

## BUILDING AND PROPERTY REGULATIONS

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### BUILDING PROCEDURE INFORMATION

1. All Cape George building project regulations and forms are available on-line at: [www.capegeorge.org](http://www.capegeorge.org) and at the Cape George office. Forms available include applications for Building Permit, Earthworks, Water Connection, Driveway Connection, Variance Request, and Tree Cutting Permit.
2. Fill out the application forms with particular attention to (A) setback requirements being sure to include the width of eaves as part of the structure; (B) Building height limitations (17 Feet) and (C) Size requirements (minimum of 1000 square feet of living space).  
**IMPORTANT:** Include a plot plan drawn to scale that shows lot boundary lines, location of driveway, house, utilities, ancillary buildings, curtain drain, septic system and septic reserve.
3. Return completed applications to the Cape George Office – they need not all be turned in at the same time. Tree Removal and Earthworks Permits are often issued prior to Building Permits.
4. After the building footprint is clearly marked and prior to ground breaking, an on-site meeting **MUST** be held with the owner and/or authorized agent and either two members of the Building Committee or the Manager and one Committee member, to inspect and confirm that the proposed height benchmark and setbacks comply with regulations.
5. No Cape George Building Permit will be issued for structures requiring a county permit until the county permit is issued and the on-site meeting described in item 4 has been held. Bring a copy of the county permit to the Office as proof that your planned structure has been approved.
6. After the Cape George Building Permit has been issued and the foundation forms are installed, but prior to concrete being poured, an on-site meeting **MUST** be held with the owner and/or authorized agent and either two members of the Building Committee or the Manager and one Committee member, to inspect and confirm that the setbacks comply with regulations.
7. During construction and prior to the installation of roof trusses or other roof supports, another on-site meeting **MUST** be held with the owner and/or authorized agent and either two members of the Building Committee or the Manager and one Committee member, to inspect and confirm that the 17 foot height limitation is complied with.
8. Don't overlook the deadlines given in the Building Regulations while planning your project.
9. You are encouraged to involve the Building Committee and/or the Manager in the early stages of planning. They may be contacted by calling the office at 360-385-1177 during business hours, 9am-2pm, Monday –Friday.