

**A few Pointers for successfully submitting a Commercial building permit application:**

- A pre-application meeting is required for Commercial Projects – Contact a Planner at 509-524-2610 to set one up.
- Make sure all the blanks are filled in. They wouldn't be there if we didn't need the information. If you have a question about the application ask the Permit Technician, the Building Inspector, or the Planner and anyone of them can assist you. We will not accept an incomplete application package.
- The 12-digit parcel number is required and can be found on the property tax statement. If you can't locate it, call the Assessor's office at 509-524-2560 and they can find it for you.
- Check off the items on the checklist. It is there to help, if you don't include something that is on the checklist, it could hold up review and/or approval of your application.
- Make sure you have turned in your application for Addressing and Access (driveway) to Public Works at 990 Navion Lane. If you have questions, call 509-524-2710.
- Make sure you have turned in your application for Septic to Environmental Health – 310 W Poplar St, Suite 114. If you have questions, call 509-524-2650.
- Make sure you have turned in your storm water plans and report to Public Works –990 Navion Lane. If you have questions, call 509-524-2710.
- Other items may apply, and this will be discussed at the pre-application meeting.

**\*\* Important\*\* information regarding Building Permit Submittal Documents**

1. Site Plans: Pursuant to IRC Section 106.2 site plans shall be submitted with the construction documents drawn “.... to scale depicting the size and location of new construction and existing structures on the site, distances to lot lines .....” No smaller than 11”x 17” and include in such site plans the location of “critical areas” which are defined as wetlands, aquifer recharge areas, fish and wildlife habitat areas, frequently flooded areas and geologically hazardous areas (steep slopes).
2. Walla Walla County will not accept plans for a building permit application that contains any of the following or similarities: a) “Not for Construction”, b) “Permit set only”, c) Copyright Infringement (red ink vs. other colors), or d) Non-modified “stock plans” prepared for other states or countries.
3. Plans for a building permit shall be complete and intended for construction and shall include the **Occupancy Type, Type of Construction, Occupant load & Square Footage** of each occupancy.

**WALLA WALLA COUNTY COMMUNITY DEVELOPMENT DEPARTMENT**

**310 W Poplar St., Suite 200**

**Walla Walla, WA 99362**

**509-524-2610**

**Submit all documents to: [permits@co.walla-walla.wa.us](mailto:permits@co.walla-walla.wa.us)**

You will receive an auto-generated email once your application has been entered in our electronic system (TRAKIT) for processing and screening. If you do not receive an email within five business days, please call the number listed above to let us know.

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**Sign Permit Application**

**\$ 50.00 application fee and \$150.00 permit fee deposit due at submittal.**

**12-digit Parcel #** \_\_\_\_\_

**Site Address** \_\_\_\_\_

**Applicant (required)** \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Property Owner (required)** \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Contractor (if applicable)** \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail address: \_\_\_\_\_

Contractor's Registration # \_\_\_\_\_

Describe what you plan to do: (e.g. Install entrance and wall sign) \_\_\_\_\_

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**Sign Size:** Sign Dimensions \_\_\_\_\_ Total sq. ft. \_\_\_\_\_

**Additional Minimum Documents required:**

- A Complete Set of Constructions Plans  
(See commercial plan review checklist for required details)
- Site Plan in PDF

Project/Bid Price \$ \_\_\_\_\_

***Approvals, if applicable, from the County Health Dept (well and septic), Touchet Sewer (sewer), County Public Works (address, access, stormwater), and/or the WA Department of Transportation (access off the highway) will be required for your building permit to be issued. It is your responsibility to contact these agencies.***

**Are there any Critical Areas on site and/or located within 200 ft of subject property? (A critical areas report prepared by a qualified professional may be required to adequately address &/or avoid impacts to the critical area associated with the project.) Mark all that apply:**

Floodplain \_\_\_\_

Wetlands \_\_\_\_

Slopes >15% \_\_\_\_

Fish / Wildlife Habitat \_\_\_\_

Geologically Hazardous Areas \_\_\_\_

Critical Aquifer Recharge Areas \_\_\_\_

**\*\*\*\*\*OWNER'S / REPRESENTATIVE'S SIGNATURE IS REQUIRED AT TIME OF SUBMITTAL\*\*\*\*\***

I hereby acknowledge that I am the owner (or authorized representative of the owner) of the above-referenced property. I agree to provide access and right of entry to Walla Walla County Community Development Department and its employees, representatives or agents for the sole purpose of application review and any required later inspections. Staff's access and right of entry will be assumed unless the applicant informs the Department in writing at the time of the application that he or she wants prior notice.

**Time Limitation of Application:** Per current IBC / IRC 105.3.2 an application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

By signing this application form, the owner/authorized representative attests that the information provided herein, and in any attachments, is true and correct to the best of his or her knowledge. Any material falsehood or any omission of a material fact made by the owner/authorized representative with respect to this application packet may result in this permit being null and void.

