



COMMUNITY DEVELOPMENT DEPARTMENT
625 Swift Blvd, MS-35, Richland, WA 99352 • 509/942-7794

www.ci.richland.wa.us

APPLICATION FOR COMMERCIAL CONSTRUCTION

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	A valid City of Richland business license is required for all general and sub-contractors. To update, visit
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, etc.
Fire Marshall 509-942-7556	Fire code and fire hydrant issues, fire alarm and sprinkler requirements, and other fire-related questions.
Development Services – Building Dept. 509-942-7794	Addressing schematic – new structures, apartments, additional tenant(s), street name approval, application information
Energy Specialist, Renewable Energy 509-942-7436	Commercial, residential, irrigation and industrial cost-effective conservation and energy efficient solutions.
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-Franklin Health District 509-460-4205	Septic system approval, water well issues, and food-handler permits.
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).
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 REQUIREMENTS FOR FIRE ALARMS & SPRINKLERS

OCCUPANCY GROUP	OCCUPANCY DETAILS	FAS	FIRE ALARM REQUIREMENTS	FIRE SPRINKLER REQUIREMENTS
All (Except R3 and U)			IFC 907.2.12 – 907.7.3.2 may apply Floor > 25 feet above FD access > 20 sprinkler heads	IFC 903.2.11 – 903.2.12 may apply > 36 feet above FD access and > 30 occupants
A1	Motion picture theaters, symphony/concert halls, theaters	2	≥ 300 occupants ≥ 4,500 SF ≥ 1,000 occupants – voice required	FA > 9,000 SF FA ≥ 300 occupants FA on floor other than level of discharge FA contains a multi-theater
A2	Banquet halls, night clubs, taverns, bars, restaurants	2	≥ 100 occupants ≥ 4,500 SF ≥ 1,000 occupants – voice required	FA > 5,000 SF Nightclub – all FA ≥ 100 occupants FA on floor other than level of discharge
A3	Churches, gyms, library	2	≥ 300 occupants ≥ 4,500 SF ≥ 1,000 occupants – voice required	FA > 9,000 SF > 300 occupant load FA on floor other than level of discharge
A4	Indoor sports viewing	2	≥ 300 occupants ≥ 4,500 SF ≥ 1,000 occupants – voice required	FA > 9,000 SF > 300 occupant load FA on floor other than level of discharge
A5	Outdoor sports viewing	2	≥ 300 occupants ≥ 1,000 occupants – voice required	> 1,000 SF concession, retail, press box, other accessory use areas
B	Businesses – banks, barbers, clinics, > 12th grade education, labs, offices	2	≥ 6,000 SF ≥ 500 occupants > 100 occupants above or below exit level FA contains ambulatory health care facility	≥ 12,000 SF
E	K-12 education	2	All	> 50 children Portable classroom cluster > 5,000 SF
F1	Moderate hazard – appliances, bakeries, clothing, furniture, etc.	3	≥ 6,000 SF Two or more stories in height and Combined occupant load ≥ 500	≥ 12,000 SF FA FA > 3 stories above grade Woodworking operations > 2,500 SF
F2	Low hazard – beverages, brick, metal fabrication, etc.	2	≥ 9,000 SF Two or more stories in height and Combined occupant load ≥ 500	≥ 12,000 SF
H1	High hazard – explosives	4	All	All
H2	High hazard – combustibles & flammables	4	All	All
H3	High hazard – liquids	3	All	All
H4	Corrosives, toxics	2	All	All
H5	Semiconductor facilities	2	Any building containing this occupancy group	Any building containing this occupancy group
I1	Assisted living	2	All	Any building containing this occupancy group
I2	Hospital, nursing home	2	All	Any building containing this occupancy group
I3	Detention facilities	2	All	Any building containing this occupancy group
I4	Day care facilities any age < 24 hours > 5 persons	2	All	Any building containing this occupancy group

