



**COMMUNITY DEVELOPMENT DEPARTMENT**  
**Development & Permit Services Division, Building Inspection Section**  
 625 Swift Blvd., Richland, WA 99352 phone: 509/942-7794

**REQUEST FOR FOUNDATION-ONLY PERMIT**

***\$70.50 due at submittal, see Item 9 for fees due upon foundation-only issuance.***

The City of Richland offers the service of a foundation-only permit on **NEW COMMERCIAL CONSTRUCTION PROJECTS ONLY** (does not apply to single- or multi-family projects). This service is offered in order to help expedite the start of work on commercial projects that may have experienced other delays. There are additional charges assessed for issuing a foundation-only permit as explained below. The request for a foundation-only permit is made using this form and proceeds as follows:

1. The applicant submits the standard application, standard plan check fee, and all information and drawings as requested in the Application for Commercial Building Permit and the **WORKSHEET for Commercial Plan Reviews**. (**Note:** All construction plans as shown on the checklist must be submitted for review, this is not a "fast track" permit where the basic plans are deferred).
2. The applicant fills out this foundation-only permit request form signed by the owner, contractor, architect of record, and soils and/or foundation engineer.
3. The first plan review takes place (normally **17 working days**).
4. At the end of the first review, each City department involved in the project submits their corrections or they release the permit. A letter is compiled showing all the corrections required and is sent to the contact person listed.
5. Each City department decides whether it can legally issue the foundation-only permit to start construction on the project and "releases" the project. The City of Richland reserves the right to withhold the foundation-only permit for any reason it deems legally justified.
6. If all City departments have "released" the project for foundation-only permit, the applicant pays the full building permit fees, including any adjustments to the plan check fee based on the City's valuation, the NREC fees, and any fees that have been assessed for utilities. The project can now begin foundation construction.
7. The applicant finishes changing the drawings and/or design information to comply with the corrections from the first plan review and submits for second review.
8. The second plan review takes place (normally **12 working days**).
9. Fees: If the full permit is ready, the applicant pays all outstanding utility fees, plus an additional plan review fee based on \$47.00/hour of man hours required to process and review the permit beyond the first plan review stage. (**Note:** Only building code personnel involved are allowed by City ordinance to assess the \$47.00/hour fee; the applicant will not be charged for man hours by other City departments.) The full permit is then issued.

We, the undersigned, hereby request that a foundation-only permit be issued for construction of the project at the address noted below. By signing below, we agree to comply with all applicable laws and ordinances regulating this construction project. We understand that the issuance of this foundation-only permit is based on the foundation drawing(s) stamped "approved" by the City of Richland and does not give authority to violate nor cancel any provisions of any state or local laws and does not prevent the City of Richland from requiring the correction of errors or from prohibiting building construction or operation when such are in violation of said laws. We understand further that any corrections, including, but not limited to, removal of foundation concrete work, footing concrete work, pilings, and removal or change of any other portion of the work will be done at the sole expense and liability of the owner. We also understand that the City of Richland reserves the right NOT to issue the full building permit if it finds that the proposed project will be unable to comply with any applicable ordinances or codes. We agree to proceed with construction only to that point that constitutes foundation work. If it is found that work has proceeded beyond the foundation, the City of Richland reserves the right to stop work on the project. By signing below, the owner certifies that he/she is the owner of the real property for which this foundation-only permit is issued.

<b>OWNER</b> (printed)	Date:	Signature:
<b>ARCHITECT</b> (printed)	Date:	Signature:
<b>SOILS/FND. ENGINEER</b> (printed)	Date:	Signature:
<b>CONTRACTOR</b> (printed)	Date:	Signature:
Address of Project (or legal description):		City of Richland AD#: