

A few Pointers for successfully submitting a Commercial building permit application:

- A pre-application meeting is required for Commercial Projects – Pre-application request forms are available in our office and on our website under the applications dropdown.
- Make sure all the blanks are filled in. They wouldn't be there if we didn't need the information. If you have a question about the application ask the Permit Technician, the Building Inspector, or the Planner and anyone of them can assist you. We will not accept an incomplete application package.
- The 12-digit parcel number is required and can be found on the property tax statement. If you can't locate it, call the Assessor's office at 509-524-2560 and they can find it for you.
- Check off the items on the checklist. It is there to help, if you don't include something that is on the checklist, it could hold up review and/or approval of your application.
- Make sure you have turned in your application for Addressing and Access (driveway) to Public Works at 990 Navion Lane. If you have questions, call 509-524-2710.
- Make sure you have turned in your application for Septic to Environmental Health – 310 W Poplar St, Suite 114. If you have questions, call 509-524-2650.
- Make sure you have turned in your Storm water plans and report to Public Works – 990 Navion Lane. If you have questions, call 509-524-2710.
- Other items may apply, and this will be discussed at the pre-application meeting.

**** Important** information regarding Building Permit Submittal Documents**

1. Site Plans: Pursuant to IBC Section 107.2.5 " The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades and, as applicable," flood hazard areas, floodways, and design flood elevations and it shall be drawn in accordance with an accurate boundary line survey."
2. Walla Walla County will not accept plans for a building permit application that contains any of the following or similarities: a) "Not for Construction", b) "Permit set", c) Copyright infringement, or d) Non-modified "stock plans" prepared for other states or countries.
3. Plans for a building permit shall be complete and intended for construction and shall include the **Occupancy Type, Type of Construction, Occupant load & Square Footage** of each occupancy.