



NEW COMMERCIAL CONSTRUCTION - MODULAR STRUCTURES

In order to insure a timely and successful “One-Stop” permit submittal and review, please follow these steps for commercial projects:

Pre-Application Meeting is intended *before* you begin any major design work. It is a free of charge service we provide and will include all City departments involved in the review process. This step can alleviate costly design changes by answering questions prior to the drafting of final building plans for submittal. Please call 509/942-7794 to schedule.

International Green Construction Code is a sustainability effort supported by the City of Richland. The IGCC is a non-mandatory reference code, however, the requirement for commercial projects is that your project architect provide written information about the sustainability and “green” features your building is proposing.

Plan Review Fee must be submitted with the application and is 65% of the building permit fee (above and beyond the permit fee). The building permit fee is required prior to permit issuance and will be calculated once the project has been successfully reviewed. Call 509-942-7794 for fee estimates.

A Complete Submittal & Application promotes a timely review. **Review Timeframes:** New Construction: **17 working days** / Tenant Improvements: **12 working days**. Second review (comments and corrections will be forwarded to the “**Project Contact Name & Company**” on the application). **Second review timeframes:** New Const.: **10 working days** / Tenant Improvements: **7 working days**.

FOR QUESTIONS REGARDING COMMERCIAL PROJECTS:

Business Licenses 509-942-1104	All contractors and sub-contractors working in the City require a valid City of Richland business license. Before issuing permits, business licenses will be verified.
Electrical Engineering 509-942-7403	Existing and proposed electrical lines, estimating future usage of electrical utilities, and req’s for connection to City power.
Structural Review 509-942-7794	Building code issues, occupancy uses and types, building design-related questions, and energy code issues.
Public Works 509-942-7500	Public infrastructure standards, requirements for permits for streets, traffic, driveway approaches, water, sewer and storm drainage, and solid waste.
Planning Review 509-942-7794	Zoning and planning issues, parking requirements, subdivision requirements, short plats, binding site plans, floodplain requirements, variance requests, sign permits, SEPA’S, etc.
Development Services – Building Dept. 509-942-7794	Addressing schematic – new structures, apartments, additional tenant(s), street name approval, application information
Fire Marshall 509-942-7556	Fire code and fire hydrant issues, fire alarm and sprinkler requirements, and other fire-related questions.
Other agencies involved with commercial development permits:	
State of Washington, Dept. of Labor & Industries 4310 W. 24 th Avenue, Kennewick, WA 99336 509/735-0100	Electrical permits, electrical plan reviews for health-care, educational, and institutional projects. City electrical approvals do not constitute an electrical permit.
Benton Clean Air Authority 509-783-1304	<i>Proof of Contact</i> form required for any construction that produces soil destabilization (dust control) or any demolition or renovation (asbestos).
Benton-Franklin Health District 509/582-7761	Septic system approval, water well issues, and food-handler permits.
United States Post Office Growth Management 509-943-2044	CBU (commercial mailbox unit) location must be approved by USPS. It is recommended to contact USPS early in the review process; appointments are required.

CITY OF RICHLAND - CHECKLIST FOR COMMERCIAL PLANS

Address: _____ AD # _____

GENERAL SUBMITTAL ITEMS

- Application for Permit / Commercial Service Request for Utilities
- [Commercial Plan Review Worksheet](#) (required for all projects involving an engineer or architect)
- [Benton County Clean Air](#) Proof of Contact – [soil destabilization](#) and/or [asbestos abatement](#)
- [NREC](#) Application, all applicable portions
- [SEPA](#) Checklist (if applicable)
- Benton-Franklin District Health Dept. Food Service approval letter (if applicable)
- Copy of well log & Water Availability form (if applicable)
- Copy of approved septic system permit (if applicable)
- 1 copy of engineering calculations (if applicable)
- 1 copy of specification/project manuals (if applicable)
- 2 copies of Truss Drawings, including Reactions and Truss Layout (if applicable)

CONSTRUCTION PLANS REQUIRED

- 7 complete sets with structural/civil/site/utility plans

SITE PLAN – Buildings >4000 s.f. require an architect or engineer's stamp on all submitted drawings.

