETTING UP YOUR PERMIT!

Log into your account and choose



Choose a type of permit application:

What type of application do you need today?

Select a category to view your options

Select a category

Commercial

Fire

Multi-Family Residential

Planning

Public Works/Engineering

Residential

Once you have chosen the type of permit, then choose the specific permit application:

What type of application do you need today?

Select a category to view your options

Residential

- Accessory Dwelling Units
- Manufactured Home
- Single Family Accessory
- Single Family Alteration
- Single Family Demolition
- Single Family Plumbing
- Single Family Retaining Wall
- Duplex
- Repeat Plan Application - Single Family
- Single Family Addition
- Single Family Deck
- Single Family Mechanical
- Single Family Residence - New Building Permit
- Town House

Next you will put your address into the system a dropdown will come up and you can choose from the list:

Where is your project located?

A valid site address is required for all permit applications, except for Public Works Right of Way permits. Start typing the site address for your permit. Once the address populates, please select by clicking on it. If your address does not populate, try locating the parcel number using the [Whatcom County Assessors](#) page to find the parcel number.

I want to [enter a parcel #](#) instead.

Address:

2095

City:

State

Zip Code

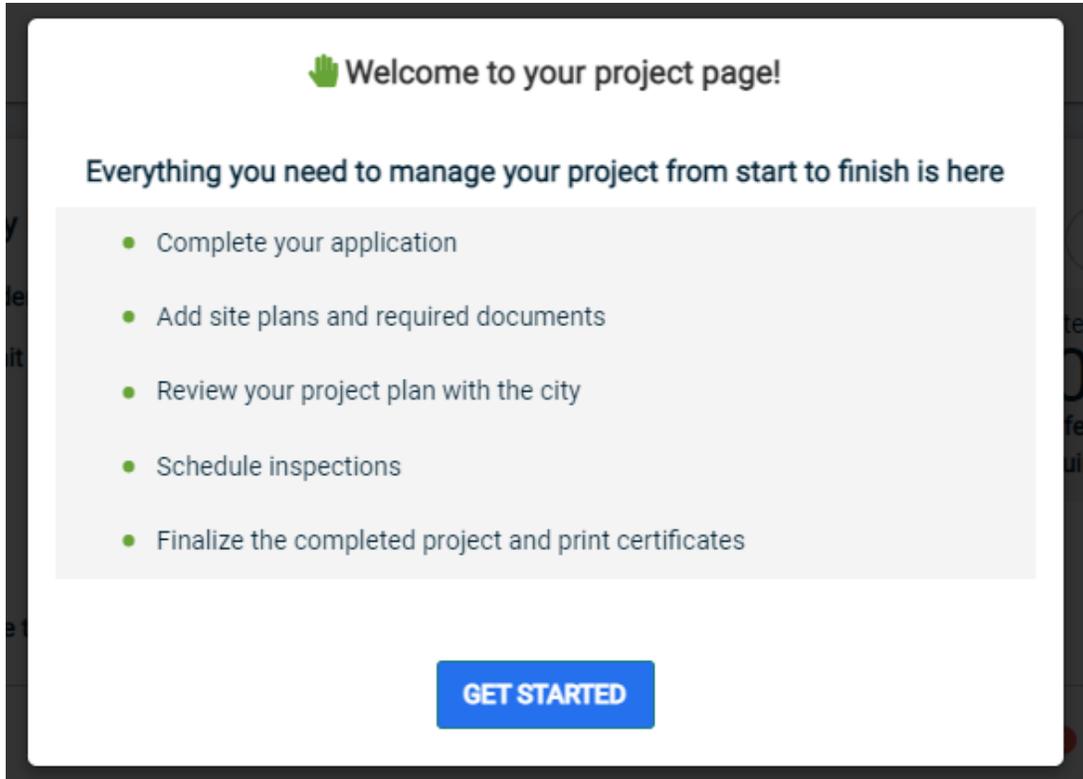
WA

THEN CLICK SAVE AND CONTINUE!

