



## **BUILDING DEPARTMENT COMMERCIAL APPLICATION CHECKLIST**

Is this a shell only? Yes  No

If **YES** Check boxes that are applicable

1.  Your building requires groundwork or rough in plumbing. This includes shells with interior routed roof drains.
2.  Your building requires installation of HVAC(Heating/Ventilation/Air).

**Applications required:** building application, if you checked #1 plumbing application #2 Mechanical application  
Is this a completely finished building? Yes  No  If **Yes**, a building, plumbing, and mechanical applications required.

If you answered **NO** to either of the above questions - This is a shell with partial interior build-out - separate permits sets (**building, plumbing and mechanical**) are required for the shell **and** each separate tenant improvement.

If submitted On Line Items required - Electronic plan sets in PDF format. If submitted at the counter/mail **Items required**–Plan review fee([see website estimator](#)) Two (2) sets of drawings to a Standard Scale, minimum of **24" x 36"** in size and Electronic plan set in PDF format on a disk or thumb drive

### **COMMERCIAL BUILDING PERMIT**

- Floor Plan of each floor – Grouped into 1 PDF
- Architectural Plan Set – Must contain at a minimum the following information and grouped into 1 PDF:
  - Complete cover page ([see back page for requirements](#)).
  - Elevations plans
  - Foundation plans
  - Footing details
  - Reflected ceiling plan – showing emergency lighting locations.
  - Floor ceiling assemblies (if applicable)
  - Fire wall details and rating (if applicable)
  - Window and door assemblies
  - Door schedules (type and rating)
  - Hardware schedules (type)
  - Building and wall cross sections
  - Stairway detail (rise, run, handrails, headroom, lighting and fire rating)
- Structural Plan Set – If required, must be grouped into 1 PDF and could contain the following:
  - Foundation plans
  - Footing details
  - Building and wall cross sections
- Structural Calcs - if required, must be grouped into 1 PDF
- Washington State NREC compliance forms (forms available at [www.neec.net](http://www.neec.net)) – grouped into 1 PDF
- Additional Supporting Information
- [Commercial Building Application](#); [Commercial Tenant Improvement Application](#) and signed checklist.

### **COMMERCIAL MECHANICAL PERMIT**

- Mechanical Plan Set – grouped into 1 PDF
- [Commercial Mechanical Application](#) – 1 PDF
- Additional Supporting Information

### **COMMERCIAL PLUMBING PERMIT**

- Plumbing Plan Set – grouped into 1 PDF
- [Commercial Plumbing Application](#) – 1 PDF
- Additional Supporting Information

**LINK TO [FIRE ALARM AND FIRE SPRINKLER PERMITS](#)** - are issued thru Fire Dept and may be deferred

*I verify that all of the above components are contained in my plan review submittal*

Signature \_\_\_\_\_ Date \_\_\_\_\_

# DEVELOPMENT PLAN SET INTAKE PACKET REQUIREMENTS

	Permit # Prefix BLD BLD-20XX-XXXXX	Permit # Prefix MEC MEC-20XX-XXXXX	Permit # Prefix PLB PLB-20XX-XXXXX	Permit # Prefix DPW DPW-20XX-XXXXX	Permit # Prefix PLN PLN-20XX-XXXXX
	<b>BUILDING PACKET</b>	<b>MECHANICAL PACKET</b>	<b>PLUMBING PACKET</b>	<b>CIVIL PACKET</b>	<b>FINAL SITE PLAN PACKET</b>
D O C U M E N T T Y P E	APPLICATION & CHECKLIST	APPLICATION	APPLICATION	APPLICATION	SITE PLAN
	FULL PLAN SET (INCLUDES ARCH/STRUCTURAL/COVER PAGE/PLUMB/MECHAN)	MECHANICAL PLAN (IF NOT ALSO APPLYING FOR A BUILDING PERMIT)	PLUMBING PLAN (IF NOT ALSO APPLYING FOR A BUILDING PERMIT)	CIVIL PLANS (SHEET SIZE MUST BE 24" X 36")	ADDITIONAL SUPPORTING INFORMATION (includes REQUIRED FINAL SITE PLAN CHECKLIST)
	FLOOR PLAN	ADDITIONAL SUPPORTING INFORMATION	ADDITIONAL SUPPORTING INFORMATION	STORM REPORT	LIGHTING PLAN: LOCATIONS & CUT SHEETS
	STRUCTURAL CALCS (IF NEEDED)			ADDITIONAL SUPPORTING INFORMATION	LANDSCAPE PLAN
	NREC FORMS				ELEVATIONS
	ADDITIONAL SUPPORTING INFORMATION				APPLICATION & CHECKLIST– IF PRELIMINARY APPLICATION WAS WAIVED
	Const. Cost & Owner Approval (TI's only)				

