



Building Safety Division
210 W. 6th Avenue
Kennewick, WA. 99336
Phone (509) 585-4561
www.go2kennewick.com

Commercial Permit Submittal Checklist Fences & Retaining Walls

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:

- **Commercial Fences**
 - Site Plan (to scale)
 - Business Name
 - Length and Height of fence (ft.)
 - Identify if a fire hydrant is on the property
 - Applicant, owner and contractor name and contact information.
 - Valuation is required. If owner is contractor, the cost of materials should be doubled for valuation.

- **Retaining Walls**
 - Site Plan (to scale)
 - Business Name (if applicable)
 - Wall Length and Height (ft.)
 - Applicant, owner and contractor name and contact information.
 - Valuation is required. If owner is contractor, the cost of materials should be doubled for valuation.
 - Retaining walls may not encroach into easement without approval.

Contractors are required to provide the following:

- City of Kennewick Business License # (UBI) & Expiration Date
- WA State Contractor's License # (L & I) & Expiration Date
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- **Special Inspection Form (if required)** – Available online under Forms & Applications

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.