

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

- ❑ Check with a Planner in our office to verify your setbacks, and to see if there are any restrictions on your property prior to submitting your application.
- ❑ Check with a building inspector if you have any particular design questions. They can't design it for you, but they can give you very good information. This could prevent any delays in the approval of your application.
- ❑ 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 Coordinator, the Building Inspector, or the Planner and any one 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.
- ❑ 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.

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

1. Site Plans: Pursuant to IRC Section 106.2 site plans shall be submitted with the construction documents drawn "... to scale depicting the size and location of new construction and existing structures on the site, distances to lot lines....." No smaller than 11"x 17" and include in such site plans the location of "critical areas" which are defined as wetlands, aquifer recharge areas, fish and wildlife habitat areas, frequently flooded areas and geologically hazardous areas (steep slopes).
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 **Type of Construction** and total square footage of each area (living space, covered porches, patios, decks, and garages).

WALLA WALLA COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

310 W Poplar St., Suite 200

Walla Walla, WA 99362

509-524-2610

Submit all documents to: permits@co.walla-walla.wa.us

You will receive an auto-generated email once your application has been entered in our electronic system (TRAKiT) for processing and screening. If you do not receive an email within five business days, please call the number listed above to let us know.

Residential Pole Building Permit Application

\$50.00 application and \$150.00 deposit fee will be required, and you will be contacted for payment via email or phone.

12-digit Parcel # _____

Site Address _____

Applicant (required) _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ E-mail address: _____

Property Owner (required) _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ E-mail address: _____

Contractor (if applicable) _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ E-mail address: _____

Contractor's Registration # _____

Describe what you plan to do: (e.g. Construct a 3,000 sf pole bldg) _____

Heat Source: Gas ___ Electric ___ Other (specify): _____

Building Size: Height of building _____ Ground floor sq. ft. _____ Second floor sq. ft. _____

Deck sq. ft. _____ Lean To _____ Enclosed on how many sides ? 1 - 2 - 3 - 4 sides (circle one)

Additional Minimum Documents required:

- Construction Plans in pdf format
- Site Plan in pdf format
- Residential Plan Review Checklist

Approvals, if applicable, from the County Health Dept (septic), Touchet Sewer (sewer), County Public Works (address, access, stormwater), and/or the WA Department of Transportation (access off the highway) will be required for your building permit to be issued. It is your responsibility to contact these agencies.

Are there any Critical Areas on site and/or located within 200 ft of subject property? (A critical areas report prepared by a qualified professional may be required to adequately address &/or avoid impacts to the critical area associated with the project.) Mark all that apply:

Floodplain ____
Wetlands ____
Slopes >15% ____

Fish / Wildlife Habitat ____
Geologically Hazardous Areas ____
Critical Aquifer Recharge Areas ____

*******OWNER'S / REPRESENTATIVE'S SIGNATURE IS REQUIRED AT TIME OF SUBMITTAL*******

I hereby acknowledge that I am the owner (or authorized representative of the owner) of the above-referenced property. I agree to provide access and right of entry to Walla Walla County Community Development Department and its employees, representatives or agents for the sole purpose of application review and any required later inspections. Staff's access and right of entry will be assumed unless the applicant informs the Department in writing at the time of the application that he or she wants prior notice.

Time Limitation of Application: Per current IBC / IRC 105.3.2 an application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

By signing this application form, the owner/authorized representative attests that the information provided herein, and in any attachments, is true and correct to the best of his or her knowledge. Any material falsehood or any omission of a material fact made by the owner/authorized representative with respect to this application packet may result in this permit being null and void.

If I am signing as authorized representative, I certify under penalty of perjury that the owner(s) of the property have given me full authority to submit this application and act on the owner's behalf with regard to this application.

The above information, site plan, and drawings relating to the structure for which this application is submitted are correct and are an accurate representation of this project.