- Each Application will have a different Permit number. The prefix of the permit number designates the application – for example a Prefix of BLD indicates a Building permit application; PLN indicates a Planning permit application; DPW indicates a Civil permit application; etc.
- Documents uploaded must be in Portable Document Format (PDF) and organized by document type as listed under each packet heading above. For example, if your project has architectural, structural, plumbing and mechanical totaling 10 pages, these pages must be grouped together into one PDF and uploaded under Full Plan Set. Floor Plan(s) must be **separated from the Full Plan set** and uploaded under the Floor Plan document type (a copy of the Floor plan(s) must also remain in Full Plan Set). Each document type will accept one upload with the exception of additional supporting information.
- PDF authoring tools should be set to Vector not Raster. For information on the differences between Vector and Raster click [here](#).
- Electronic documents submitted to the City of Kennewick for review must be submitted to allow for document mark up, file combining and processing. Documents received that do not allow the City to conduct our review will be returned to the applicant and will delay review time frames.
- All layers must be flattened in the authoring program prior to export and submittal.
- Specific Drawing requirements:**
  - Remove references to "Preliminary" or "Not for Construction"
  - A north arrow must be provided on all plan sets
  - Minimum sheet size is 11"x17" Maximum sheet size is 24"x36". **Civil Drwg plan set maximum and minimum size must be 24" x 36"**.
  - Minimum scale allowed is 1" = 40 ft. for site plan or ¼" = 1 ft. for architectural.
  - Different scales may be acceptable but must be approved by Development Services Public Works and/or the Building Department prior to submittal.
  - A title block should be located on the right-hand side of each page and should include page numbers that are unique to each page and provide a logical sequence of drawings.
  - Plan sets must be fully dimensioned.
  - Elevation views must be labeled as North, South, East and West as appropriate.
  - Approved plans provided onsite for field inspector must be printed at full size and to scale. If electronic plan sets are provided on site for inspection purposes the inspector must be allowed full access during inspection hours (8:30 am – 4:30 pm).
  - A 2" x 2" space shall be left blank in the bottom right-hand corner of all pages for the City of Kennewick stamp.



## Building Safety Division

210 West 6th Avenue

Kennewick, WA 99336

Phone: (509) 585-4561

[permit-documents@ci.kennewick.wa.us](mailto:permit-documents@ci.kennewick.wa.us)

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# Tenant Improvement Construction Cost and Owner Approval Document

Building permit # \_\_\_\_\_

Address \_\_\_\_\_

Project Valuation\* = \_\_\_\_\_

*The project valuation includes, total value of all construction work (labor and materials) for which the permit is being issued, as well as finish work, painting, roofing, electrical, plumbing, HVAC, elevators, fire alarm and fire extinguishing systems as well as contractor's profit and overhead. The City reserves the right to adjust the estimated valuation.*

I hereby affirm that the above information is correct, and authorize the above construction project.