- Dimensions of lot, north arrow, and dimensions locating proposed and existing buildings. All items shall be clearly labeled, and site plan shall be at an Engineers scale (no Architect scale).
- All water/sewer connections; locations of electrical meter base, fire hydrants-both proposed and existing within 500', fire lanes & turnarounds, underground fire lines, outside control valves, fire department connections and the location of the sprinkler riser.
- Location and width of new approaches, showing all streets, street names, and street right-of-way widths.
- Location and size of required parking spaces, including aisle way widths, arrows, markings for accessible spaces, curb cut details for accessible approaches.
- Location of all existing and proposed fencing.
- Show grading and final elevations of site civil infrastructure.
- Show all existing and proposed public and private infrastructure: water, sewer, electrical, drainage, CATV, phone and gas utility lines, equipment and easements.
- Show drainage and grading of all areas (most grading and drainage plans must be prepared by a licensed civil engineer). If site contains at least 1,000 s.f. of new asphalt, and/or contains 30% or more impervious surfaces, storm drainage calculations are required.
- Total square footage of the entire property and the total square footage of impervious surfaces; including, but not limited to: the proposed building, any concrete or asphalt paving, sidewalks, and roof surface, etc. Information may be in table form on the cover sheet or on site plan.
- Show landscaping; location, size, and description of plantings.
- Dumpster location, if installing.
- If your project involves significant work within the public right-of-way, or if it involves any modification to or installation of any public infrastructure, plans by a civil engineer will be required. All plans involving the modification or installation of public infrastructure shall be on 24 " x 36" paper.
- Submittal of civil plans involving public infrastructure shall be accompanied by a [Public Infrastructure Cost Estimating Tool](#) and a [Right-of-Way Construction](#) Application and Submittal Checklist.

EXTERIOR ELEVATIONS

- Roof pitch (4/12, 8/12, etc.); roofing type by size/weight.
- Locations of windows and doors, noting sizes.
- Finished floor level; finished grade at exterior.
- Exterior finishes by note and specifications.

FLOOR PLAN(s)

- Floor plan of each level labeling room uses and sizes, and square footage data for each floor level. Buildings >4000 s.f. require an architect or engineer's stamp on all submitted drawings.
- If you plan an addition, submit a plan of rooms in existing areas adjacent to the addition.
- Direction and size of all ceiling/roof framing members. If the project proposes pre-manufactured trusses, the layout of the trusses must be shown.

CITY OF RICHLAND - CHECKLIST FOR COMMERCIAL PLANS

FLOOR PLAN(s) continued:

- Windows noted by size, type (fixed, 1/2 sliding, etc.), frame type, with NFRC U-values and SHGC values (either noted or on a schedule).
- Doors noted by size, type, frame type, and door hardware noted or shown on schedule.
- Ceiling heights; heights and locations of soffits.
- Location of all bearing and non-bearing walls, including fire wall(s); wall materials explained by note or in detail.

FOUNDATION PLAN

- Location and size of all independent footings/piers.
- Structural floor plan, if required, showing direction and size of all floor joists, girders, and posts.
- Plans and specifications for pre-eng'd floors.

DETAILS AND SECTIONS

- Sections through exterior walls showing details of construction from footing to highest point of roof, and designating all materials and members by size, type, grade, thickness, spacing, and finishes.
- Sections through stem walls, thickened slab footings, and grade beams indicating reinforcing.
- Roof framing details showing all critical connections.
- Sections and connection details of all critical construction points or special structural items.
- Details to show handicap accessibility; restroom details, ramp and handrail details.
- Stair cross-section; tread widths & riser heights.
- Fire assemblies detailed to show all materials, penetration provisions, and extensions through ceiling.

MECHANICAL PLAN (may be shown on floor plan):

- Show layout of entire mechanical system, all duct work and/or piping with insulation and sizes, and notes or schedules of all mechanical units with their sizes, capacities, electrical requirements, efficiency ratings, economizers, fan horsepower, and controls. Mechanical plans must also show ventilation design per applicable codes.
- Show all fire and/or smoke dampers, if applicable.

ELECTRICAL PLAN (may be shown on floor plan):

- Lighting fixture layout, with lamp type and size noted or shown in fixture schedule(s), and switching layout for lighting; show proposed exterior lighting.
- Show all electrical load data identified by type of load (motors, HVAC, lighting, receptacles, etc.) and size of load in volt-amperes. Each panel schedule shall show the total connected electrical load with the estimated load and appropriate demand factors applied the loads.
- Floor plan showing location of utility transformer and metering, service equipment and electrical panels.
- Electrical one-line diagram or a riser diagram showing the serving utility equipment, service equipment and all electrical panels identifying equipment sizes, capacities, cable size, fault duty and voltages.

