



## Residential Permit Submittal Checklist

### Demolition & Relocation

You may apply for a new 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:

- **Demolition**

- Type of building/structure being demolished
- Benton Clean Air Agency Notification of Demolition or Renovation  
[www.bentoncleanair.org](http://www.bentoncleanair.org)
- Square footage of building/structure being demolished
- Plot plan showing building/structure being demolished with an X over what is being removed. The plot plan can be found on the City of Kennewick website at [City of Kennewick GIS web page](#).
- Valuation is required. If owner is contractor, the cost of materials should be doubled for valuation.

\*\*\* If fire protection systems (alarm system, fire sprinkler system, kitchen hood suppression, etc.) are present, contact the Fire Department for a separate fire permit and approval prior to beginning any work at [Kennewick Fire Protection System Permits](#).\*\*\*

- **Relocation**

- Date of Construction
- Current Location
- Site of Relocation
- Design Snow Load
- Valuation is required. If owner is contractor, the cost of materials should be doubled for valuation.

If you are a contractor or a homeowner hiring a contractor, you will need 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 be request additional documentation as needed.