

EXPRESS SWIMMING POOL PERMIT APPLICATION

Property Address _____ Parcel ID# _____

Property Owner _____

Mailing address _____

Phone _____ E-mail _____

Pool Contractor _____

Mailing address _____

Phone _____ E-mail _____

WA State Contractors license # _____ Exp. Date _____

City of Kennewick Business License (UBI) # _____ Exp. Date _____

PROJECT INFORMATION

Valuation \$ _____

Above ground In-ground

Paper work required for submittal

- 2 Sets of engineered drawings
- Plot plan to scale showing, set back dimensions, barrier locations and equipment locations
- Health Department approval if on septic
- Mechanical permit application if pool is heated

Mark the applicable information below

<input type="checkbox"/> Septic	<input type="checkbox"/> Fence (note type of fencing and gates)
<input type="checkbox"/> City Sewer	<input type="checkbox"/> Power safety cover to comply with ASTM F 1346
<input type="checkbox"/> Heated(mech app needed)	<input type="checkbox"/> Door Alarms
<input type="checkbox"/> Non-Heated	<input type="checkbox"/> Pool Ladder for only 4' above ground pools
<input type="checkbox"/> Pool pump specs	<input type="checkbox"/> Heat Pump Spec Sheet

It is the responsibility of the applicant to provide all necessary information required for review. Please verify that all sections applicable to the proposed project have been completed in order to prevent any delay in plan review. Incomplete applications will be returned.



Applicant Signature _____

Date Received _____

Applicant Procedures for On-line Application Residential Building Permits

STEP 1 - CUSTOMER NUMBER, APPLICATIONS AND CHECKLISTS

Most On-line applications require payment with a credit or debit card at the time of application. You must be a registered user to apply. If you do not already have a customer number you must contact the Building/Planning Dept to receive your customer number. Call 509-585-4561; or email permit-documents@ci.kennewick.wa.us.

Review the attached application checklists and have **all** required documents ready to submit in **PDF format** before you apply. Required documents will only allow one upload, therefore your **Application** must be one PDF; **Architectural Plan** required as one PDF; **Plot plan** one PDF. **Additional Supporting Information** - not required document(s) and will allow any number of PDFs.

STEP 2 - PREPARE FOR APPLICATION

Permit Applications and Documents Required:

Prepare your Plot Plan on 8 1/2" x 11" size paper, to a standard engineers scale (example 1" = 20 ft.). Plan Set standard architectural scale (minimum 1/4"); in PDF format with a page size no smaller than 11" x 17" (must be legible blown up), prior to applying online (See the application checklists for each permit type available online). All required documents must be uploaded within **24 hours** of applying or your application will be canceled in our system and you will be required to reapply.

STEP 3 - APPLY FOR PERMITS

Go to www.go2kennewick.com; click on **City Services**; click on **Online Permitting**; click on **Registered User** or **New User** (*If new user you must set up an e-user account. Be sure to write down your EDEN 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 given in STEP 1 and you will be logged on to Permits.

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 STEP 1 above in the line labeled **Proposal Requested**; Select permit location by **Address** or **Parcel number** button;

- If by **address** enter the House or building address numbers into the first box and the zip code into the second box; click the **search box**; click on the **Search for an Address** dropdown arrow and pick the correct address from the list, it will then be automatically entered into the **Permit Address Lines** below.
- If by **parcel number** enter the parcel number into the **Parcel APN#** box; click the **search box**; click on the **Search for a Parcel** dropdown arrow and pick the correct parcel from the list, it will then be automatically entered into the **Permit Address Lines** below.

Click on **Next Step**; Enter the requested information in the boxes (**boxes with asterisk (*) are required**); Click on **Next Step**; If the next page is **Valuation** it is not required information – Click on **Next Step**

An email is automatically generated and delivered to the email address provided during registration. If not in your in box please check your **junk mail**.

Residential Building Permits do not have a fee due until issued. **At that time a credit card payment can be made on-line by the registered applicant.** **Residential Plumbing and Mechanical** require payment by credit card at the time of application.

STEP 4 - UPLOAD DOCUMENTS

You received an email after you applied in STEP 3 that includes the **document upload link as stated above**. Click on the link and fill in the information. You will be required to upload documents in all fields with a red asterisk (*) on the upload form. The **Permit Number**, when entered, determines the required document types to be uploaded. Document types for **Residential** applications are picked from the drop down.

SEE NEXT PAGE

City of Kennewick Permit Plan Upload

Fields and/or attachments with a red asterisk are required.

Permit Number*	BLD-2020-00000	Document Submission Number	1303
Enter your online permit user name to automatically fill in your contact information. Or, leave the user name blank and you can enter your contact information directly.			
Eden User Name	michelled		
Changes entered to the contact information below will not update the online permitting system automatically.			
Uploaded By*	MICHELLE DELLINGER	Phone Number	(509) 585 4416
		Cell Number	
		Email*	michelled@ci.kennewick.wa.us
Type of Permit*	Residential <input checked="" type="checkbox"/> <input type="checkbox"/>		

Please be sure to upload a full set of plans for your project. Incomplete submissions will be rejected and the plans deleted. Documents with a red asterisk (*) are required.

Residential

Application*	Attach Application
Architectural Plan*	Attach Architectural Plan
Plot Plan*	Attach Plot Plan
Additional Supporting Information	Attach Additional Supporting Information

I'm not a robot 

Submit

Upload Instructions

- Click on the link near the bottom of the page within the auto generated application email you received . This link will take you to the upload documents form page.
- Enter the Permit Number. For example BLD-2020- the last digits will be unique to your application . Move to the next box.
- Enter your EDEN user name (as registered in **STEP 4**); hit TAB on keyboard which will auto populate some of the required fields.
- Click on the dropdown "Type of Permit*" and pick **Residential**. The documents types will populate at the bottom of the form with an **Attach** button. **Application** must be one PDF; **Architectural Plan** required as one PDF; **Plot plan** one PDF. **Additional Supporting Information** - not required document(s) and will allow any number of PDFs.
- Click on the **Attach** (type of document) button and you will be prompted to your computer files to choose the appropriate files to upload. Once the file is chosen click open and the file will upload. Make sure you have uploaded each required document type (*). When all document types have been uploaded for the permit you are working with you will have to check the "I am not a robot" box and you will be prompted to respond.
- When finished click on **Submit**. You will receive an email thanking you for submitting your plans.
- The application and associated documents will be reviewed within 2 business days to determine if the application can be accepted as counter ready. An email will be sent to your registered user email address notifying you of acceptance or rejection of your documents.
- **Accepted documents** will require no further action at this time.
- **Rejected documents** will be entirely deleted from our system and a new upload link will be emailed to your registered email address with details of missing and/or incomplete documents. Review the reasons and correct documents accordingly. Click on the provided link to resubmit.