PLUMBING SYSTEM (may be shown on floor plan):

- All plumbing fixtures, piping materials, sizes, and slopes, either on a plan or by specification.
- Connection points to utilities, septic tanks, sewer systems, and water wells, if applicable.

Office Use Below

- YOUR SUBMITTAL IS COMPLETE.
- YOUR SUBMITTAL IS **NOT** COMPLETE, Items above which are not checked need to be submitted before the City review will begin.

Applicant acknowledged receipt of this checklist by signing and dating below.

Applicant

Date

Application for Commercial Modular Building Permit

PROJECT NAME / OWNER NAME			
Owner's or Tenant's Mailing Address / City / State / Zip			Phone Number
Fax Number	Cell Number		E-mail
Property Owner (if different from Project Owner)			Phone Number
Property Owner's current Address / City / State / Zip			
Project Contact Name & Company		Contact Number	E-mail
ADDRESS OF PROPERTY			
Tax Parcel #	Subdivision	Lot	Block
Lender Information – required for projects over \$5000 in valuation per RCW 19.27.095 If a lender or bond company is not loaning monies on this project, please check here: <input type="checkbox"/>			
LENDING INSTITUTION – Name / Address			Phone Number
Description of project: (fully explain what work will take place, what the spaces or rooms will be used for and any special industrial process that will be used or materials that will be stored)			
Your estimate of the construction cost of the project \$ (Include only the set-up costs, foundation, walkways, ramps, etc.):			
CONTRACTOR			City Business License Yes <input type="checkbox"/> No <input type="checkbox"/>
Address / City / State / Zip			Phone Number
Fax Number	Cell Number		E-Mail
ARCHITECT OR ENGINEER of Record		Phone Number	Fax Number
Address / City / State / Zip			E-mail
MODULAR BUILDING MANUFACTURER		Phone Number	Fax Number
Address / City / State / Zip			E-mail
DETAILED PROJECT INFORMATION (please fill in all that apply)			
Total Area (sf):	City of Richland Zoning District:	# of automobile parking spaces:	
Year	Make	Model	
Size	Serial Number (Complete & full # required for black label coach-not required for a modular building)		
Valuation (of modular only)	Cost (of modular only)		FOR OFFICE USE ONLY Permit # Initials
Purchase date	Date moved		
Moved from Address / County / City / State			

I understand that this permit application is valid for 180 days. If the permit is not obtained within 180 days, all submittal documents will be discarded.

Signature of Owner or Authorized Agent _____

Date _____



CITY OF RICHLAND
SERVICE REQUEST FOR CITY UTILITIES
Electrical, Water, and Sewer Services

Electrical Engineering: 509/942-7403

Public Works: 509/942-7500

Address of project: _____

Responsible party for all utilities supplied before the building is permanently occupied:

Note: If your sub-contractors are licensed in the City, simply fill-in the company names.

Name			
Address / City / State / Zip			
Phone Number	Fax Number	Cell Number	E-Mail

Heating/Air Conditioning Information

Type of system:			
<input type="checkbox"/> Heat pump (air / water source)	A/C tons _____	with electric furnace backup - kW _____	
<input type="checkbox"/> Heat pump (air / water source)	A/C tons _____	with gas furnace backup - BTU _____	
<input type="checkbox"/> All electric heat/air-conditioning	A/C tons _____	kW _____	
<input type="checkbox"/> Gas furnace with electric air-conditioning	A/C tons _____	BTU _____	
Mechanical Subcontractor		Business License Number	
Address / City / State / Zip			
Phone Number	Fax Number	Cell Number	E-Mail

Electric Service Information City of Richland service Other

<i>(Not required for Manufactured Homes)</i>			
Temporary service required: <input type="checkbox"/> Yes <input type="checkbox"/> No		Permanent Service Type: <input type="checkbox"/> Overhead <input type="checkbox"/> Underground	
Permanent service size: <input type="checkbox"/> 200 amp <input type="checkbox"/> 320 amp <input type="checkbox"/> 400 amp <input type="checkbox"/> Other _____ <input type="checkbox"/> CT metering			
<input type="checkbox"/> 1-Phase <input type="checkbox"/> 3-Phase			
Electrical Subcontractor		Business License Number	
Address / City / State / Zip			
Phone Number	Fax Number	Cell Number	E-Mail

