



Building Safety Division
th Avenue
Kennewick, WA. 99336
Phone (509) 585-4561
www.go2kennewick.com

Commercial Permit Submittal Checklist

Mechanical & Plumbing

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:

- **Mechanical**

- Type and size of equipment being replaced or installed.
- Applicant, owner and contractor name and contact information.
- Valuation is required. If owner is contractor, the cost of materials should be doubled for valuation

If HVAC system being replaced or installed is over 2000 CFM's, a KFD permit is required to be applied for online at [Fire Protection Permits](#) *

- **Plumbing**

- Number of units being replaced or installed.
- Applicant, owner and contractor name and contact information.
- Valuation is required. If owner is contractor, the cost of materials should be doubled for valuation.

Contractor 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.