

BLD-20____-____\$_____

NEW SINGLE FAMILY DWELLING PERMIT APPLICATION

PROPERTY ADDRESS _____

SUBDIVISION _____ DIV _____

Ph _____ Blk _____ Lot _____ Parcel #1-_____-_____-_____-_____

OTHER LEGAL DESCRIPTION: _____

APPLICANT/GENERAL CONTRACTOR _____

Mailing Address _____

Contact Name _____ Phone _____

Email _____ City Business License # _____

State license # _____ Expires _____

PROPERTY OWNER - Same as above, or

Name _____

Mailing Address _____

PROJECT INFORMATION

BEDROOMS _____ # BATHROOMS _____

SQUARE FOOTAGE: Main _____ Upper _____ Den _____

Garage _____ Bonus Room _____

Basement _____ (finished) _____ (unfinished)

Covered porches _____ Decks _____

CURRENT WASHINGTON STATE ENERGY CODE:

Chapter 4 Energy Credit Options: (including equipment cut sheets) _____

WATER/SEWER/SIDEWALK/DRIVEWAY INFORMATION

Water (3/4" meter unless otherwise specified:) Allow 4-6 weeks for delivery.

Sewer Septic (attach approval letter & stamped plot plan from Benton-Franklin Health District)

Sidewalk Driveway – 24 ft maximum (May go to outside of garage doors if <50% of frontage and doors are shown on plot plan)

**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, 1 PLOT PLAN, TRUSS REACTION SUMMARY & LAYOUT.**



_____ Applicant Signature

Date Received Stamp



Building Safety Division

210 West 6th Avenue

Kennewick, WA 99336

Phone: (509) 585-4276

one.stop@ci.kennewick.wa.us

RESIDENTIAL ALTERATION SUBMITTAL CHECKLIST

Property Address: _____

- Completed Application\Development Conditions
- One Plot Plan – on 8 ½ x 11 with 1” = 20’ scale – **Parcel number, address, North arrow. Please show location and distance of new structure to property lines, and existing structures.**
- Credit options used per Table 406.2 of the 2015 Washington State Energy Code, if adding living or conditioned space to home or structure.
- Benton Clean Air Authority Asbestos Notification Form
- Project must conform to current COK adopted codes.

Two sets of plans that are to correct scale ¼’ = 1’, and a minimum of 11” X 17” for review with the following information:

- Building/structure Elevations
- Engineering must be provided if all or part of design is non- prescriptive according to current adopted codes.
- Foundation, footing, or anchoring plan. Please indicate size and depth required by code.
- Floor Plans – provide existing floor plan, and new floor plan, in separate details/pages. Please show all new plumbing and mechanical fixtures (exhaust fans, toilets, sinks, bathtubs, showers, etc.).
- Cross section – showing foundation (stem wall or monolithic), floor joists, wall framing and ceiling joists. Lumber grade (doug-fir, etc.) must be included and referenced on all lumber to be used.
- Beam and post sizes, along with spacing measurements, must be indicated in plans.
- Provide anchoring details for posts to footings, and mechanical attachment methods for posts to beams.
- Braced wall panel locations –interior & exterior
- Truss reactions and truss layout
- If constructing a patio cover or deck, please show attachment details of new structure to existing building. Mechanical fasteners must be UL approved.
- Stairway detail (headroom, rise/run, & handrail detail), if applicable
- Guardrail details (if applicable).

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

Signature

Date

2018 Energy Code Submittal Requirements

Due to the significant changes in the 2018 Washington State Energy Code (WSEC) requirements, the following minimums for permitting are established. WSEC information and forms can be found online at <http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx>.

1. A dedicated Energy Code page using the 2018 WSEC forms provided by WSU shall be added to the submittal plan set. This page shall meet the minimum size requirements of the jurisdiction.
2. The Energy Code page must contain the following:
 - A listing of the credits used and their values.
 - A scan of the cut sheet for each piece of hardware meeting the requirements for the credits chosen.
 - A complete listing of the insulation values for the thermal envelope (this information must match the call outs on the building plan set pages).
 - A window worksheet listing all fenestrations and the final weighted average.

The plan set containing this information shall be on the jobsite at the time of all inspections including the final inspection.



Transportation Impact Fee Information

Traffic Engineering Division – (509) 585-4400

Transportation Impact Fee (TIF) Ordinance – The Kennewick City Council passed Ordinance 5596 on July 7th, 2015 authorizing the implementation of a Transportation Impact Fee program effective September 1st, 2015. The full TIF program information is contained in Chapter 13.16 of the Kennewick Municipal Code (KMC). The TIF was set at \$900 per new PM peak hour trip and will be indexed annually starting January 1st, 2017 based on a three-year moving average of the Washington State Department of Transportation Construction Cost Index. For more information, see KMC 13.16.160.

