



Reporting Potential Violations of Land Use Laws

If you observe a potential land use code violation in San Juan County, we recommend that you contact the County's Code Enforcement department and request that they conduct a code investigation. Common land use code violations in our community include unauthorized activities such as shoreline tree removal, draining or filling of wetlands, vacation rentals, and the construction or expansion of on-beach structures such as stairs, bulkheads or groins. Once you file a formal investigation county staff will review permit records and also likely visit the site to assess conditions. Photos are very helpful to include if possible but please be sure that you DO NOT TRESPASS to obtain this information.

[Click here to see simple steps for filing a code enforcement through the San Juan County website.](#)

Important: If the violation is active, or still underway, we strongly recommend that you also directly contact the Code Enforcement Officer [James Finn](#) (360-370-7575) and Community Development and Planning Director [Erika Shook](#) (360-370-7571) right away to request that they send someone out to the site to assess if a violation is occurring and if so to issue a stop work order before additional damage to habitats and natural resources occurs.

More:

To find the parcel number and landowner names needed to complete the code complaint form use the [county's interactive mapping website](#). Navigate through this website by moving the cursor around and the + to zoom into a parcel, then click on the *i* in the bottom center tool bar, and then click on the parcel of interest. Once you have the parcel number you can also search recent permits at the [county's new online permit database](#). If you need additional information or assistance, please contact Friends of the San Juans at 360-378-2319.

San Juan County Code Enforcement DIY Instructions

If you observe a potential active land use code violation in San Juan County, we recommend that you contact the County's Code Enforcement department at 360-370-7575 and request that they conduct a code investigation. Here are the simple steps for doing this through the San Juan County website.

Step 1:

Visit the County's website (<https://www.sanjuanco.com/>) and HOVER over the "Your Government" menu tab in the top, left corner of the site's header:



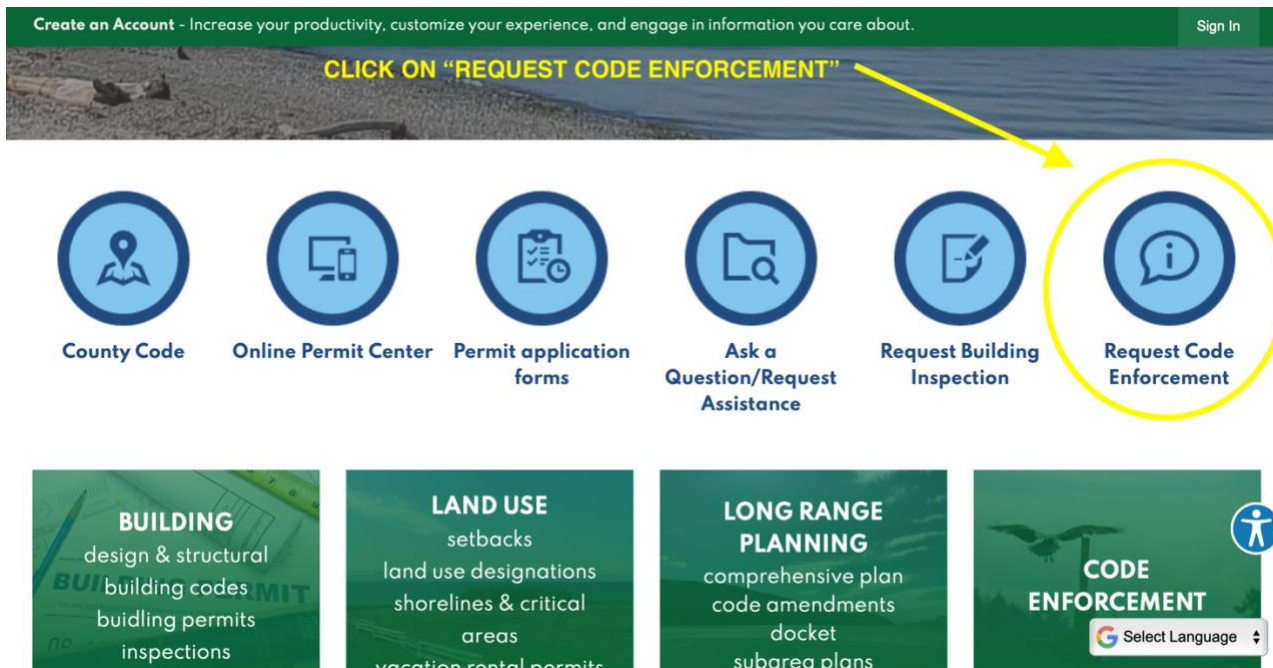
Step 2:

Click on the “Community Development” item in the dropdown menu.



