



COMMUNITY DEVELOPMENT DEPARTMENT
625 Swift Blvd., Richland, WA 99352 • 509/942-7794
www.ci.richland.wa.us

APPLICATION FOR RESIDENTIAL CONSTRUCTION

Application packet for: Residential construction, including new structures, dwelling repair or additions, detached garages, covered patios or porches.

Please help us process your permit faster by providing all requested information.

- Application for Permit** should be filled out completely.
- Residential Service Request for City Utilities** if your proposed project will have City of Richland electrical, water and/or sewer services. If you are not using CoRichland services, **complete the attached Water Availability form. Include proof of potable water for private or community wells and a copy of the septic permit or existing system evaluation from Benton-Franklin Health District.** If potable/irrigation water is from a private well, please register your well with Civil Utility and Engineering Dept.
- Are City Utilities affected by Your Proposed Construction Project?** *Not required for New SFD.*
- Benton County Clean Air Proof of Contact** form required for any construction that produces soil destabilization (dust control) or any demolition or renovation (asbestos) projects. Contact BC Clean Air, 509-783-1304, bentoncleanair.org, 526 S. Steptoe St., Kennewick WA, for more information.
- Plot Plan** (see page 7). Please be aware that special geotechnical engineering is required on lots which have slopes exceeding 15 percent. If the geotechnical engineering requires special foundation designs, additional engineering will also be required.
- One Complete Set of Construction Plans** A complete application package is required for submittal; see page 7 for required items. The City's goal, as described below for review times, will not apply until a complete submittal is made.
- One Set of Beam Calcs and Truss Drawings to include Reactions, Profiles and Truss Layout** if your structure is using pre-manufactured trusses. If not, the construction plans must show the roof framing layout.
- One Set of Engineering Calculations** if your proposed building(s) does not follow the conventional construction provisions of the IRC, or if geotechnical engineering and/or foundation engineering was required as noted above.
- Right-of-Way Construction Application/Permit** if you are proposing any work within the street right-of-way such as a new driveway, curb cut, or City sidewalk work.
- Impact Fee Deferral** – impact fees can now be deferred until final inspection approval and prior to Certificate of Occupancy issuance. Current recording fee will be added to the building permit cost. Request shall be made at permit application submittal.

Building permit fees are payable when the permit is ready to issue. Fees are based on current approved valuation table. Single-family dwellings, dwelling repairs/additions, and residential accessory buildings on the same lot do not require a plan review fee, however, plan review fees are required for changes to approved plans. In addition to the building permit fees, electrical service fees (call **Electrical Engineering at 509/942-7403**), right of way, water/sewer installation, traffic impact fees (call **Civil Engineering at 509/942-7500**) or Park impact fees (**call Planning at 509/942-7794**) may be required. Contact **Labor and Industries at 509/735-0100**, for low-voltage electrical permitting information.

New Construction requires nine (9) working days / Remodel/additions require seven (7) working days.

CITY OF RICHLAND

www.ci.richland.wa.us

Application for Residential Construction Building Permit

PROJECT NAME / OWNER NAME			
Project Owner's Mailing Address / City / State / Zip			Phone Number
Fax Number	Cell Number		Email
Property Owner (if different from Project Owner)			Phone Number
Property Owner's current Address / City / State / Zip			
Project Contact Name & Company		Contact Number	Email
ADDRESS OF PROPERTY			
Tax Parcel #	Subdivision		Lot Block
Description of Project			Valuation \$
<input type="checkbox"/> New Master Plan named:		<input type="checkbox"/> "SAME AS" - Repeat of master plan: <input type="checkbox"/> N/A	
Lender Information – required for projects over \$5000 in valuation per RCW 19.27.095			
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			City Business License <input type="checkbox"/> Yes <input type="checkbox"/> No
Address / City / State / Zip			Phone Number
Fax Number	Cell Number		Email
ARCHITECT (if applicable)		Phone Number	Fax Number
Address / City / State / Zip			Email
ENGINEER (if applicable)		Phone Number	Fax Number
Address / City / State / Zip			Email
DETAILED PROJECT INFORMATION (fill in all that apply during this construction project)			
Main Level Area (sf)	Garage Area (sf)	Number of Bedrooms	
Upper Level Area (sf)	Carport Area (sf)	Number of Fireplaces _____ Gas <input type="checkbox"/> Other _____	
Basement Area <input type="checkbox"/> Heated (valued as finished) _____ (sf)	Covered Patio/Porch Area (sf)	Propane Tank <input type="checkbox"/> Natural Gas <input type="checkbox"/>	
	Raised Deck Area - over 30" (sf)	FOR OFFICE USE ONLY Permit # Initials	
<input type="checkbox"/> Unheated (valued as unfinished) _____ (sf)	Number of Bathrooms		