Purpose of Transportation Impact Fees – Impact fees are charges based on a set fee assessed on all new developments. The Revised Code of Washington (RCW 82.02) allows for impact fees and the intent is to ensure that adequate facilities are available to serve new growth and that the new growth pays a proportionate share of the cost of the infrastructure needed to support that growth (KMC 13.16.030).

Benefits of Transportation Impact Fees –

- Treats all new developments equitably in the distribution of costs for new transportation projects that serve growth.
- The fees are predictable and simple to calculate for developers, and also streamline development timelines in comparison with the previous traffic mitigation methods.
- They are flexible since they can be spent on any TIF Eligible project allowing the city to program and construct projects in time for growth and to keep development moving.

Use of Funds – Impact fees are to be used on transportation system improvements that will reasonably benefit new development activity and shall not be imposed to make up for existing deficiencies in public facilities, nor shall they be used for maintenance and operation of facilities (KMC 13.16.150). Impact fees shall be earmarked and deposited in an interest bearing account entitled the Transportation Impact Fee Account. The Finance Director shall provide an annual report to the City Council containing information regarding fees collected and public improvements that were financed in whole or in part by the fees in the Transportation Impact Fee Account (KMC 13.16.110). Current TIF Eligible Projects are:

Project Name	Project Limits & Scope
Hildebrand Boulevard	West City limits (near Section 7) to Sherman Street – New Roadway & Intersection Construction
Hildebrand Boulevard	Sherman Street to Grant Street – New Roadway & including roundabout and/or traffic signal construction.
Bofer Canyon Road/Zintel Way	Approximately 1500' south & north of Ridgeline Dr. – New roadway including roundabout at Zintel Way & Ridgeline Dr.
Columbia Center Boulevard	Deschutes Ave. to Quinault Ave. – Widening & intersection capacity improvements
Clearwater Ave. & Kellogg St.	Intersection capacity improvements
Clearwater Ave. & Union St.	Intersection capacity improvements
US 395 & Ridgeline Drive	Interchange construction for full access
US 395 & Hildebrand Boulevard	Intersection capacity improvements

A new rate study shall be performed every three years in order to update the TIF Eligible Project Listing and provide for potential revisions to the Transportation Impact Fee rate (KMC 13.16.160).

When Transportation Impact Fees are Due – Transportation Impact Fees for commercial, multi-family, and tenant improvements are due and payable prior to the issuance of a certificate of occupancy. Fees for residential single family units are due and payable prior to issuance of a building permit. However, the builder has the option of deferring the fee on a residential single family home until closing of the home sale (but no longer than 18 months from the building permit issuance) by providing a recorded covenant of payment obligation to the City of Kennewick Customer Service Counter (KMC 13.16.060).

Change in Use & Mixed Use Developments – For a change in use of an existing building that generates additional trips, the impact fee shall be reduced based on any previous TIF fee paid, or if none, the fee would be reduced based at the current impact fee rate of the current use (KMC 13.16.060(4)). For mixed use developments, impact fees shall be based on a proportionate share of each land use in the Fee Schedule (KMC 13.16.060(5)).

Exemptions, Credits, and Adjustments – Exemptions to the TIF are provided for when alterations, improvements, or other changes are not anticipated to produce any new PM peak hour trips. For more information see KMC 13.16. 080. Credits against the required TIF fee to a developer may be allowed when applicants construct a project or portions of a project that is eligible for TIF funding. Specific requirements in order to obtain a credit shall be met prior to payment of any TIF and in no case will the applicant be entitled to a reimbursement when the costs of required improvements (for example, standard frontage improvements that are TIF eligible) exceed the calculated TIF fee. For more information see KMC 13.16. 090. Adjustments to the fees are possible in some cases if the development does not adequately fit the Fee Schedule. The applicant may submit an independent fee calculation for the development prepared by a Traffic Engineer for approval. The city may also conduct an independent fee study if the proposed project does not adequately fit into any of the categories in the Fee Schedule. For more information see KMC 13.16. 070.

Calculating the TIF – Transportation Impact Fees are assessed based on Land Use Code (LUC) utilizing the Fee Schedule in effect at the time fees are due (or deferred). See examples below:

Land Use Category	ITE Land Use Code	Units	Size	Impact Fee Per Unit	Total Impact Fee
Single Family Detached Housing	210	Dwelling Unit	25	\$900	\$ 22,500
Specialty Retail Center	826	1000 sf GFA	8,500	\$1,610	\$ 13,685
Fast Food w/ Drive-Thru Window	934	1000 sf GFA	2,600	\$14,693	\$ 38,202
Medical-Dental Office Building	720	1000 sf GFA	10,000	\$2,410	\$ 24,100

Traffic Studies may still be Required – The TIF only covers off-site traffic mitigation derived from planned transportation projects as listed on the previous page. Additional studies are generally required for developments that have over 30 PM peak hour trips (or over 100 trips at other time periods), and for most residential developments regardless of size. The studies range in scope from trip generation and distribution studies to full traffic impact studies (TIS) that might include capacity and queuing analysis, safety and traffic calming evaluations, and determination of additional mitigations such as traffic signals, roundabouts, turn lanes, and access modifications.

