

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

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.

Commercial Building Permit Application (new, remodel, addition)

\$50.00 application and \$150.00 deposit fee will be required, and you will be contacted for payment via email or phone.

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. Construct a new 25,000 s.f. winery) _____

Project Cost/Bid Amount \$ _____

Building Size: Height of building _____ Ground floor sq. ft. _____ Second floor sq. ft. _____

Basement sq. ft. _____ Garage/Shop sq. ft. _____

Covered Deck/Porch/Patio Deck sq. ft. _____ Uncovered Deck/Porch/Patio Deck sq. ft. _____

Buildings over 4,000 sf require a licensed WA State Engineer/Architect's stamp on the plans.

Additional Minimum Documents required:

- Construction plans in pdf format
- Commercial plan review checklist
- Site plan in pdf format
- Non-residential energy code forms

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*******

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 _____


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310 W Poplar St., Suite 200
Walla Walla, WA 99362
509-524-2610

Mechanical / Plumbing Worksheet

12-digit Parcel #: _____

Site Address: _____

Plumbing Item	Qty	Mechanical Item	Qty
TOILET(S)		MINI-SPLIT	
SINK(S)		FURNACE	
SHOWER(S)		HT PUMP / A/C / BOIL	
BATHTUB(S)		AIR HANDLER	
BATH/SHOWER COMBO(S)		GAS WATER HEATER	
CLOTHES WASHER		VENT / EXHAUST FANS	
DISHWASHER		APPLIANCE W/VENT (dryer, oven, range, water heater)	
DISPOSAL		DUCTWORK (Enter 1 if Installing or Replacing)	
WASTE PIPING (DWV) (Enter 1 if Installing or Replacing)		WOOD / PELLET STOVE / INSERT	
WATER HEATER		GAS FIREPLACE	
WATER SOFTENER		GAS PIPING (Enter 1 if Installing or Replacing)	
DRINKING FOUNTAIN		LPG TANK / GAS METER SET	
HOSE BIB(S)		EVAPORATIVE COOLER	
SUMP PUMP		RANGE HOOD (residential)	
MISCELLANEOUS FIXTURES		RANGE HOOD (commercial type)	
FLOOR DRAIN		MISCELLANEOUS GAS APPLIANCE	
ROOF DRAIN		MEDICAL GAS SYSTEMS	
GREASE, SAND INTERCEPTOR		INCINERATOR	
HOT TUB / BUILT IN			
LAWN SPRINKLER			

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: _____

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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.

Commercial projects may REQUIRE a pre-application meeting. Please submit the pre-application request form (found on our website) to the above address. Enter date the meeting was held: _____

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

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

ELECTRICAL PLANS AND SPECIFICATIONS:

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

____ Commercial WSEC documents

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 _____

2018 Energy Code Submittal Requirements

Due to the significant changes in the 2018 Washington State Energy Code requirements, the following minimums for permitting are established. The plan set containing this information shall be on the jobsite at the time of all inspections including the final inspection. We are requesting the following 3 items for residential structures:

1. Submit an Energy Code Schedule (or page) using the 2018 WSEC forms provided by WSU on the plan set. The Energy Code Schedule shall contain the listing of the credits used and their values. The supporting information can include:
 - A scan of the cut sheet for each piece of hardware meeting the requirements for the credits chosen.
 - A complete listing of the insulation values for the thermal envelope (this information must match the call outs on the building plan set pages).
 - A window worksheet listing all fenestrations and the final weighted average.
2. Submit the WSEC Compliance Certificate from the WSU Website.
<http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx>
3. Submit the Heat Sizing Calculations from Manual J or Better Built NW. (Links below).
 - <https://www.acca.org/communities/community-home/librarydocuments/viewdocument?DocumentKey=0bc73e80-6c3c-43cb-bdb2-43316a380fa4>
 - <https://hvac.betterbuiltinw.com/Account/Login.aspx?ReturnUrl=%2fCommon%2fSites.aspx>

Residential Training Video:

http://energy.wsu.edu/videos/wsec_2018-residential_updates_20201208/

Residential Slides:

<http://www.energy.wsu.edu/documents/WSEC%20Update-Dec%202020.pdf>

Commercial Structures

Washington State Energy Code for Commercial Projects: <https://waenergycodes.com/>

Commercial Training Videos:

Building Envelope: <https://youtu.be/2lw5zmN9Mac>

Mechanical Systems Part 1: <https://youtu.be/KmiNCUoWVvQ>

Mechanical Systems Part 2: https://youtu.be/3judLT8q_vE

Lighting & Electrical Systems: <https://youtu.be/tvJ9fZStiX4>

SWH & Refrigeration Systems: https://youtu.be/ZiPUg_7PCopQ

Additional Energy Efficiency Credits: <https://youtu.be/0tCRyDfGeQo>

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

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