**If I am signing as authorized representative, I certify under penalty of perjury that the owner(s) of the property have given me full authority to submit this application and act on the owner's behalf with regard to this application.**

*The above information, site plan, and drawings relating to the structure for which this application is submitted are correct and are an accurate representation of this project.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

# **Acknowledgement of Contractor Registration requirements**

## **RCW 18.27.110**

### **Building permits — Verification of registration required — Responsibilities of issuing entity — Penalties.**

(1) No city, town or county shall issue a construction building permit for work which is to be done by any contractor required to be registered under this chapter without verification that such contractor is currently registered as required by law. When such verification is made, nothing contained in this section is intended to be, nor shall be construed to create, or form the basis for any liability under this chapter on the part of any city, town or county, or its officers, employees or agents. However, failure to verify the contractor registration number results in liability to the city, town, or county to a penalty to be imposed according to **RCW 18.27.100(8)(a)**. “(8)(a) The finding of a violation of this section by the director at a hearing held in accordance with the Administrative Procedure Act, chapter **34.05** RCW, shall subject the person committing the violation to a penalty of not more than **ten thousand dollars** as determined by the director.”

(2) At the time of issuing the building permit, all cities, towns, or counties are responsible for:

- (a) Printing the contractor registration number on the building permit; and
- (b) Providing a written notice to the building permit applicant informing them of contractor registration laws and the potential risk and monetary liability to the homeowner for using an unregistered contractor.

(3) If a building permit is obtained by an applicant or contractor who falsifies information to obtain an exemption provided under **RCW 18.27.090**, the building permit shall be forfeited.

## **WAC 296-200A-110**

### **Is a city, town, or county required to verify a contractor registration number?**

Before issuing a building permit, a city, county or town must verify the registration of the general or specialty contractor applying for the permit.

*By my signature, I hereby attest that I have received and read this information.*

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WALLA WALLA COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

310 W Poplar St., Suite 200

Walla Walla, WA 99362

509-524-2610

Submit all documents to: [permits@co.walla-walla.wa.us](mailto:permits@co.walla-walla.wa.us)

**COMMERCIAL PLAN REVIEW CHECKLIST – ALL Plans to be 11" X 17" minimum in PDF format and submitted via email to the above referenced address, on CD, or Flash drive.**

**IMPORTANT: Applications will not be accepted without the following information verified by the applicant: (Each space must be checked ✓ off or marked n/a)**

SITE PLAN:

- North arrow  Road / Street frontage  Driveway location  Easements
- Location of all structures & specific use  Location of well, septic tank & drain field
- Lot lines & dimensions--distances to property lines from proposed building(s)
- Distance to and location of any critical area, such as a stream, creek, river, irrigation ditch or canal, floodplain, wetland, wildlife habitat, and/or slope over 15 percent
- Landscaping / Required Trees  Parking Lot Details, elevations, drainage, curb access, striping

STRUCTURAL PLANS:

- Foundation Plan, (cross section & plan view)  Section Details  Typical Details
- Framing Plans  Roof Plans

ARCHITECTURAL PLANS AND SPECIFICATIONS:

- Cover / Title Sheet  Demo Floor Plan  Floor Plan  Room Dimensions
- All rooms labeled  Ceiling Plan  Door & Window Schedule  Roof Plans
- Fire Blocking  Exterior Elevations  Interior Elevations  Site Details
- Smoke detector locations  Wall Cross Section  Stair Cross-Section
- WSEC Forms

MECHANICAL PLANS AND SPECIFICATIONS:

- Demo Plan  Site Plan  Legend  Plumbing Plan  Piping Details
- Back-Flow Location  Fire Protection Plan  HVAC Plans  HVAC Details
- Mechanical Schedules  Equipment Location  Roof Plan
- WSEC forms

ELECTRICAL PLANS AND SPECIFICATIONS:

- Symbols and Notes  Fixture Schedule  Electrical site Plan  Lighting Plan
- Equipment Plans  Fire Alarm Diagram  Equipment Sections and Details
- WSEC forms