Signature _____ Date _____


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Mechanical / Plumbing Worksheet

12-digit Parcel #: _____

Site Address: _____

Plumbing Item	Qty	Mechanical Item	Qty
TOILET(S)		MINI-SPLIT	
SINK(S)		FURNACE	
SHOWER(S)		HT PUMP / A/C / BOIL	
BATHTUB(S)		AIR HANDLER	
BATH/SHOWER COMBO(S)		GAS WATER HEATER	
CLOTHES WASHER		VENT / EXHAUST FANS	
DISHWASHER		APPLIANCE W/VENT (dryer, oven, range, water heater)	
DISPOSAL		DUCTWORK (Enter 1 if Installing or Replacing)	
WASTE PIPING (DWV) (Enter 1 if Installing or Replacing)		WOOD / PELLET STOVE / INSERT	
WATER HEATER		GAS FIREPLACE	
WATER SOFTENER		GAS PIPING (Enter 1 if Installing or Replacing)	
DRINKING FOUNTAIN		LPG TANK / GAS METER SET	
HOSE BIB(S)		EVAPORATIVE COOLER	
SUMP PUMP		RANGE HOOD (residential)	
MISCELLANEOUS FIXTURES		RANGE HOOD (commercial type)	
FLOOR DRAIN		MISCELLANEOUS GAS APPLIANCE	
ROOF DRAIN		MEDICAL GAS SYSTEMS	
GREASE, SAND INTERCEPTOR		INCINERATOR	
HOT TUB / BUILT IN			
LAWN SPRINKLER			

Acknowledgement of Contractor Registration requirements

RCW 18.27.110

Building permits — Verification of registration required — Responsibilities of issuing entity — Penalties.

(1) No city, town or county shall issue a construction building permit for work which is to be done by any contractor required to be registered under this chapter without verification that such contractor is currently registered as required by law. When such verification is made, nothing contained in this section is intended to be, nor shall be construed to create, or form the basis for any liability under this chapter on the part of any city, town or county, or its officers, employees or agents. However, failure to verify the contractor registration number results in liability to the city, town, or county to a penalty to be imposed according to **RCW 18.27.100(8)(a)**. “(8)(a) The finding of a violation of this section by the director at a hearing held in accordance with the Administrative Procedure Act, chapter [34.05](#) RCW, shall subject the person committing the violation to a penalty of not more than **ten thousand dollars** as determined by the director.”

(2) At the time of issuing the building permit, all cities, towns, or counties are responsible for:

- (a) Printing the contractor registration number on the building permit; and
- (b) Providing a written notice to the building permit applicant informing them of contractor registration laws and the potential risk and monetary liability to the homeowner for using an unregistered contractor.

(3) If a building permit is obtained by an applicant or contractor who falsifies information to obtain an exemption provided under **RCW 18.27.090**, the building permit shall be forfeited.

WAC 296-200A-110

Is a city, town, or county required to verify a contractor registration number?

Before issuing a building permit, a city, county or town must verify the registration of the general or specialty contractor applying for the permit.

By my signature, I hereby attest that I have received and read this information.

Printed Name: _____

Signature: _____ Date: _____

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permits@co.walla-walla.wa.us

POLE BUILDING PLAN REVIEW CHECKLIST – Plans to be 11” X 17” minimum in PDF format and submitted on CD, Flash drive or via email to the above referenced address

Please note: Applications will not be accepted without the following information checked off by the applicant: (Either check off or mark N/A in each space)

I. Site Plan

- North arrow Road / Street frontage Driveway location Easements
- Location of all structures & specific use Location of well, septic tank & drain field
- Lot lines & dimensions--distances to property lines from proposed building(s)
- Distance to and location of any critical area, such as a stream, creek, river, irrigation ditch, or canal, floodplain, wetland, wildlife habitat, and slope over 15 percent

II. Construction Plans

Floor Plan(s)

- Floor plan of **each** floor w/dimensions of each room & labeled Total square footage
- Door and window location & size Water heater location Location/size ventilation fans
- Heat Source/furnace location & type (gas, electric, other)

Foundation plan

- Dimensions of foundation Rebar Slab (radon venting)
- Anchor bolts Hold-downs Ventilation Crawl space access

Building elevations

- Elevations showing all exterior faces of the building (Front, Rear, Left & Right Sides) to include all doors, windows & exterior materials