CANCEL

SAVE AND CONTINUE

YOU WILL THEN SEE...



 Welcome to your project page!

Everything you need to manage your project from start to finish is here

- Complete your application
- Add site plans and required documents
- Review your project plan with the city
- Schedule inspections
- Finalize the completed project and print certificates

[GET STARTED](#)

CLICK THE GET STARTED BUTTON!
FOLLOW THE INSTRUCTION ON THE PAGE

FILL OUT YOUR PROJECT NAME (BELOW): Please enter a portion of the permit type name or select from the list (Example: Addition)

FILL OUT YOUR PROJECT INFORMATION (BELOW): Please put the project description information in purpose of the permit (how many bedrooms, bathrooms, square footage of structure, stories)

Location

2095 MAIN ST
FERNDAL, WA 00000

Parcel
3902290075410000

Created 10/21/2022
Approved --
Issued --
Closed --
Application Expires 1/19/2023



Give your project a name *

Describe the purpose of the permit *

[Change Location](#)

SAVE **CANCEL**

PERMIT CONTACTS

**The next step is to check your contact information if this isn't correct notify the Permit Specialist so that they can change the contact information.

PERMIT CONTRACTORS

The next category is to choose your contractor, click [+ ADD CONTRACTOR](#) a window will pop up and you can start entering your contractors company name a drop down will pop up and you can choose an existing contractor

Add a Contractor

Find Your Contractor

Search by Contractor name or license number

CANCEL **ADD TO MY PERMIT**

if you have not hired a contractor yet please click the box

▲ Permit Contractors ✔ Done

Start typing the contractor's business name and click the selection from the drop-down choices. If your contractor is not listed, or you are not using a contractor, please click on the Next button to continue with your application.

Contractor	License Number	Primary
Please add all licensed contractors or professionals working on this project here.		
<input checked="" type="checkbox"/> We have not hired a contractor for this project		

PERMIT DETAILS

Next are the permit financial details, please choose an option from the drop down under "Financed by"

▲ Permit Details ⓘ Not Complete

Building Permits: Using the dropdown menu, indicate if your self financing or using a lender. If you are using a lender please enter the lender information.

Land Disturbance Permits: Enter the total combined cubic yards of material to be imported and exported.

Planning Permits: Enter the total amount of lots to be created.

Finance by *

Lender Name

Lender Address

Lender Phone Number

Be sure to click the SAVE button!

PERMIT FIXTURES

Ok now you are at the Permit Fixture! Choose the drop-down menu for both the Mechanical and the Plumbing Fixtures, choose how many you have of each and again click SAVE!

▲ Permit Fixtures

✔ Done

Please enter the quantity next to all the fixtures for your project.
If your project involves propane or natural gas inspection of gas pipping and appliances will occur. Please indicate all fixtures for these (i.e. gas pipe system, propane tank, generator).

▼ Mechanical Fixtures

▼ Plumbing Fixtures

SAVE

SUBMITTALS

Now we are at the part that is critical to make sure you have a **COMPLETE APPLICATION!!** These submittals are necessary to review your project.

* Required for Application

🕒 Required before permit can be closed

Submittal Name	Received	Version	Status	
Application *	--	1	Pending	Upload
Proof of ownership *	--	1	Pending	Upload
Impact Connection Fee Deferment Form *	--	1	Pending	Upload
Owner Consent Form *	--	1	Pending	Upload
City of Ferndale Business License *	--	1	Pending	Upload
Contractor's License *	--	1	Pending	Upload
Site Plan *	--	1	Pending	Upload
Construction Drawings *	--	1	Pending	Upload
Engineering *	--	1	Pending	Upload
IRC Energy Code Forms *	--	1	Pending	Upload
STORMWATER #1 THROUGH #5 WORKSHEET *	--	1	Pending	Upload
School Fees Paid to Ferndale School District *	--	1	Pending	Upload
Conditions Acknowledgement (Signature Required) 🕒	--	1	Pending	Upload



APPLICATION: This document can be found under the [Documents](#) box on the home page

The other forms that are required for this permit and listed on the submittal list (**IMPACT CONNECTION FEE DEFERMENT FORM, OWNER CONSENT FORM, STORMWATER WORKSHEET**) can also be found in this list see below:

PROOF OF OWNERSHIP: This is a deed or a screen shot of the Assessors Website that shows the ownership of the parcel, this must also match the OWNER CONSENT FORM.

