



**DEPARTMENT OF COMMUNITY & DEVELOPMENT SERVICES  
Planning & Development Services Division**

625 Swift Blvd., Richland, WA 99352  
Telephone 509-942-7794 Fax 509-942-7764  
www.ci.richland.wa.us

**Over-the-Counter Windows / Siding Permit Application**

Please complete all appropriate fields and verify that all information is correct and current.

**Owner Info:**

Name:		
Address:		
City/State/Zip:		E-Mail
Home: ( )	Work: ( )	Cell: ( )

**Project Property Info:**

<input type="checkbox"/> Residential		<input type="checkbox"/> Commercial	
Address:			
Tax Parcel ID:			
Description of Project			
Siding - type?			
Windows?	Quantity	Doors?	Quantity
Are the windows the same size or smaller?			
If the windows are larger, this application may not be used. Please submit the "Residential Construction" Application.			
<b>Valuation of Project: \$</b>			
<b>Lender Information – required for projects over \$5000 in valuation per RCW 19.27.095</b>			
If a lender or bond company <u>is not</u> loaning monies on this project, please check here:			<input type="checkbox"/>
LENDING INSTITUTION:		Phone Number:	
Address/City/State/Zip:			

**Contractor Info:**

Name:	City License?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Address:			
City/State/Zip:			
Phone: ( )	Fax: ( )		
WA State L&I Contractor's License #:	Expiration Date:		
City of Richland Business License #:	Expiration Date:		
Payment Method:	<input type="checkbox"/> Credit Card on File	<input type="checkbox"/> Pay in office	
<b>Signature:</b>		<b>Date:</b>	