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	Email

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"/> 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	Email

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	Email



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

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

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	



ARE CITY UTILITIES AFFECTED BY YOUR PROPOSED REMODEL OR ADDITION CONSTRUCTION PROJECT?

Please check all items that may apply to your proposal.

The City recommends contacting Buried Cable Location prior to construction.

Call 800-424-5555 before you dig.

If you are unsure as to whether utilities are going to be affected, please call 942-7403 for City electrical information or 942-7500 for City water or sewer information. **This page is not required for new dwellings.**

Applicant's Name

Address of Proposed Building Project

The purpose of this checklist is to identify construction that may affect accessibility to the City's water, sewer, or electrical utilities. If the applicant of a building permit can answer "yes" to any of the following questions, then the individual utility departments must be consulted and sign off on this checklist prior to the permit being issued.

1. Is your construction being done in road right-of-way, in an easement area, or over/under electrical service lines, water lines, or sewer lines? Yes No
2. Is your construction obstructing or preventing access to or restricting proper operation of utility equipment? Yes No
3. Has a utilities locate been obtained? Yes No
4. Check the following types of utility equipment that maybe affected by your construction:

Electrical meter <input type="checkbox"/>	Breaker Panel <input type="checkbox"/>	Electrical pad-mount transformer <input type="checkbox"/>
Electrical power pole <input type="checkbox"/>		Water meter <input type="checkbox"/>
Electrical service lines <input type="checkbox"/> (clearances must be maintained beneath electrical lines)		Water service lines <input type="checkbox"/>
Water valve boxes <input type="checkbox"/>	Sewer service lines <input type="checkbox"/>	Sewer manholes or cleanouts <input type="checkbox"/>
Other <input type="checkbox"/> (describe any anticipated problems)		

The above answers are true and correct to the best of my knowledge. I understand that the City may have requirements and/or charges associated with the utilities, such as relocation of meter charges, relocation of service line charges, etc., and I agree to comply with such requirements and pay such charges as may apply, even if a "no" response was made to the above questions.

Applicant's signature

Date



CITY OF RICHLAND

Office: 509/942-7794

Fax: 509/942-7764

WATER AVAILABILITY NOTIFICATION

THIS PAGE IS NOT REQUIRED IF USING CITY OF RICHLAND POTABLE WATER

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, 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

CITY OF RICHLAND - CHECKLIST FOR RESIDENTIAL PLANS

www.ci.richland.wa.us

Address: _____ Permit # _____

Plot plan drawn to scale (1" = 20 feet and must fit on 8 1/2" X 11" paper) with the following information:

- Does the lot slope more than 15%? If yes, slope shall be shown on elevation.
YES NO (please initial - if you are unsure, a topographic survey may be required.)
Lot, block number, subdivision name, address, and Benton County tax parcel number.
Dimensions of all lot lines, names of all streets (public & private) and north arrow.
Setback dimensions of front, rear, and side yards; dimensions of all existing and proposed easements.
Locations and dimensions of all existing/proposed buildings, covered patios, porches and retaining walls.
Location and dimensions of new driveways and approaches.
Location and size of required parking spaces if in other than a legal carport or garage.
Location of electrical service meter, propane tank(s), well(s), septic system, and replacement drainfield area, and travel distance from nearest fire hydrant (not required in recorded subdivisions).
Show all water/sewer/power connections and all easements. If existing utilities are present on the property but not encompassed by an easement, an accurate depiction of the utility shall be provided on the site plan.