Step 3:

Scroll down on the page and click on the “Request Code Enforcement” button.



Step 4:

You will then be prompted to fill out an online form called **“Request for Code Enforcement Form.”** Fill out the required form as thoroughly as possible and then click the “submit” button at the bottom of the form.

Here is a preview of the form you will need to fill out:

Request Code Enforcement

If this is a request for code enforcement, it will be entered into our system and investigated. If the Code Enforcement Officer determines that a code violation exists, Community Development works with property owner to resolve the violation. You may contact the code enforcement officer for updates on case status, but you will not be contacted unless the code enforcement officer has questions.

Location of code violation(s) (site address/TPN):

Island:

Description of Violation

Please describe the violation; include additional details which may be of importance. For example: Tree cutting in the shoreline, five mature cedar trees removed. Stumps cut flush with the ground."

Person/party/business believed to be in violation:

Contact Information

If you would like to remain anonymous, do not complete the contact information below.

☐ I want to remain anonymous.

Select Language

☐ I have included my contact information below so that the Code Enforcement Officer can contact me with questions. I understand that my information is not confidential.

Name

Email Address

Phone Number

protected by reCAPTCHA
Privacy - Terms



☒ Receive an email copy of this form.

Email address

This field is not part of the form submission.



CLICK THE "SUBMIT" BUTTON

Here are some tips for filling out the **"Description of Violation"** portion of the document:

- Include a timeline or chronicle of the events you believe to be violations. The more specific you can be here, the better (i.e., include specific dates/times of your observations).
- While there is not an option to attach relevant photographs to the form, you could send them separately to the Code Enforcement Officer at the contact info below. Please note that you should never trespass on private property in order to take photos of a possible code enforcement violation. In Washington, you generally do not have the right to record an audio file without someone's permission.
- Submit your Request for Code Enforcement as soon as possible after observing a possible violation. If a violation is still in progress also call the Code Enforcement Officer to request the county visit the site right away and if warranted issue a stop work order at the contact information below.
- [Click here to see the relevant section of San Juan County Code to review](#), as you fill out your request. Please note that it is also okay to just describe the activity (such as wetland fill or excavation, shoreline tree removal, shoreline structure such as a bulkhead) and not provide information on specific sections of code in your request for a code investigation.
- You can (and should) call the Department of Community Development at 360-378-2354 to follow up on a request after filing.
- At the time of this writing, the County's Code Enforcement Officer is James Finn. His direct contact information is: jamesf@sanjuanco.com / 360-370-7575.
- The Community Development and Planning Director is Erika Shook erikas@sanjuanco.com / 360-370-7571

Tracking the Process

If you would like to further investigate and/or follow up on a potential violation, we recommend submitting a **public records request** for the particular parcel or address where the potential code violation occurred and request copies of any active permits, code investigations, or communications with county staff for that parcel. If you have any concerns with the scale of the violation or the county's response it may also be useful to reach out to your elected officials (we recommend sending any communication to all three) as well as to the

Community Development and Planning Director (as of spring 2021 Erika Shook) or include them in all communication with the code enforcement officer.

File a Records Request on the County's Website

[Click here to visit the San Juan County Public Records Request page.](#)

Click on "Record Center"

Civic Campus Plan

Current RFPs

Current RFQs

Interlocal Agreements

Legal Claims

PFFAP Program Applications

Public Records Request

Public Records Request

Submitting a Request

To submit a public records request, use the [Record Center](#).

San Juan County Public Records Procedures can be found in the [County Code Chapter 2.108](#).

Request for court records as defined in [GR 31](#) should be made to the [County Clerk](#) for Superior Court Records and to the [District Court Administrator](#) for district court records. Requests for [Judicial Administrative Records](#) as defined in [GR 31.1](#) should be directed to the [Superior Court Public Records Officer](#) for superior court administrative records and the [District Court Public Records Officer](#) for district court administrative records.

The Public Records Office for San Juan County is:	
Mr. Jamie Stephens 55 Second Street	Mailing address: San Juan County

Jamie Stephens
Public Records Officer
[Email Public Records Officer](#)
Phone: 360-370-7475

Sally Rogers
Public Records Clerk
[Email Public Records Clerk](#)
Phone: 360-370-7410

Public Records
[Email Public Records](#)

Physical Address
55 2nd Street
Friday Harbor, WA 98250
[Select Language](#)

Once on the "Public Records Center" page, click "Submit a Records Request."

Public Records Menu

Home

FAQs

Submit a Request

My Request Center

FAQs

See All FAQs

How can I find a San Juan County Public Record?

Can I see all County records?

How do I submit a request?

If I want copies, how much will they cost?