M	Retail, wholesale	2	≥ 6,000 SF ≥ 500 occupants ≥ 100 occupants above or below discharge	12,000 SF FA > 3 stories above grade Any upholstered furniture on display or sale All buildings as required by RMC Title 23
R1	Hotels & motels (transient)	2	All Carbon monoxide	Any building containing this occupancy group
R2	Apartments (non-transient)	2	All Carbon monoxide	Any building containing this occupancy group
R3	Single-family, duplex, child care ≥ 5 persons < 24 hours	2	Single station smoke alarm Carbon monoxide	Any building containing this occupancy group
S1	Moderate hazard – furniture, lumber, etc.	3	≥ 6,000 SF	≥ 12,000 SF FA > 3 stories above grade Storage of trucks and buses > 5,000 SF
	Repair garages	3	≥ 6,000 SF	≥ 12,000 SF 2 or more floors > 10,000 SF Repair garage vehicles in basement Commercial vehicle repair > 5,000 SF
	Bulk tire storage	3	≥ 6,000 SF	≥ 12,000 SF
S2	Low hazard – parking garages, metal, glass	2	≥ 6,000 SF	All ≥ 12,000 SF Parking beneath other groups except R3 Commercial garage trucks or buses > 5,000 SF
U	Agriculture, towers, sheds	1	None	None

FAS = Fire area separation from IBC Table 707.3.9

FA = Fire Area SF = Square Feet

1. In case of conflict between req's. of the the RMC and the IFC, the more restrictive standard shall apply.
2. For the purpose of this table, refer to IFC section 1002 – GROSS FLOOR AREA - as the proper method of calculation square feet of floor area (floor area includes exterior, covered areas such as covered porches or patios).
3. A fire wall or fire barrier (including horizontal assemblies) meeting the req's. of the IBC may be provided to divide buildings into fire areas that are less than the square footages listed here to avoid the sprinkler and alarm req's. For the purposes of req's. shown in these tables, the definition of "fire area" shall be per the IBC and IFC.
4. All Aircraft Hangars must be fire sprinklered and have other special requirements, see IBC 412.

NOTE: AUTOMATIC SPRINKLERS OR OTHER SUPPRESSION SYSTEMS ARE REQUIRED IN OCCUPANCIES AND LOCATIONS LISTED IN IBC SECTION 903.2.12 AND 903.2.13 – PLEASE CHECK THOSE REQUIREMENTS, ALSO.



ELECTRICAL COMMERCIAL PLAN REVIEW

The following items pertain to both small and large commercial plan reviews. The following items are required by Energy Services Electrical Engineering Division in order for the Utility to determine the electrical fees and utility design.

Required Items to be Provided:

- Electric Utility Site Plan or Civil Site Plan showing location of electrical service equipment and electrical panels - You may also propose a delivery point or location of the utility transformer and electric meter on your plans. (The Utility may relocate transformer to meet state and national electrical codes but needs to see the location of the service equipment on the plans.)
- Service Delivery voltage to building(s) - The following voltages are available.

Check one:

Overhead Service Delivery :

- Single Phase, 120/240 volt, 3-wire grounded
- Three Phase, 240/120 volt, 4-wire grounded (special use)
- Three Phase, 208Y/120 volt, 4-wire grounded wye
- Three Phase, 480Y/277 volt, 4-wire grounded wye

Underground Service Delivery:

- Single Phase, 120/240, 3-wire grounded
- Three Phase, 208Y/120 volt, 4 wire grounded wye
- Three Phase, 480Y/277 volt, 4 wire grounded wye

- Electrical load data either in Panel Schedules, or a list showing heating, air conditioning, lighting and motor loads. Panel Schedules should show equipment sizes, capacities, cable size, Interrupt duty and voltage. Load information from similar-sized facilities located elsewhere may be submitted as an alternative to panel or equipment schedules.
- Electrical one-line diagram or riser diagram showing the serving utility equipment, the service equipment, and all known electrical panels. Service wire size and type are needed.