Water/Sewer Information

Service type: <input type="checkbox"/> Water <input type="checkbox"/> Well <input type="checkbox"/> Sewer <input type="checkbox"/> Septic		Customer type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Irrigation	
Water Service	New <input type="checkbox"/> Existing <input type="checkbox"/>	Meter size: <input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> 1-1/2" <input type="checkbox"/> 2" <input type="checkbox"/> 3" <input type="checkbox"/> 4"	
Sewer Service	New <input type="checkbox"/> Existing <input type="checkbox"/>		
Meter location & elevation: <input type="checkbox"/> Sidewalk <input type="checkbox"/> Will stake <input type="checkbox"/> Other		Request Date:	Will Call <input type="checkbox"/>
Plumbing Subcontractor		Business License Number	
Address / City / State / Zip			
Phone Number	Fax Number	Cell Number	E-Mail



CITY OF RICHLAND RIGHT-OF-WAY CONSTRUCTION APPLICATION AND PERMIT

For inspection, call Engineering: 509/942-7500
Fax Application form to: 509/942-7468

www.ci.richland.wa.us

Date	Address / Location of Work
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Applicant/Owner Information

Applicant/Owner Name			
Address	City	State	Zip
Phone No. and/or Cell No.	Email Address		

Type of Work

<input type="checkbox"/> Driveway Drop	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Curb & Gutter	<input type="checkbox"/> Street Construction	<input type="checkbox"/> Street Excavation	<input type="checkbox"/> Storm Drainage
<input type="checkbox"/> Water Service Line	<input type="checkbox"/> Water Main Line	<input type="checkbox"/> Sewer Service Line	<input type="checkbox"/> Sewer Main Line	<input type="checkbox"/> Electrical Construction	<input type="checkbox"/> Telephone, Gas, CATV
<input type="checkbox"/> Other (list)					

Contractor Information

Contractor Name			
Address	City	State	Zip
Phone No. and/or Cell No.	Email Address		
City of Richland Business License Number		Start Date	Completion Date
Permit Issued By:		Applicant's Signature	

THIS SECTION FOR CITY USE ONLY

ROW Permit Fees

Application Fee (for SFD or non-infrastructure projects only)	\$
Per sheet fee (for projects constructing public infrastructure)	\$
3% Project Inspection Fee (for projects constructing public infrastructure)	\$
Water Taps (performed by City crews)	\$
AC water main replacement (performed by City crews)	\$
Street Signage	\$
Total Fees	\$
Permit Number	



CITY OF RICHLAND

Office: 509/942-7794

Fax: 509/942-7764

www.ci.richland.wa.us

WATER AVAILABILITY NOTIFICATION

COMPLETE ONE SECTION BELOW

A. Community/Public Well – To be completed by the water purveyor

The public water system, _____ (system name), State ID number _____, is capable of and will supply water to the _____ building project for _____ connection(s) located at tax parcel number _____.

The above public water system is approved for _____ service connection(s) and currently serves _____. The water system facility necessary to adequately provide service to this site has been designed, approved and installed per WAC 248-54. Connection to the system must be completed within one year of the below date or this Availability Notification is void.

Purveyor's Signature

Date

Phone Number

(office use only–Compliance approval)

B. Water Right Well

Parcel # _____

Use of water for this building is authorized by valid Water Right Permit or Certificate # _____, which has not been canceled or relinquished. Attach copy of document.

C. Private Wells

Parcel # _____

The water supply for this building will be obtained from a source which does not require a water right permit.

_____ The above well is newly constructed. It was drilled by _____, a licensed well driller. Less than 5,000 gallons per day of water will be used from the well and less than one half acre will be irrigated. **Attach copy of well log which has been sent to DOE and contains a DOE received date stamp or submit a printout from Dept. of Ecology website <http://apps.ecy.wa.gov/welllog/>.**

_____ The above well has been in existence and use since _____. Less than 5,000 gallons per day of water will be used from the well and less than one-half acre will be irrigated. If a well log is not available for wells drilled after 1993, add the Notice of Intent number: _____. If you do not have the Notice of Intent number, contact Dept. of Ecology, (509) 575-2490. Please have the section, township, range, quarter section and the name of the person who owned the property at the time the well was drilled. The Notice of Intent number may also be found on online at: <http://apps.ecy.wa.gov/welllog/>.

Complete the following for Sections B or C:

I hereby accept and verify that the water supply serving this building is potable (suitable for drinking). The potability of water from a single family well is the sole responsibility of the well owner. It is recommended that your well be tested for bacteriological quality on an annual basis.

Print Name

Date

Signature

Mailing Address