

Land use permit applications must be made on-line following the procedures below **OR** a counter intake appointment must be made with a Planner (see attached sheet for Planner information). **The following permits are counter intake only and an appointment is not required:**

Accessory Dwelling Unit
Parcel Combinations

Change of Use
Change of Pre-Zone

Boundary Line Adjustments

Applicant Procedures for On-line Application of Land Use Permits

1. Review the application checklist and have **all** required documents ready to submit in PDF format before you apply. All required items from the application checklist must be submitted in this format or your application cannot be accepted. E-mail size restrictions are in place and cannot exceed a total of 10 MB per e-mail so several e-mails could be required.

To apply on-line you must contact the Building/Planning Dept to receive your customer number. Call 585-4280 or email permit-documents@ci.kennewick.wa.us. Once you have your assigned customer number follow the steps below in the order listed to ensure a successful application process.

2. Go to www.go2kennewick.com; click on **Online Services**; click on Permits; click on **Registered User** or **New User** (*If new user you must set up an e-user account. Be sure to write down your user name and password for future access*). Once e-user registered you will be asked for your customer number. Enter the customer number you were give in step 1 and you will be logged on to Permits.

3. Click on **Apply for a permit: Select the Permit Type** from the drop down list; Add the **Permit Description** as shown on your paper application which has been filled out per item 1 above in the line labeled **Proposal Requested**; Add **Permit Address Line 1** which will be the address of project as listed on the application form (*registered user address will automatically populate here and must be changed to project address*); Add **City/State/Zip Code** of the project address; Click on Next Step; Enter the requested information in the boxes (*boxes with asterisk are required*); Click on Next Step; Review Information and if correct click on Save. At this point the system will create a permit number for you. **Copy the (PLN-201X-XXXXX) Permit Number** as you will need this number to e-mail your plans and other required documents at the next step below.

4. E-mail one copy of all required documents from the application checklist to Permit-Documents@ci.kennewick.wa.us in PDF format with the permit number (**PLN-201X-XXXXX**) in the subject line for reference. Documents e-mailed without the permit number in the subject line cannot be associated with a permit and will be deleted. Your application will be determined to be incomplete and will not be processed.

5. The application and associated documents will be reviewed to determine if the application can be accepted as counter ready. **Payment cannot be made until that time. Please be sure to have a contact name, direct contact phone number and contact e-mail listed on your application for notification purposes.**

6. Payment can be made with a **credit or debit card** (Visa or Mastercard only) by returning to www.go2kennewick.com and clicking **Online Services**, then click on **Permits**; log on with your **registered user name and password**. Click on **My Permits** highlighted in blue under your customer name. Click on the **permit number** also highlighted in blue. In the drop down box highlighted in yellow select **fees**, then click in the **blue highlighted payment of fees area** to go to the payment screen.

Checks can be accepted if mailed with the Permit Number listed on the check. (The review process cannot start without payment.) Once Payment has been made e-mail permit-documents@ci.kennewick.wa.us or call 509-585-4280 to notify Planning payment has been made and state the permit number. The application will be assigned to a planner for review and they will contact you.

**APPOINTMENT
COUNTER INTAKE
CONTACT INFORMATION**

Permit Type Description	Contact Name	Phone #	E-mail Address	Alternate	Phone #
Additional Animal	WES ROMINE	509-585-4558	wes.romine@ci.kennewick.wa.us	MICHELLE DELLINGER	509-585-4416
Annexation	ANTHONY MUAI	509-585-4386	anthony.muai@ci.kennewick.wa.us	WES ROMINE	509-585-4558
Appeals	WES ROMINE	509-585-4558	wes.romine@ci.kennewick.wa.us	MICHELLE DELLINGER	509-585-4416
Binding Site Plan	MICHELLE DELLINGER	509-585-4416	michelled@ci.kennewick.wa.us	WES ROMINE	509-585-4558
Condominiums	MICHELLE DELLINGER	509-585-4416	michelled@ci.kennewick.wa.us	WES ROMINE	509-585-4558
Change of Zone	ANTHONY MUAI	509-585-4386	anthony.muai@ci.kennewick.wa.us	WES ROMINE	509-585-4558
Comprehensive Plan Amendment	ANTHONY MUAI	509-585-4386	anthony.muai@ci.kennewick.wa.us	WES ROMINE	509-585-4558
Conditional Use Permit	MICHELLE DELLINGER	509-585-4416	michelled@ci.kennewick.wa.us	WES ROMINE	509-585-4558
Environmental Determination	MICHELLE DELLINGER	509-585-4416	michelled@ci.kennewick.wa.us	WES ROMINE	509-585-4558
Final Plat	WES ROMINE	509-585-4558	wes.romine@ci.kennewick.wa.us	MICHELLE DELLINGER	509-585-4416
Grading Permit >100 c/yrds	MICHELLE DELLINGER	509-585-4416	michelled@ci.kennewick.wa.us	WES ROMINE	509-585-4558
Minor Variance	WES ROMINE	509-585-4558	wes.romine@ci.kennewick.wa.us	MICHELLE DELLINGER	509-585-4416
Planned Develop or Horizontal Mixed Use	WES ROMINE	509-585-4558	wes.romine@ci.kennewick.wa.us	MICHELLE DELLINGER	509-585-4416
Plat Exemption	WES ROMINE	509-585-4558	wes.romine@ci.kennewick.wa.us	MICHELLE DELLINGER	509-585-4416
Pre Plat	WES ROMINE	509-585-4558	wes.romine@ci.kennewick.wa.us	MICHELLE DELLINGER	509-585-4416
Plat Vacation / Alteration	WES ROMINE	509-585-4558	wes.romine@ci.kennewick.wa.us	MICHELLE DELLINGER	509-585-4416
Substantial Development Permit	WES ROMINE	509-585-4558	wes.romine@ci.kennewick.wa.us	MICHELLE DELLINGER	509-585-4416
Short Plat	MICHELLE DELLINGER	509-585-4416	michelled@ci.kennewick.wa.us	WES ROMINE	509-585-4558
Site Plan Tier I	MICHELLE DELLINGER	509-585-4416	michelled@ci.kennewick.wa.us	WES ROMINE	509-585-4558
Site Plan Approval Tier II & III	MICHELLE DELLINGER	509-585-4416	michelled@ci.kennewick.wa.us	WES ROMINE	509-585-4558
Variance	WES ROMINE	509-585-4558	wes.romine@ci.kennewick.wa.us	MICHELLE DELLINGER	509-585-4416

Permit types not listed are **not available** for an online application. Applicant is not required to make an appointment for counter permit intake.