WHEN RECORDED, RETURN TO:

City of Kennewick
Customer Service Counter
PO Box 6108
Kennewick, WA 99336-0108

COVENANT OF PAYMENT OBLIGATION FOR TRANSPORTATION IMPACT FEE

Payment Obligation for the Benefit of Grantee: City of Kennewick, a municipal corporation

Entity Indebted to Grantee (“Grantor”): _____

Reference Number(s) of Related Document(s): _____

Legal Description (Abbreviated): _____

Full description as set forth on attached Exhibit “A.”

Assessor’s Tax Parcel ID Number: _____

Plat or Building Permit Application Number: _____

Notice is hereby given that pursuant to Kennewick Municipal Code (“KMC”) 13.16.060(2) the City of Kennewick (the “City”) and the Grantor voluntarily agree to a deferred payment obligation for Transportation Impact Fees (“Covenant”) against the above-described real property. By entering into this agreement, Grantor waives on behalf of itself, its heirs, successors and assigns, its right to a refund or to contest how the fee(s) are used by the City to address the impacts for which the fee(s) were paid.

The amount of the Transportation Impact Fee is: \$ _____.

The Transportation Impact Fee is due and owing to the City no later than the closing of sale on the house or eighteen (18) months from the date of building permit issuance, whichever comes first.

Grantor’s obligation to pay the fee(s) as described in this instrument shall be a covenant running with the land and shall be binding upon the Grantor, its heirs, successors and assigns. Any costs (including but not limited to the cost of litigation and attorney fees) incurred by the City in the enforcement of this Covenant shall be paid by Grantor. Venue shall be Benton County.

All payments shall be made payable to the City of Kennewick and shall be directed to the City of Kennewick at the City Hall Customer Service Counter located at 210 W 6th Avenue, Kennewick, WA 99336 or mailed to the address above.

Upon the receipt of notification that a sale is pending and fee(s) are to be paid, the City agrees to deposit into escrow a fully executed Release of Covenant, substantially in the form attached hereto as Exhibit B. The escrow officer shall record the Release of Covenant when funds are disbursed from

escrow to pay the outstanding fee(s). The City may provide separate escrow instructions consistent with this Covenant. Otherwise, the City will release this Covenant upon Grantor's payment of the above identified fee(s).

City of Kennewick

By: _____

Title: _____

Date: _____

Grantor

By: _____

STATE OF WASHINGTON)

County of Benton) ss.
)

On the ____ day of _____, 2015, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared STEVE C. YOUNG and TERRI L. WRIGHT, to me known to be the Mayor and City Clerk, respectively, of the City of Kennewick, Washington, the corporation that executed the within and foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned, and on oath stated that they are authorized to execute said instrument and that the seal affixed is the corporate seal of the City of Kennewick.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

Notary Public in and for the State of Washington,
residing at _____. My Com. Exp.:_____.

STATE OF WASHINGTON)
) ss.
COUNTY OF _____)

On this day personally appeared before me _____, to me known to be the _____ of _____ that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he/she was authorized to execute said instrument and that the seal affixed, if any, is the corporate seal of said corporation.

GIVEN my hand and official seal this ____ day of _____, 20__.

Notary's signature _____
Notary's printed name _____
Notary Public in and for the State of Washington.
My commission expires_____

EXHIBIT A

(LEGAL DESCRIPTION OF PROPERTY)

WHEN RECORDED, RETURN TO:

City of Kennewick
Customer Service Counter
PO Box 6108
Kennewick, WA 99336-0108

EXHIBIT B

RELEASE OF COVENANT OF PAYMENT OBLIGATION FOR TRANSPORTATION IMPACT FEE

Payment Obligation for the Benefit of Grantee: City of Kennewick, a municipal corporation

Entity Indebted to Grantee (“Grantor”): _____

Reference Number(s) of Related Document(s): _____

Legal Description (Abbreviated): _____

Full description as set forth on attached Exhibit “A.”

Assessor’s Tax Parcel ID Number: _____

Plat or Building Permit Application Number: _____

Amount Released: \$ _____

THIS RELEASE OF COVENANT of TRANSPORTATION IMPACT FEE (the “Release”) is made as of this _____ day of _____, 20____ by the City of Kennewick (the “City”).