\_\_\_\_\_  
Owner or Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

*\*The City reserves the right to adjust the estimated valuation.*

# COVER PAGE REQUIREMENTS

Required Location – First Page of the Architectural Plan Set

\*\*\*Cover Page can be more than one page if needed\*\*\*

## PLAN SET INDEX HEADINGS TO INCLUDE:

- Architectural – List all pages in set
- Structural – List all pages in set
- Plumbing – List all pages in set
- Mechanical – List all pages in set

## THE FOLLOWING INFORMATION MUST BE LISTED:

- Project Name; location
- Code Version Used for Design
- Construction Type
- Occupancy Classification(s)
- Area of Occupancy Class and their Occupancy Load
- Automatic Fire Sprinklers Required \_\_\_\_ Yes \_\_\_\_ No
- Fire Alarm and Detection System Required \_\_\_\_ Yes \_\_\_\_ No
- Total Square Footage
- Allowable Building Height
- Proposed Building Height
- Allowable Number of Stories
- Proposed Number of Stories
- Area Allowed
- Area Allowed for Frontage
- Number of Exits
- Egress Width Requirements
- Longest Common Path of Travel
- Longest Travel Distance
- Plumbing Fixture Requirements

\*\*\*If item is not applicable list item on the cover page and add N/A\*\*\*

## CONTACT INFORMATION FOR ALL CONTRIBUTORS:

Owner(s); Architect(s); Engineer(s); Contractor(s) if known  
Include phone number and **email address**

# COMMERCIAL APPLICATION TENANT IMPROVEMENTS & ADDITIONS

Separate Plumbing and Mechanical permits and plans are required for all commercial projects

Description of Work \_\_\_\_\_

Property Address \_\_\_\_\_ Suite(s) \_\_\_\_\_ SPA# \_\_\_\_\_

Property Owner \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business phone \_\_\_\_\_ cell phone \_\_\_\_\_ e-mail \_\_\_\_\_

Architect of Record \_\_\_\_\_

Applicant name/Contact name \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business phone \_\_\_\_\_ cell phone \_\_\_\_\_ e-mail \_\_\_\_\_

General Contractor \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business phone \_\_\_\_\_ cell phone \_\_\_\_\_ e-mail \_\_\_\_\_

City of Kennewick Business License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

WA State Contractors License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

## PROJECT INFORMATION

**Project Valuation**  
\$ \_\_\_\_\_

Project name \_\_\_\_\_

Proposed Use \_\_\_\_\_

Tenant improvement existing use \_\_\_\_\_

Type of construction \_\_\_\_\_ Occupancy Group(s) \_\_\_\_\_ Occupant Load \_\_\_\_\_ Zoning \_\_\_\_\_

Existing or new fire sprinkler system  yes  no fire alarm system  yes  no

Main square footage \_\_\_\_\_ upper square footage \_\_\_\_\_ bsmt square footage \_\_\_\_\_

It is the responsibility of the applicant to provide all necessary information required for review. Complete all sections to prevent any delay in your plan review. \*\*\*SUBMIT 2 SETS OF PLANS\*\*\* if not submitted electronically.



\_\_\_\_\_  
**Applicant Signature**

Date Received Stamp

## Applicant Procedures for On-line Commercial Application of Permits

### STEP 1 CUSTOMER NUMBER, APPLICATIONS AND CHECKLISTS

**On-line applications require payment at the time of application.** You must be a registered user to apply. If you do not already have a customer number you must contact the Building/Planning Dept to receive your customer number. Call 509-585-4280; 509-585-4561 or email [permit-documents@ci.kennewick.wa.us](mailto:permit-documents@ci.kennewick.wa.us).

Review the application checklists and have **all** required documents ready to submit in **PDF format** before you apply. [Link to Development Services Forms Page](#); [Link to Building Services Forms Page](#); [Link to Civil Application and Submittal Check List](#); Click on Development Services Forms Page link and review project **Tier Parameters** listed on the application checklists.

