

**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.

**Fire Protection Systems Permit Application**

**\$50.00 application and \$150.00 deposit fee will be required. 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 \$ \_\_\_\_\_

Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Institutional \_\_\_\_\_

Fire Sprinklers \_\_\_\_\_ Fire Alarm \_\_\_\_\_ Hood Suppression \_\_\_\_\_

**Additional Minimum Documents required:**

- One Complete Set of Plans in PDF

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: \_\_\_\_\_