

# PLUMBING PERMIT APPLICATION

Property Address \_\_\_\_\_ Parcel ID# \_\_\_\_\_

*As of January 1, 2013 all residences with fuel burning appliances or attached garage are required to install carbon monoxide detectors in accordance with Washington State RCW 19.27.530*

Residential  Commercial  Business Name \_\_\_\_\_

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

Mailing address \_\_\_\_\_

Phone \_\_\_\_\_ e-mail \_\_\_\_\_

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

Mailing address \_\_\_\_\_

Phone \_\_\_\_\_ e-mail \_\_\_\_\_

State license \_\_\_\_\_ Exp. Date \_\_\_\_\_

COK Business License # \_\_\_\_\_

Plumbing Contractor \_\_\_\_\_

Mailing address \_\_\_\_\_

Phone \_\_\_\_\_ e-mail \_\_\_\_\_

State license # \_\_\_\_\_ Exp. Date \_\_\_\_\_

COK Business License # \_\_\_\_\_ Exp. Date \_\_\_\_\_

## PROJECT INFORMATION

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

Valuation \$ \_\_\_\_\_

Applies to Residential only		Potable water piping	#
Sewer line	#	#of gas piping outlets	#
Water line	#	Gas Line	#
Ground work rough-in	#	Medical Gas Line	#
Ground work Plumbing #of stubs	#	Water Heater	#
#of plumbing fixtures	#	Drain/Vent each	#
Grease interceptor (sizing calcs required)	#	Sand Oil Separator	#
Gallons of grease interceptor	#	Roof Drains	#

*It is the responsibility of the applicant to provide all necessary information required for review. Please verify that all sections applicable to the proposed project have been completed in order to prevent any delay in plan review. Incomplete applications will be returned.*



Applicant Signature

Date Received Stamp

# 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)				

1. 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.
2. 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.
3. PDF authoring tools should be set to Vector not Raster. For information on the differences between Vector and Raster click [here](#).
4. 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.
5. All layers must be flattened in the authoring program prior to export and submittal.
6. **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.

**Applicant Procedures for On-line Application for  
Stand Alone Civil Permits/Stand Alone Land Use Permits,  
Commercial Alteration or Tenant Improvements Permits (where no land use permit is required)**

**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 509-585-4280; or email [permit-documents@ci.kennewick.wa.us](mailto:permit-documents@ci.kennewick.wa.us).

Review the attached application checklists and Development Plan Set Intake Packet Requirements and have **all** required documents ready to submit in **PDF format** before you apply.

**STEP 2 - PREPARE FOR APPLICATION**

**Permit Applications and Documents Required:**

Prepare your documents to a standard scale (example 1" = 20 ft.) in PDF format no smaller than 11" x 17", 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](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** 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**;

Review the information provided and if correct Click on **Pay Fees**; **Land Use Permits** will require payment of the full **Application Fee**; **Building Permits** will require payment of the **Plan Review Fee** and **Civil permits** do not have a fee due at this time.

Once payment has been made the system will create a permit number for you. **Copy the (XXX-20XX-XXXXX) Permit Number** as you will need this number to upload your documents.

**STEP 4 - UPLOAD DOCUMENTS**

You will receive an email with a document upload pathway after applying for your permit(s) in STEP 3.

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.

**Upload Instructions**

- Copy and paste the pathway into your browser search bar. This pathway will take you to the upload documents form page.
- Enter the Permit Number. For example PLN-2018- XXXXX . 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.
- For Planning (PLN) 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.
- The documents types will populate at the bottom of the form with an **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 an additional permit click on the provided pathway again 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.