Commercial Building Projects **Tier 1** – Pre-Application meeting and Preliminary Site Plan are not required - **Proceed to STEP 3**. Commercial Building Projects **Tier 2 and Tier 3**– Have you completed a **Pre-Application meeting**? If yes continue. If no please download the [Pre-Application Meeting Packet](#) and complete that process prior to proceeding.

### STEP 2 PRELIMINARY SITE PLAN

A Preliminary Site Plan requires a [Site Plan Tier 2](#) or [Site Plan Approval Tier 3](#) Permit Type (see checklist for Tier Parameters). Apply for this permit first. The Preliminary Site Plan must be reviewed and approved prior to moving your project to building and civil application, **if** this step was not waived at the Pre-Application meeting. Contact the Planning Desk at 509-585-4280 or [permit-documents@ci.kennewick.wa.us](mailto:permit-documents@ci.kennewick.wa.us) if you are unsure this step has or has not been waived.

### STEP 3 PREPARE FOR APPLICATION

#### Permit Applications and Documents Required:

Prepare your documents prior to applying online (See Consolidated Intake Packet Requirement attached and the application checklists for each permit type available online). All required documents must be uploaded within **24 hours** of applying or your application will be canceled in our system and you will be required to reapply.

1. [Tier 1 Site Plan Applications](#) are **not required** to submit all Site Plan, Building, and Civil applications concurrently. You can proceed to **Step 4** when your documents are ready for submittal.
2. **Tier 2 and Tier 3** Applications - [Preliminary Site Plan Applications](#) are required to submit all documents listed on the [Tier 2](#) and [Tier 3 Preliminary Site Plan Application Checklists](#). You will not be applying at this time for any other permits. Review the checklist and prepare your documents – Application - one PDF; Site Plan – one PDF are the required documents. If you have other information - SEPA Checklist – one PDF (requires additional application & fee). Critical Area Report(s) or additional supporting information are allowed more than one upload.
3. **CONCURRENT APPLICATIONS**
  - a. [Final Site Plan Application](#) requires a [Site Plan Tier 2](#) or [Site Plan Approval Tier 3 Permit Type](#)
    - i. If you completed a Preliminary Site Plan you already have an open permit. Your document upload link was included in your Preliminary Site Plan approval letter and you may use that link now if the project architectural, structural and civil plans are ready for submittal.
    - ii. If the Preliminary Site Plan requirement was waived during the Pre-Application meeting you will apply for a [Site Plan Tier 2](#) or [Site Plan Approval Tier 3 permit type](#) and use the [Final Site Plan](#) checklist.
  - b. [Civil Application](#) requires a [Civil Drawings](#) Permit Type (see Private Development Civil Application and Submittal Check List)
  - c. [Building Permit Application](#) requires a [Commercial New](#) or [Commercial Alt./Site Plan](#) Permit Type (see Commercial Application Checklist)
  - d. [Mechanical Permit Application](#) requires a [Commercial Mechanical Permit](#) Type.
  - e. [Plumbing Permit Application](#) requires a [Plumbing Commercial Permit](#) Type.

Review the **Consolidated Intake Packet Requirements** (attached) for a list of application document packet groups and document types. Each document type must be grouped into one PDF for uploading. For example: Building Packet - *The architectural plans under the Building Packet must be grouped together into one PDF and uploaded to that group, the Structural plans must be grouped together into one PDF and uploaded to that group, etc. Individual pages cannot be accepted. The upload process will not allow more than one upload per document type with the exception of additional supporting information.* **Prepare all the document types and place in an easily accessible place or file on your computer prior to proceeding to STEP 4.**

### STEP 4 APPLY FOR PERMITS

Go to [www.go2kennewick.com](http://www.go2kennewick.com); click on **City Services**; click on **Online Permitting**; click on **Registered User** or **New User** (If new user you must set up an e-user account. Be sure to write down your EDEN user name and password for future access). Once e-user

registered you will be asked for your customer number. Enter the customer number you were given in STEP 1 and you will be logged on to Permits.

