



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

Commercial Permit Submittal Checklist Pools/Spas & Solar Panels

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:

- **Pool/Spa**
 - Business Name
 - Benton Franklin County Health Department approval letter
 - Pool Type (Fiberglass, Vinyl, etc.)
 - Will the pool be heated (If yes, Mechanical permit required)
 - Pump Size
 - Architectural Structural Plans
 - Site 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

- **Solar Panels**
 - Business Name (if applicable)
 - Location of Solar Panels (ground or roof-mounted)
 - Washington State Labor & Industries Permit #
 - Architectural Structural Plans
 - Site Plan
 - 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.