Exterior elevations of each side of the building/addition (1/8" or 1/4" = 1'-0" scale) showing:

- Roof pitch (4/12, 8/12, etc.), and roofing type by size or weight.
Locations of windows and doors with sizes noted.
Finish floor level and finish grade at exterior of building.
Exterior finishes by note and specifications.

Floor plan drawn to scale (1/8" or 1/4" = 1'-0") providing the following data:

- Floor plan of each level - label room use and size, include square footage for each floor level.
If you plan an addition, submit a plan of rooms in existing areas adjacent to the addition.
Provide the location of: crawl space access, smoke detector and exhaust fan sizes (CFM).
Direction and size of all ceiling/roof framing members. If the project proposes pre-manufactured trusses, the floor plan or a separate roof framing plan must show the layout of the trusses.
Doors and windows by size/type (eg, single hung, slider) location of all bearing and non-bearing walls.
Area in square feet of proposed residence and area of any new addition.
Ceiling height, height and location of soffits or sloped ceilings.
Location of mechanical/plumbing equipment (including, but not limited to, water heater and water softener, furnace, humidifier, etc.).

Foundation plan drawn to scale (1/8" or 1/4" = 1'-0") providing the following data:

- Location and size of all independent footings/piers.
Location and details of stepped footings, if applicable.
Direction and size of all floor joists, girders, and posts.
Plans and specifications for engineered floor systems (BCI, TJI, or other mfr's drawings).

Details and sections drawn to an appropriate scale showing:

- Sections through exterior wall 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, depressed slab footings, grade beams, indicating reinforcing requirements.
Roof framing details as needed to fully describe construction (include location of attic access).
Sections and connection details of all critical construction points or special structural items (include fireplaces, skylights, post-to-beam, post-to-footing/stem wall, roof framing members to beams, ridge boards, wall plates, interior bearing points, etc.)
Beam Calculations and Truss drawings to include reactions, profiles and layout. (At framing inspection these drawings must be stamped by licensed engineer).
Energy Credit Compliance per 2015 IRC Section R406.

Below for office use only-----

- 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 _____



1 & 2 Family Dwelling Fire Protection Requirements

Standard

International Fire Code 2003 – Section 503
Title 20 Richland Municipal Code
Title 21 Richland Municipal Code

Practice

The Richland Fire Department reviews 1 & 2 family dwelling plans for only the following requirements:

- The dwelling shall be within 600 feet travel distance of a hydrant, or an approved water source.
- An approved fire department vehicle access road shall be within 150 feet of all points on the exterior of the structure.
- An approved walkway shall be provided between the fire department access road and the structure.
- The dwelling shall meet these wildland requirements:
 1. All structures within thirty (30) feet of the property line shall have non-combustible siding/soffit/skirting on the side adjacent to the undeveloped area in excess of five (5) contiguous acres. Exception: interior lots of platted parcels and development phases whose streets are accessible and water system is operational.
 2. Decks of porches thirty-six (36) inches or less in height shall have skirting if within thirty (30) feet of adjacent undeveloped areas of natural vegetation in excess of five (5) contiguous acres. Skirting shall be sufficiently constructed so as not to allow the accumulation of combustible material under the deck.
 3. When determined by the Fire Chief or designee, non-combustible siding/soffit material shall be required on the downhill side(s) of the structure, if within thirty (30) feet of a fifteen percent (15%) or greater grade. The grade will be determined by the predominant slope on the downhill side, within a maximum of three hundred (300) feet.

Guide

Except for the wildland requirements, a NFPA 13D sprinkler system may mitigate the above requirements with the approval of the Fire Chief or his designee.