Conditional Items: Required for Some Commercial Plan Reviews:

- Civil Plan showing existing and proposed infrastructure: water, sewer, storm drainage, CATV, phone and gas utility lines, equipment and easements
- Civil Grading Plan
- Civil Landscaping Plan
- Panel shall be tagged with individual addresses. To obtain addressing schematic contact Development Services at (509) 942-7794.



City of Richland

Public Works Department

Commercial Site Plan Review Process

THE FOLLOWING IS A GUIDELINE FOR DETERMINING IF YOUR COMMERCIAL PROJECT WILL REQUIRE A MEETING WITH CITY STAFF TO DISCUSS THE NEED FOR STAMPED, ENGINEERED CIVIL PLANS, COMPLIANCE WITH CITY STANDARDS & DESIGN GUIDELINES, OR ANY ADDITIONAL FEES.

If your project involves any of the following work related to utilities, then you should schedule a pre-application meeting:

- Extensions of domestic water mains, new fire hydrants, fire sprinkler lines, or modifications to any City water main
- Building footprints or construction activity that impacts utilities or easements on private property
- New sanitary sewer lines or mains, or modifications to existing sewer lines
- New streets or modifications to City streets, including required frontage improvements
- Any construction of storm drainage facilities
- New housing developments within the City of Richland
- Additions to existing structures that alter or impact public infrastructure

If you want to schedule a Pre-application meeting, please fill out a pre-application meeting form and return it to: permittech@ci.richland.wa.us

The Public Works Dept. supports the issuance of building permits for commercial development by reviewing the project's interaction with public infrastructure (i.e. streets, water, sewer and storm drainage, etc.). The complexity of your project determines the scope of Public Works' review.

Type "A" Project – Utility service connection only

- Projects that are connecting to existing water & sewer service lines. No utility extensions are needed

Type "B" Project – Infrastructure or traffic impacts

- Projects that are impacting utilities as noted above
- Projects with significant traffic impacts (as defined by the City's traffic impact policy)

All "Type B" projects should schedule a pre-application meeting with the City of Richland

Pre-application meetings are held without cost to the applicant and are an excellent way to gain information needed to streamline the permitting process.

The City encourages participation by the projects responsible professional engineer or architect.

Address: _____

Permit# _____

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 (Please call for electronic submittal requirements)

- 7 complete sets with structural/civil/site/utility plans for new construction. Please call for TI's.

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.
- Location of Commercial Mailbox Unit (CBU).
- 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.

FLOOR PLAN(s) continued:

- 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.
- 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 & non-bearing walls, including fire-wall(s); wall materials shown by note or in detail.
- Projects >one tenant, individual addressing shall be shown for current/proposed tenant(s) or apartment(s).

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) – the following items **SHALL NOT** be deferred:

- 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 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)			
			Proposed # of tenant spaces
Your estimate of the construction cost of the project: \$ (please note that the City's valuation may differ)			
CONTRACTOR			City Business License - Required prior to permit issuance <input type="checkbox"/> Yes <input type="checkbox"/> No
Address/City/State/Zip			Phone Number
Fax Number	Cell Number		E-Mail
ARCHITECT of Record		St License #	Phone Number Fax Number
Address/City/State/Zip			E-Mail
ENGINEER of Record		St License #	Phone Number Fax Number
Address/City/State/Zip			E-Mail
DETAILED PROJECT INFORMATION (please fill in all that apply)			
Main Level area (sf):	Upper Level area (sf):	Basement Level area (sf):	Other Level(s) area (sf):
Exterior covered areas (sf):	Height of bldg. (total):	# of parking spaces:	City of Richland Zoning District:
Is work on the following being done:	Plumbing: <input type="checkbox"/> Yes <input type="checkbox"/> No	Mechanical: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire sprinkler system: <input type="checkbox"/> Yes <input type="checkbox"/> No
Basic construction type (wood frame, steel, concrete, etc., explain):		FOR OFFICE USE ONLY Permit # Initials	