The City entered into a Covenant of Payment Obligation for Transportation Impact Fee dated _____ and recorded under Benton County Recording No. _____ (the “Covenant”) with _____ Grantor to provide for deferred payment of the referenced fee(s).

Pursuant to the terms of the covenant, upon Grantor’s payment of the fees in the amount of: Transportation Impact Fee \$_____; the City will release the Covenant.

Accordingly, conditioned upon the Escrow Agent’s or Grantor’s disbursement of the Fee(s) to the City, the City hereby releases and discharges Grantor from the obligations described in the Covenant. Upon recording of this Release, all of the Grantor’s obligations under the Covenant shall be deemed fully and completely satisfied, and the Covenant shall have no further force or effect.

City of Kennewick

By: _____

Title: _____

Date: _____

Grantor

By: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF _____)

On this day personally appeared before me _____, to me known to be the _____ of _____ that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he/she was authorized to execute said instrument and that the seal affixed, if any, is the corporate seal of said corporation.

GIVEN my hand and official seal this _____ day of _____, 20__.

Notary’s signature _____
Notary’s printed name _____

Notary Public in and for the State of Washington.
My commission expires _____

Applicant Procedures for On-line Application Residential Building Permits

STEP 1 - CUSTOMER NUMBER, APPLICATIONS AND CHECKLISTS

Most On-line applications require payment with a credit or debit card 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 509-585-4561; or email permit-documents@ci.kennewick.wa.us.

Review the attached application checklists and have **all** required documents ready to submit in **PDF format** before you apply. Required documents will only allow one upload, therefore your **Application** must be one PDF; **Architectural Plan** required as one PDF; **Plot plan** one PDF. **Additional Supporting Information** - not required document(s) and will allow any number of PDFs.

STEP 2 - PREPARE FOR APPLICATION

Permit Applications and Documents Required:

Prepare your Plot Plan on 8 1/2" x 11" size paper, to a standard engineers scale (example 1" = 20 ft.). Plan Set standard architectural scale (minimum 1/4"); in PDF format with a page size no smaller than 11" x 17" (must be legible blown up), prior to applying online (See 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.

STEP 3 - APPLY FOR PERMITS

Go to 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** 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 the next page is **Valuation** it is not required information – Click on **Next Step**

An email is automatically generated and delivered to the email address provided during registration. If not in your in box please check your **junk mail**.

Residential Building Permits do not have a fee due until issued. At that time a credit card payment can be made on-line by the **registered applicant**. **Residential Plumbing and Mechanical** require payment by credit card at the time of application.

STEP 4 - UPLOAD DOCUMENTS

You received an email after you applied in STEP 3 that includes the **document upload link as stated above**. Click on the link and fill in the information. You will be required to upload documents in all fields with a red asterisk (*) on the upload form. The **Permit Number**, when entered, determines the required document types to be uploaded. Document types for **Residential** applications are picked from the drop down.

SEE NEXT PAGE

City of Kennewick Permit Plan Upload

Fields and/or attachments with a red asterisk are required.

Permit Number*	BLD-2020-00000	Document Submission Number	1303
Enter your online permit user name to automatically fill in your contact information. Or, leave the user name blank and you can enter your contact information directly.			
Eden User Name	michelled		
Changes entered to the contact information below will not update the online permitting system automatically.			
Uploaded By*	MICHELLE DELLINGER	Phone Number	(509) 585 4416
		Cell Number	
		Email*	michelled@ci.kennewick.wa.us
Type of Permit*	Residential <input checked="" type="checkbox"/> <input type="checkbox"/>		

Please be sure to upload a full set of plans for your project. Incomplete submissions will be rejected and the plans deleted. Documents with a red asterisk (*) are required.

Residential

Application*	Attach Application
Architectural Plan*	Attach Architectural Plan
Plot Plan*	Attach Plot Plan
Additional Supporting Information	Attach Additional Supporting Information

I'm not a robot 

Submit

Upload Instructions

- Click on the link near the bottom of the page within the auto generated application email you received . This link will take you to the upload documents form page.
- Enter the Permit Number. For example BLD-2020- the last digits will be unique to your application . Move to the next box.
- Enter your EDEN user name (as registered in **STEP 4**); hit TAB on keyboard which will auto populate some of the required fields.
- Click on the dropdown "Type of Permit*" and pick **Residential**. The documents types will populate at the bottom of the form with an **Attach** button. **Application** must be one PDF; **Architectural Plan** required as one PDF; **Plot plan** one PDF. **Additional Supporting Information** - not required document(s) and will allow any number of PDFs.
- 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.
- 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.