

EXPRESS RESIDENTIAL PERMIT APPLICATION

Description of Work _____

Property Address _____

Property Owner _____

Mailing address _____ City _____ State _____ Zip _____

Business phone _____ cell phone _____ e-mail _____

Applicant name/Contact name _____

Mailing address _____ City _____ State _____ Zip _____

Business phone _____ cell phone _____ e-mail _____

Contractor's Name _____

State license _____ exp. Date _____ COK Business License # _____

Mailing address _____ telephone # _____

PROJECT INFORMATION

Alt Addition Other _____ Valuation \$ _____

Square footage: main _____ upper _____ bonus room _____ garage _____

den _____ basement _____ finished unfinished covered porches _____ decks _____

No. of bedrooms _____ No. of bathrooms _____

CURRENT WASHINGTON STATE ENERGY CODE:

Chapter 4 Energy Credit Options: (including point values) _____

Property connected to city sewer _____; or septic tank and drain field system* _____

*(*additions & accessory buildings require an approval letter & a stamped plot plan from the BF Health District)*

It is the responsibility of the applicant to provide **ALL** necessary information required for review.
Complete **ALL** sections to prevent any delay in your plan review. **SUBMIT 2 SETS OF PLANS**
(1 PLOT PLAN, TRUSS REACTION SUMMARY & LAYOUT – if applicable are required at submittal)



Applicant Signature

Date Received Stamp



Building Safety Division

210 West 6th Avenue

Kennewick, WA 99336

Phone: (509) 585-4276

one.stop@ci.kennewick.wa.us

RESIDENTIAL ALTERATION SUBMITTAL CHECKLIST

Property Address: _____

- Completed Application\Development Conditions
- One Plot Plan – 1” = 20’ scale – **Parcel number, address, North arrow. Please show location and distance of new structure to property lines, and existing structures.**
- Credit options used per Table 406.2 of the 2015 Washington State Energy Code, if adding living or conditioned space to home or structure.
- Benton Clean Air Authority Asbestos Notification Form
- Project must conform to current COK adopted codes.

Two sets of plans that are to correct scale $\frac{1}{4}'' = 1'$, and a minimum of 11” X 17” for review with the following information:

- Building/structure Elevations
- Engineering must be provided if all or part of design is non-prescriptive according to current adopted codes.
- Foundation, footing, or anchoring plan. Please indicate size and depth required by code.
- Floor Plans – provide existing floor plan, and new floor plan, in separate details/pages. Please show all new plumbing and mechanical fixtures (exhaust fans, toilets, sinks, bathtubs, showers, etc.).
- Cross section – showing foundation (stem wall or monolithic), floor joists, wall framing and ceiling joists. Lumber grade (doug-fir, etc.) must be included and referenced on all lumber to be used.
- Beam and post sizes, along with spacing measurements, must be indicated in plans.
- Provide anchoring details for posts to footings, and mechanical attachment methods for posts to beams.
- Braced wall panel locations –interior & exterior
- Truss reactions and truss layout
- If constructing a patio cover or deck, please show attachment details of new structure to existing building. Mechanical fasteners must be UL approved.
- Stairway detail (headroom, rise/run, & handrail detail), if applicable
- Guardrail details (if applicable).

I verify that all of the above components are contained in my plan review submittal.

Signature

Date

2018 Energy Code Submittal Requirements

Due to the significant changes in the 2018 Washington State Energy Code (WSEC) requirements, the following minimums for permitting are established. WSEC information and forms can be found online at <http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx>.

1. A dedicated Energy Code page using the 2018 WSEC forms provided by WSU shall be added to the submittal plan set. This page shall meet the minimum size requirements of the jurisdiction.
2. The Energy Code page must contain the following:
 - A listing of the credits used and their values.
 - 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.

The plan set containing this information shall be on the jobsite at the time of all inspections including the final inspection.

Applicant Procedures for On-line Application of Express Building 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 as separate documents - Applications (each); Plot Plan; Construction cost & Approval document. One pdf with all required documents for 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 by calling 585-4280 or 585-4561. 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** (EXPSFD for Single Family or EXPTI for Tenant Improvement) from the drop down list;

- Add the **Project description** in the box labeled **Permit Description**;
- You can search for the address by placing the house or business number and the correct zip code in the appropriate boxes and click on **search**. You will see **Please select an address with an arrow in red** pointing to the Select your address box; click on the drop down arrow and pick the correct address; or
- 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*); Enter the number and street name - Do not use periods or any punctuation; Use N, E, W or S for street direction – do not spell out.
- Make sure your suite information (if any) is listed on your paper application, but do not add anything in Address Line 2/Suite at this time.
- **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*); Use 0 or none for boxes that are not relevant to your application; Click on Next Step;
- ❖ **The Valuation is not a required entry – Click Next Step;**
- Review Information and if correct click on Save.

NO FEES ARE DUE AT THIS TIME. At this point the system will create a permit number for you. **Copy the (BLD-201X-XXXXX) Permit Number** as you will need this number to e-mail your plans and other required documents at the next step below.

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**.

4. The application and associated documents will be reviewed to determine if the application can be accepted as counter ready. **Please be sure to have a contact name, direct contact phone number and contact e-mail listed on your application for notification purposes.**

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			

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
<input type="checkbox"/> 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** - will allow any number of PDFs.
- Click on the **Attach** (type of document name) 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.