CITY OF FERNDALE BUSINESS LICENSE: This license can be obtained through the Washington State Department of Revenue. All contractors that are working in the City are required to have a business license.

CONTRACTORS LICENSE: This is the license that is issued by the State of Washington Labor and Industries an unexpired copy of the license can be uploaded to this submittal for proof of license.

SITE PLAN: This submittal is a drawing of the parcel. Please see the list below for the Checklist that outlines the requirements for this submittal.

CONSTRUCTION DRAWINGS: This submittal also has information and the requirements of the drawings outlined in the checklist.

ENGINEERING: If this is required for your project signed, stamped drawings and calculations should be uploaded to this submittal.

IRC ENERGY CODE FORMS: This submittal can be found in the checklist, but also at the link to WSU website.

IRC ENERGY CODE COMPLIANCE FORM	
	WSEC Prescriptive Worksheet Energy Code Compliance Form (SFR/Duplex - International Residential Code only)
<input type="checkbox"/>	Completed Energy Code Prescriptive Compliance Form, which may be found on-line at: http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx
<input type="checkbox"/>	Complete the whole house fan worksheet and upload to the application submittal

STORMWATER FORMS: These forms are contained in the list below.

SCHOOL FEES (paid directly to the School District): The receipt for payment of these fees should be uploaded to the submittal in order to issue your permit.

CONDITIONS ACKNOWLEDGEMENT: This submittal is a deferred submittal that is the permit itself, once you have paid the fees and issued your permit you will need to read the conditions contained in the permit and sign it and upload it back to this submittal.

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PERMIT CONDITIONS

The conditions of the permit will be updated throughout the review process, you can log in and check to see if any conditions have been added. Once the permit is ready to issue the conditions will print out on the permit itself so that you can read through them and sign the permit agreeing to adhere to the conditions of the permit.

PERMIT FEES

Permit fees will also be updated throughout the review process. The deposit is due prior to sending your project out to the review team. Once the permit is ready to issue you will receive an email stating that the permit is ready to issue, please keep in mind that if you have outstanding submittal requirements, such as you have not uploaded your school fee receipt, your permit will not go into ready status until they have been received and accepted.

Once your permit is ready to issue an invoice for the fees due will be uploaded under the notes section of the portal so that you can print it out to send in a check or pay in person. Or you can pay online through the portal.

IMPACT FEE DEFERMENT: If you choose to defer the impact fees, these fees will be due prior to your ability to schedule any final inspections or 18 months whichever comes first.

PERMIT INSPECTIONS

This section is a list of your inspections, once your permit is issued you can log in and schedule your inspections through this portal. Please note that if you do not have a PASSING inspection within 180 days your permit will expire. If you require an extension, you may request this extension by utilizing the form located in the



list of [Documents](#) and sending the request to the Permit Specialist prior to the expiration date. If your permit expires you will be required to pay a reinstatement fee to reinstate the permit. If your permit expires and there has been a code change a new permit will be required. IT IS IMPERATIVE THAT YOU KEEP YOUR PERMIT IN ACTIVE STATUS.

Once all of your submittals are uploaded to the portal you can submit your application!!!

Now you can go in and pay your deposit and your permit application will begin the review process!!

PERMIT APPROVAL STEPS

If you wish to follow the review of your project you can do so by logging in and viewing this section, you will see when a department has reviewed and approved your project.

If you have any questions along the way, please contact me at toniseberman@cityofferndale.org or give me a call at 360-685-2369!