Details

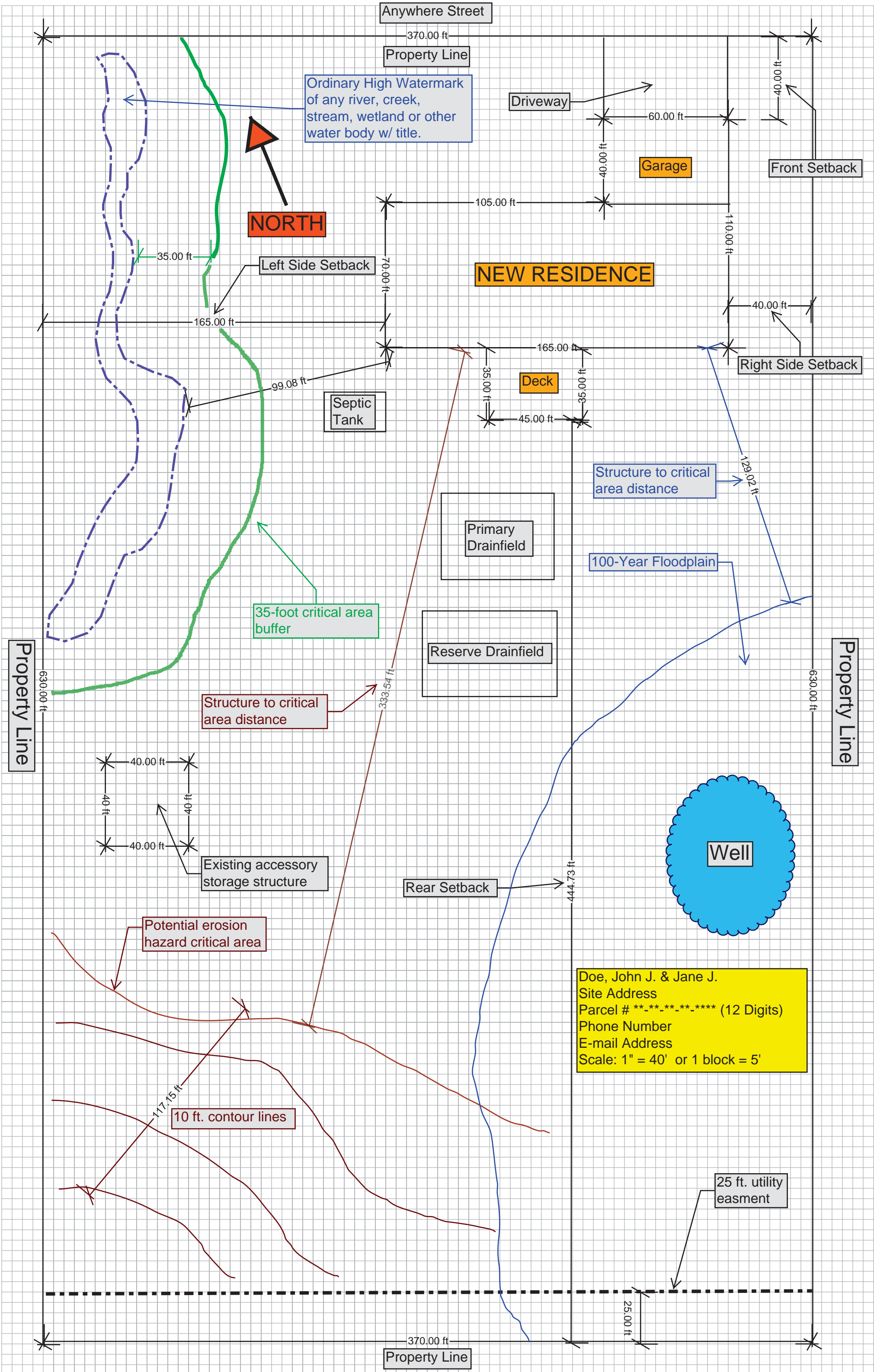
- Brace walls identified Floor framing Outside/inside wall cross section
- Footing Cross section Vapor Barrier Stairs cross section (including handrails)
- Support pads, beams, posts Roof framing/truss specs

I hereby attest that the above items are completed and are part of my building permit application. I understand that if any items are not included or not consistent with code requirements, my permit application may be delayed in plan review until such time that I deliver correct information.

Signed: _____ Date: _____
(Applicant)

**Climatic and Geographic Design Criteria
(2018 IBC/IRC)**

Ground Snow Load	30 psf < 2500 feet mean sea level 40 psf > 2500 feet mean sea level
Wind Speed	Residential = 85 mph 3 sec gusts Commercial = 85 – 115 mph
Seismic Design Category	D_o
Weathering	Severe
Exposure	C
Frost line depth	24 inches
Termite	Slight to Moderate
Winter Design Temperature	2° F to 12° F
Ice Barrier Underlayment Required	Yes
Flood Hazards	FIRM adopted March 1992
Air Freezing Index	1000
Mean Annual Temperature	54.2° F



Doe, John J. & Jane J.
 Site Address
 Parcel # **-*-*-*-* (12 Digits)
 Phone Number
 E-mail Address
 Scale: 1" = 40' or 1 block = 5'

