



Building Safety Division  
210 W. 6<sup>th</sup> Avenue  
Kennewick, WA. 99336  
Phone (509) 585-4561  
[www.go2kennewick.com](http://www.go2kennewick.com)

## Commercial Permit Submittal Checklist Temporary Buildings & Foundation Only

You may apply for a Commercial Building Permit online at [Customer Self Service](#). Once you have registered for a username and password, log in and select Apply, then select the type of permit for which you are applying and follow the prompts. If you need assistance, please contact us at (509) 585-4266.

The following information will be needed when applying online:

- **Temporary Building**
  - Business Name
  - Proposed Use
  - Building Occupancy
  - Removal Date
  - Architectural/Structural Plan & Plot Plan (to scale)
  - Applicant, owner and contractor name and contact information.
  - Valuation is required. If owner is contractor, the cost of materials should be doubled for valuation.
- **Foundation ONLY**
  - Business Name (if applicable)
  - Current Permit Number
  - Hold Harmless Letter (Notarized) to include:
    - Name, Address, Phone #, Contact for owner, on Letterhead with the following

statement:

The above named individual acting as the owner's agent for building permit # BLDC-XXXX-XXXX requests a Foundation Only permit(s). I agree on behalf of the owner to hold the City of Kennewick WA, Department of Building Safety located at 210 W 6th Ave, Kennewick WA, 99336 harmless for any revisions needed to the permitted structure(s) arising from the future examination of the complete construction documents.

- Engineered Structural Drawings
- Site Plan
- Applicant, owner and contractor name and contact information.
- Valuation is required. If owner is contractor, the cost of materials should be doubled for valuation.

**Special Inspection Form (if required)** – Available online under Forms & Applications

Contractors are required to provide the following:

- City of Kennewick Business License # (UBI) & Expiration Date
- WA State Contractor's License # (L & I) & Expiration Date

*Note: This checklist is not a substitute for codes and regulations. The applicant is responsible for compliance with all codes and regulations, whether or not described in this document. Building official may require additional documentation as needed.*