



Public Works Department (509) 585-4419
1010 E Chemical Drive • PO Box 6108
Kennewick WA 99336
<https://www.go2kennewick.com/>

CIVIL PLAN REVIEW REQUIREMENTS FOR PRIVATE DEVELOPMENT

- ITEMS REQUIRED FROM DEVELOPER** – Must submit online at the [Citizen Self Service Portal](#) (CSS). Missing or hard-to-read items may not be accepted, so please review your submittals.
 - Signed Application for Civil Review and Permitting.
 - Civil Construction plans (**one full-size 24" x 36" PDF set**).
 - Storm Report (**one copy PDF**) when required (See conditions on application and City of Kennewick Standard Specification 5-8).
 - Fire lines must be stamped by an NICET Level III designer or submitted separately for review.
- REVIEW BY CITY STAFF** – Plan Review Time Lines: **1st Review – 15 Work Days, 2nd Review – 10 Work Days, 3rd Review – 15 Work Days.** The Public Works Development Review Division will provide a letter with review comments, outlining the requirements and associated charges that would apply to the project. The plans may also be returned with mark-ups for revisions, if needed. This comment letter as well as the comments on the plans and other documents will be made available for download through the [Citizen Self Service Portal](#)
- PLAN RESUBMITTAL TO CITY STAFF** – If revisions are required, please resubmit a complete full-size set of the revised construction plans and any other documents online through [Citizen Self Service Portal](#).
- SUBMITTAL FOR CITY ENGINEER SIGNATURE** – Once the Development Review Division has approved the drawings, you must obtain signatures from all applicable utility providers on the cover sheet. Submit the complete set of signed drawings for signature, via DocuSign or Adobe Sign, to the Deputy Public Works Director.
- SUBMITTAL FOR PERMITS** – Before you may begin construction, you must complete the following tasks.
 - Deliver three (3) full size 24" x 36" paper copies of the approved & signed plans to Public Works at 1010 E Chemical Drive.
 - Upload completed Application for Civil Review and Permitting with all Contractors listed, to CSS if not already provided.
 - Upload Contractor Bid Tabulation for all civil work on the approved for construction drawings to CSS.
 - You will receive an email from the Permit Technician when permits are ready for payment and signature.
 - Permits must be signed by the Contractor and resubmitted through the CSS before scheduling pre-construction meeting and receiving the permits. Permits will be delivered through [Citizen Self Service Portal](#).
 - Once all permits have been issued, the contractor will need to schedule and attend a Pre-Construction Meeting with City staff.
 - From that point forward, all communications with the City shall go through the inspector assigned to the project (contact information will be listed on the permit).
- PROJECT COMPLETION** – A letter of acceptance will be issued once the following requirements have been met:
 - All work shown on the plans has been completed (excludes sidewalk and asphalt that is allowed to be bonded per the KMCs)
 - All punchlist items have been resolved
 - Final record drawings have been received and approved per the City's [Record Drawings for Development Procedure](#)Please note that the City **WILL NOT** sign off on a Certificate of Occupancy or Final Plat without the contractor meeting all of the above requirements.
- PLATS/SHORT PLATS** – Public Works **WILL NOT ACCEPT** Final Plat or Short Plat Mylars; they must be submitted to the Community Planning Department at City Hall. Call Community Planning at 585-4558 for status. Public Works will hold the acceptance of all Plats or Short Plats until all work completed and all requirements for the [Record Drawings for Development Procedure](#) are met.