



Commercial Permit Submittal Checklist

Windows, Siding & Roofing

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.

If doing all three (windows, siding, and roofing) you can use one permit to apply for all.

The following information will be needed when applying online:

- **Windows**
 - If changing sizes of egress windows, a set of plans to scale will be required.
 - Window manufacturer name, brand name and model must be provided.
 - Valuation is required. If owner is contractor, the cost of materials should be doubled for valuation.

- **Siding/Stucco/Plaster**
 - Siding, stucco or plaster manufacturer name, brand name and model must be provided.
 - Valuation is required. If owner is contractor, the cost of materials should be doubled for valuation.

- **Roofing**
 - Will you be tearing off a layer of roofing or overlaying?
 - Roofing material manufacturer name, brand name and model must be provided.
 - Valuation is required. If owner is contractor, the cost of materials should be doubled for valuation.

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 information as needed.