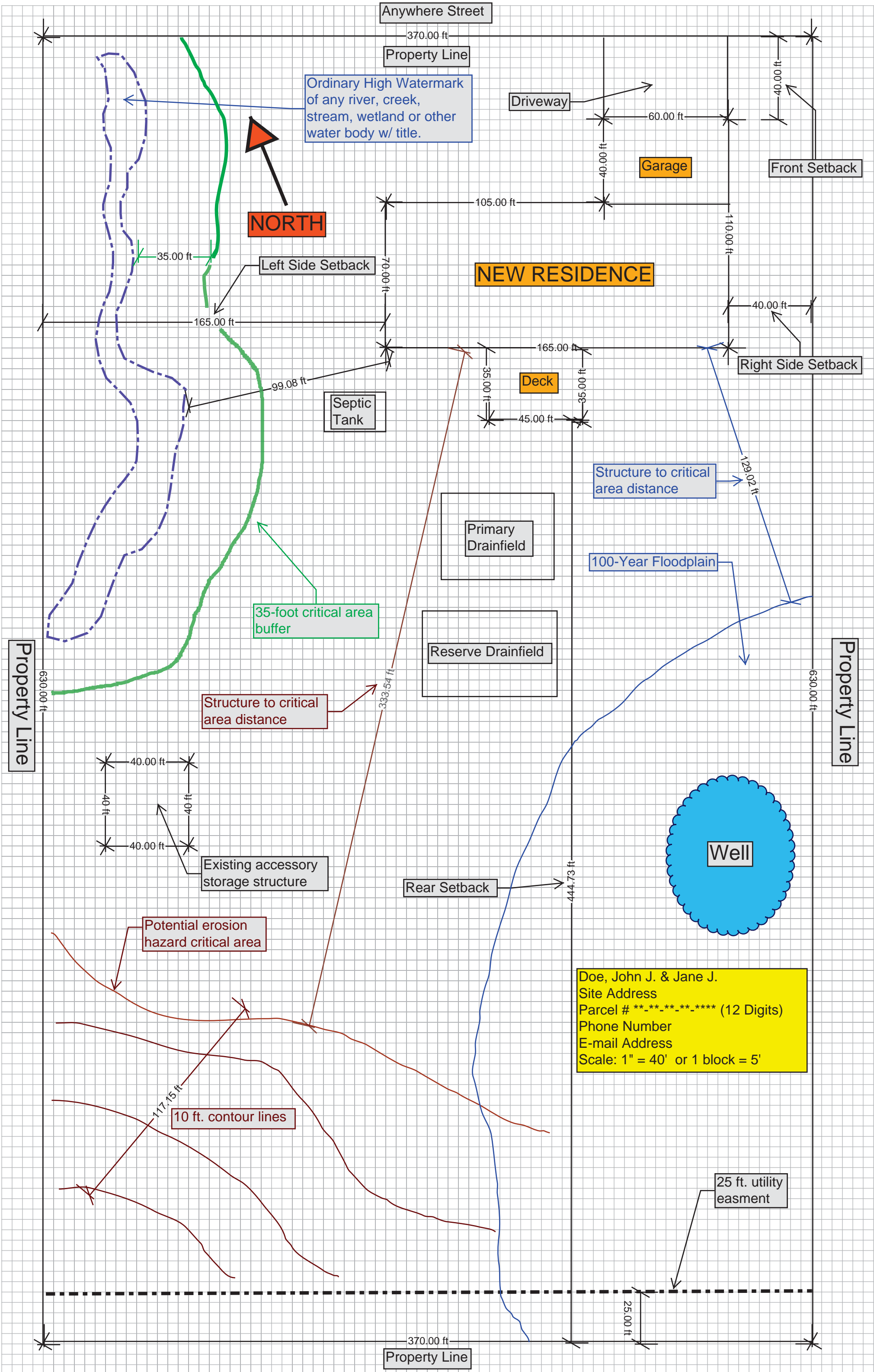
I hereby state that the checked items are included in my application packet and construction drawings if they are applicable.

**Errors/omissions may result in delay of permit review/issuance and/or certificate of occupancy.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Climatic and Geographic Design Criteria  
(2018 IBC/IRC)**

<b>Ground Snow Load</b>	<b>30 psf &lt; 2500 feet mean sea level 40 psf &gt; 2500 feet mean sea level</b>
<b>Wind Speed</b>	<b>Residential = 85 mph 3 sec gusts Commercial = 85 – 115 mph</b>
<b>Seismic Design Category</b>	<b>D<sub>o</sub></b>
<b>Weathering</b>	<b>Severe</b>
<b>Exposure</b>	<b>C</b>
<b>Frost line depth</b>	<b>24 inches</b>
<b>Termite</b>	<b>Slight to Moderate</b>
<b>Winter Design Temperature</b>	<b>2° F to 12° F</b>
<b>Ice Barrier Underlayment Required</b>	<b>Yes</b>
<b>Flood Hazards</b>	<b>FIRM adopted March 1992</b>
<b>Air Freezing Index</b>	<b>1000</b>
<b>Mean Annual Temperature</b>	<b>54.2° F</b>



Doe, John J. & Jane J.  
 Site Address  
 Parcel # \*\*-\*-\*-\*-\* (12 Digits)  
 Phone Number  
 E-mail Address  
 Scale: 1" = 40' or 1 block = 5'