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>		Permanent Service Type: <input type="checkbox"/> Overhead <input type="checkbox"/> Underground	
Temporary service required: <input type="checkbox"/> Yes <input type="checkbox"/> No			
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"/> 1-Phase	<input type="checkbox"/> 3-Phase	<input type="checkbox"/> CT metering	# of meters required _____
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"/>	
Sewer 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"
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	



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



NEW BUSINESS AND HIGH DENSITY RESIDENTIAL MAIL SERVICES

To establish business mail delivery, an outside mailbox (Commercial Mailbox Unit – CBU) must be installed. USPS requires the CBU location finalized, poured and the CBU installed prior to mail delivery. It is suggested that planning for this begin during the project review for building permit.

To set up an appointment for the review of the CBU location plan and to complete USPS mail delivery contracts, please call USPS **GROWTH MANAGEMENT** at 509-943-2044. You will need a site plan showing the location of the CBU, addresses for all proposed buildings, suite numbers, if applicable, and an idea of what type of mailboxes you will need. To obtain the building/suite addresses, please contact the City of Richland, Planning and Development Services, 509-942-7794.

MODE OF DELIVERY FOR BUSINESS, APARTMENTS AND HIGH DENSITY BUILDINGS

Richland Main Office Zip Code Area _____ Date _____

Development Name _____ Contact _____

Development Area _____ Phone _____

Total number of suites, apartments or divisions: _____

How many different buildings and separate areas with distance between: _____

Estimated first date of occupancy: _____ Type of unit: _____

Estimated date of completion: _____ Number (talk w/ GM clerk): _____

- Equipment to be purchased by DEVELOPER. Concrete pad to be poured by DEVELOPER.
- Equipment to be installed by DEVELOPER. Maintenance by DEVELOPER.
- Labeling and Key Distribution by POSTAL SERVICE.
- Commitment of Developer: To install and maintain centralized box unit on easement within the development.
- Commitment of USPS: Delivery flow, placement of box, labeling inside of box, installing USPS central lock and changing locks for a fee if they are compatible with USPS locks.
- This is an agreement between the developer and the USPS for placement, design of CBU's, and the mode of delivery. This also provides PROOF OF AGREEMENT ON DELIVERY for the cities of Richland and West Richland.

USPS _____ Printed _____ Phone 509-943-2044

Developer _____ Printed _____ Phone _____

STEPS TO PURCHASING AND PLACING GROUP LOCK BOXES

1. Have plat map marked by Growth Management clerk for placement of pads and determination of type and amount of CBU's.
2. Order box from approved manufacturing company (internet search for APPROVED GROUP MAIL BOXES). Notify GM Clerk when the boxes have arrived. Keep the keys with each individual correct box. It is suggested to purchase boxes with 910A or 190B locks as these can be changed when people move. Be sure to discuss this with clerk before ordering.
3. Place concrete pad behind sidewalk; frame a 4'X4' pad 2"x6" forms with rebar and 4 1/2" J bolts. Minimum 6" of concrete with bed of 8" of crushed rock. Call Ed Freeman, USPS Supervisor, 509-943-2044, for inspection prior to pour. Two days advanced notice is required; no inspections will be completed on Mondays. Pad must cure two days before CBU placement.
4. **Labeling box:** Winter months: deliver box, keys and extra hardware to post office. USPS will notify you for pick-up when complete. All other months – USPS will label on site. Deliver keys and extra hardware to bulk mail office at back of Post Office. Identify which box each set of keys goes to. USPS will put keys in labeled envelopes and USPS access key in box. Once box is installed, please inform GM Clerk.
5. All boxes shall be installed before final plat is signed off.
6. Questions? Call Growth Management Clerk at 509-943-2044, Monday through Friday, between 10:00-11:30 or 12:30-4:15.