View Knowledge-Base

question or browse frequently asked questions

Submit a Records Request

Submit a Public Records Request to the County

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GovQA

At this point, you will either need to create an account on the County's portal or log in with your existing credentials (if you have them):

Public Records Center

Public Records Menu

- Home
- FAQs
- Submit a Request
- My Request Center

FAQs

See All FAQs

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How do I submit a request?

If I want copies, how much will they cost?

When can I inspect records?

Login

If you have used this service previously, please log in. If this is your first online request, please create an account and provide as much contact information as possible. By creating an account, you will have the ability to track and monitor your public records requests. All communication from the agency will be sent directly to your email account.

Email Address: *

Password: *

If you don't know or have forgotten your password, click here.

New User? Click below to create a new account.

By logging in, you agree to GovQA's [Privacy Policy](#) and [Terms of Use](#)

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Once logged into the Records Request portal, you will need to fill out this form:

San Juan County
WASHINGTON

Public Records Center

Public Records Menu

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FAQs

See All FAQs

How can I find a San Juan County Public Record?

Can I see all County records?

How do I submit a request?

If I want copies, how much will they cost?

How will the County provide the records to me?

What happens if I don't pick up the requested records?

Description:

San Juan County provides access to public records in compliance with applicable laws and statutes of the State of Washington. In accordance with the public records law, the County has five business days to respond to a request for public records.

Requestor Email:

Type of Record(s) Requested:

Describe the Record(s) Requested:

Please be as detailed as possible in your description (Author, Recipient, Subject, Parcel Numbers, Full Names, Addresses and any detail to locate records.) If known, from which department are you requesting records? For Sheriff's records please include names of involved parties, location of incident, case incident number and dates of incident.

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Preferred Method to Receive Records:

☒ Electronic via Records Center ☐ Inspect On-site ☐ Mailed Copies ☐ Pick-up Copies

Please note not all public documents are available in electronic format. If the document(s) requested are not available electronically, we will make them available for inspection or by paper copy in accordance with the Public Records Law.

Does your request include a list of individuals?:

☐ No ☐ Yes* (If yes is selected, complete the following questions.)

The nature of your business:

What you intend to do with the requested records:

If your request is authorized by law, please identify the law:

Type of Requester:

This is an optional field and is not required to place a request.

Add Attachment(s), if desired

Attach a File(s):

Enter CAPTCHA code:

Note, you only need to fill out the portions of this form with an asterisk.

In the top question on this form, “Type of Records Requested,” you will most likely want to select “Land Permit Records” or “Building Permit Records” from the dropdown menu.

Public Records Center

Public Records Menu

- Home
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What should I include in my request?

What happens if I don't pick up the requested records?

Description:

San Juan County provides access to public records in compliance with applicable laws and statutes of the State of Washington. In accordance with the public records law, the County has five business days to respond to a request for public records.

Requestor Email:

jennifer@sanjuans.org

Type of Record(s) Requested:

-- Please Choose --

-- Please Choose --

Auto Accident Report

Budgets

Building Permits Records

Land Permit Records

Meeting Minutes

Police Report

SELECT EITHER "BUILDING PERMIT RECORDS" OR "LAND PERMIT RECORDS"

Start Date Range:

End Date Range:

Powered by

Prior to submitting the form, you will also need to describe the request in the field “Describe the Record(s) Requested” field (see above) and indicate whether you would like to receive the records electronically, to inspect them onsite, to receive them in the mail, or to pick them up from the County Records Clerk. Please note that there may be charges associated with a records request, for costs such as printing.

If you run into any issues, here is the contact information for the San Juan County Records Department:

Public Records Clerk
Ms. Sally Rogers
55 Second Street
Friday Harbor, WA 98250
360 370- 7410
sallyr@sanjuanco.com

If you do not hear back from the County staff in a timely manner after filing either your **Request for Code Enforcement** or your **Public Records Request**, we encourage you to follow up via phone and email on a regular basis (at least weekly) with the appropriate County staff.

For more information about these instructions, or other questions about land use email [Tina Whitman](mailto:Tina.Whitman@sanjuanco.com), Science Director, Friends of the San Juans or call 360-378-2319.

About Friends of the San Juans

Friends of the San Juans is a 501(c)(3) non-profit dedicated to protecting and restoring the San Juan Islands and the Salish Sea for people and nature. Founded in 1979, the organization has become a leading proponent of safe shipping, clean water, healthy forests and farmlands, natural beaches and resilient communities. Through innovative programs, Friends harnesses science, education, and legal advocacy to help protect what you love about the San Juan Islands and the Salish Sea. More info can be found at www.sanjuans.org.