



Commercial Permit Submittal Checklist Commercial Alteration – No Site Plan

You may apply for a Commercial Alteration 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.

Each document or document set listed below must be separated into its own PDF file. (Please Note: **Washington State NREC Compliance Forms must be a separate PDF.**)

Architectural Plan Set – 1 PDF copy (legible)

- Elevation 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)

Floor Plan of each floor – 1 PDF copy (legible)

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

Washington State NREC Compliance Forms – 1 PDF copy (legible) www.neec.net

Commercial Mechanical Permit (if required)

Commercial Mechanical Plan Set

Commercial Plumbing Permit (if required)

Commercial Plumbing Plan Set

Special Inspection Form (if required) – Available online under Forms & Applications

[Fire Alarm and Fire Sprinkler Permits](#) are issued through KFD and may be deferred.

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.