Click on **Apply for a permit: Select the Permit Type** (see **Step 3** above for permit types) from the drop down list; Add the **Permit Description** as shown on your paper application which has been filled out per **STEP 1** above in the line labeled **Proposal Requested**; Select permit location by **Address** or **Parcel number** button;

- If by **address** enter the House or building address numbers into the first box and the zip code into the second box; click the **search box**; click on the  **Search for an Address** dropdown **arrow** and pick the correct address from the list, it will then be automatically entered into the **Permit Address Lines** below.
- If by **parcel number** enter the parcel number into the **Parcel APN#** box; click the **search box**; click on the  **Search for a Parcel** dropdown arrow and pick the correct parcel from the list, it will then be automatically entered into the Permit Address Lines below.

Click on **Next Step**; Enter the requested information in the boxes (**boxes with asterisk (\*) are required**); Click on **Next Step**; If you are applying for a **Commercial New or Commercial Alt./Site Plan Permit Type** you will need to enter the **valuation** amount of the type of construction. (All other permits do not have a valuation tab.) If you have more than one type enter the total value per type which should equal the Cost of Construction entered on the pervious page; Click on **Next Step**;

This page provides a Fee Estimate – Traffic Impact and/or Park Fees could be accessed and are not provided at this stage of permit processing. Commercial, Mechanical and Plumbing Permits will be reviewed for valuation and fixture counts. Fees could change once reviewed. Review the information provided and if correct Click on **Pay Fees**; **Building permits** will require payment of the **Plan Review Fee only**; **Mechanical** and **Plumbing** will require payment of the **base fee**; **Land Use Permits** will require payment of the full **Application Fee**; **Civil permits do not have a fee due at this time**.

Once payment has been made on each permit type the system will create a permit number for you. **Copy the (XXX-201X-XXXXX) Permit Number** as you will need this number to upload your documents.

#### **STEP 5 UPLOAD DOCUMENTS**

You will receive an email with a document upload pathway after applying for your permit(s) in **STEP 4**.

You will be required to complete all fields with a red asterisk (\*) on the upload form. The **Permit Number**, when entered, determines the required document types to be uploaded. You will need to upload documents to each required permit type (See Consolidated Intake Packet Requirements from **STEP 3**).

#### **Upload Instructions**

- Copy and paste the pathway to upload documents into your browser.
- Enter the Permit Number at the top of the page. For example PLN-20XX- XXXXX. Move to the next box
- Enter your EDEN user name (registered user name from **STEP 4**); hit TAB on keyboard which will auto populate some of the required fields.
- For Planning (PLN) and Building (BLD) permits pick the **Type of Permit** from the dropdown list. The document types for uploading will be listed at the bottom of the form once you have picked the type of permit from the drop down.
- Planning Permits (PLN) will require you to pick what you are applying for a **Preliminary or Final Site Plan**. If you are submitting a **Final Site Plan** you will be asked to pick the **Type of Zone = Commercial or Non Commercial**.
- The documents types will populate at the bottom of the form with the **Attach** button.
- Click on the **Attach** (type of document) button and you will be prompted to your computer files to choose the appropriate files to upload. Once the file is chosen click open and the file will upload. Make sure you have uploaded each required document type (\*). When all document types have been uploaded for the permit you are working with you will have to check the "I am not a robot" box and you will be prompted to respond.

When finished click on **Submit**. You will receive an email thanking you for submitting your plans.

To continue with each additional permit copy and paste the provided link again into your browser to open a new form. Repeat **STEP 4 and 5** for each of the required permit types included in your project.

The application and associated documents will be reviewed within 2 business days to determine if the application can be accepted as counter ready. An email will be sent to your registered user email address notifying you of acceptance or rejection of your documents.

- **Accepted documents** will require no further action at this time.
- **Rejected documents** will be entirely deleted from our system and a new upload link will be emailed to your registered email address with details of missing and/or incomplete documents. Review the reasons and correct documents accordingly. Click on the provided link to resubmit.