

**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](mailto: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.

**Swimming Pool Permit Application**

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

*Permanent type pools, regardless of the materials of construction and their accessory buildings, heaters, and plumbing, require a building permit and inspections. Structure's housing filters or heating equipment or change houses shall be in conformity with the regulations pertaining to accessory buildings and require a separate building permit.*

**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. in ground heated pool, in ground wave pool, etc.) \_\_\_\_\_

**Additional Minimum Documents required:**

- A Set of Construction/Installation Plans in PDF (See residential plan review checklist)
- Mechanical/Plumbing Worksheet if pool will be heated
- Site Plan in PDF

***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 \_\_\_\_\_

  
**WALLA WALLA COUNTY COMMUNITY DEVELOPMENT DEPARTMENT**  
**310 W Poplar St., Suite 200**  
**Walla Walla, WA 99362**  
**509-524-2610**

## 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 <b>(Enter 1 if Installing or Replacing)</b>	
WASTE PIPING (DWV) <b>(Enter 1 if Installing or Replacing)</b>		WOOD / PELLET STOVE / INSERT	
WATER HEATER		GAS FIREPLACE	
WATER SOFTENER		GAS PIPING <b>(Enter 1 if Installing or Replacing)</b>	
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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**RESIDENTIAL PLAN REVIEW CHECKLIST – Plans to be 11" X 17" minimum in PDF format and submitted via email to [permits@co.walla-walla.wa.us](mailto:permits@co.walla-walla.wa.us), or on CD or Flash drive.**

**IMPORTANT: Applications will not be accepted without the following information verified by the applicant: (Each space must be checked ✓/off or marked n/a)**

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

CONSTRUCTION PLANS

Floor Plan(s)

- \_\_\_\_\_ Floor plan of each floor    \_\_\_\_\_ Total square footage    \_\_\_\_\_ Dimensions of each room & labeled
- \_\_\_\_\_ Door and window location & size (egress windows in bedrooms)    \_\_\_\_\_ Water heater location
- \_\_\_\_\_ Location/size ventilation fans    \_\_\_\_\_ Heat Source/furnace location & type (gas, electric, other)
- \_\_\_\_\_ Smoke detector/Carbon monoxide detector locations (carbon monoxide detectors are required in which fuel-fired appliances are installed and in dwelling units that have attached garages).

Foundation plan – Footings must meet the requirements of the Washington State amendments to the IRC, Section R403.1.1. (Must be referenced on plans)

- \_\_\_\_\_ Dimensions of existing & new foundation    \_\_\_\_\_ Rebar    \_\_\_\_\_ Slab (radon venting)
- \_\_\_\_\_ Anchor bolts    \_\_\_\_\_ Hold-downs    \_\_\_\_\_ Ventilation    \_\_\_\_\_ Crawl space access

Building elevations

- \_\_\_\_\_ Elevations showing all exterior faces of the building
- \_\_\_\_\_ All doors, windows & exterior materials

Details

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

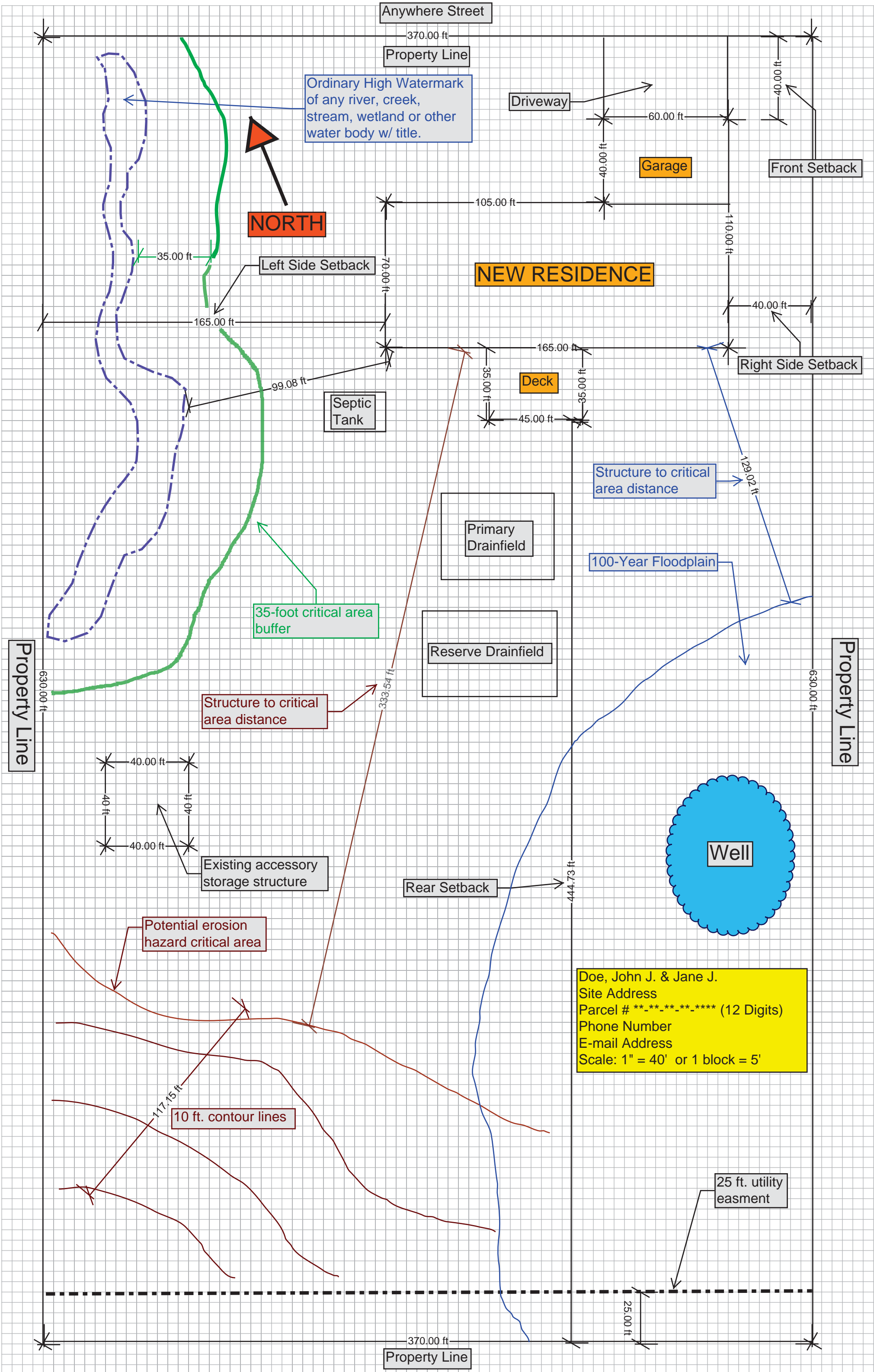
I hereby state that the checked items are included in my application packet and construction drawings if they are applicable.

**Errors/omissions may result in delay of permit review/issuance and/or certificate of occupancy.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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



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



