



Commercial Application Checklist

Community Development Department
 3100 Belmont Blvd. Suite 104, West Richland, WA 99353
 509-967-5902 Fax 509-967-2419 **Inspection Line 967-3518**

The City of West Richland offers the free service of a pre-application meeting for proposed commercial building projects. This meeting is intended to help clarify important issues before you actually submit the application. To schedule a pre-application meeting, please submit a Pre-application Meeting Request form and six (6) copies of the following items one week in advance of the meeting: a complete site plan drawn to scale (preferably an engineer's scale) showing desired water meter size, surveyed property corners, existing easements and landmarks and desired access to City roads (see attached checklist for complete site plan requirements); building elevations; and a building floor plan(s). In compliance with State laws, we require the architect or engineer of record for the project to be present at the pre-application meeting when the project includes a building of 4,000 s.f. or greater.

After the pre-application meeting, once you feel you are ready to apply, submit the attached checklist, applications (completed in full) and other required items to the Building Department. **Plans mailed or delivered to the City without the items on the attached checklist will not be reviewed. Notice will be sent to you informing you of the missing required items.**

Once the City accepts your submittal as complete, the plan review will take **20 working days**. At that time, the City will either issue your permit(s) or notify you of corrections that need to be made. If corrections are required, the plans must then be redrawn and resubmitted. Depending on how many departments require corrections, up to four new sets of building construction drawings and four new sets of civil, site, utility plans may need to be resubmitted. The second plan review will require **10 working days** to complete.

When your project is approved, the City will issue the necessary permits, including a Right-of-Way (authorizing work within the City right-of-way), a building permit (authorizing the structural, mechanical, and plumbing work), and any other necessary City approvals. Please note that electrical permits are issued by the Dept. of Labor & Industries (see below). Unless other arrangements are made with the particular City department, all utility hookup fees, utility meter fees, hydrant meter fees, building permit fees, and the NREC fees must be paid at the time you pick up the permits. Public Works may require up to two weeks to install water connections after receiving payment.

FOR QUESTIONS REGARDING COMMERCIAL PROJECTS:

City Hall Administration Office 509-967-3431	All contractors and sub-contractors working in the City require a valid City of West Richland business license. Before issuing permits, business licenses will be verified.
Benton REA 509-967-7439	Existing and proposed electrical lines, estimating future usage of electrical utilities and req's for connection to City power.
Rick Wright, Building Official Eddie King, Building Inspector 509-967-5902	Building code issues, occupancy uses and types, and building design-related questions, energy code issues.
Roscoe Slade, Public Works Director Drew Woodruff, City Engineer 509-967-5434	Public infrastructure standards, requirements for permits for streets, traffic, driveway approaches, water, sewer and storm drainage, and solid waste.
Aaron Lambert, Planning & Comm. Dev. Director Mike Stevens, Senior Planner 509-967-5902	Zoning and planning issues, parking requirements, subdivision requirements, short plats, binding site plans, floodplain requirements, variance requests, sign permits, SEPA'S, etc.
Jodi Hogan, Utility Clerk 509-967-3431	Scheduling of water taps and water meter installations. Water meter installations require a three week notice.
Bill Whealan, Fire Authority 509-967-3425	Fire code and fire hydrant issues, fire alarm and sprinkler requirements, and other fire-related questions.



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Other agencies involved with commercial development permits:	
State of Washington, Dept. of Labor & Industries 4310 W. 24 th Avenue, Kennewick, WA 99336 509-735-0138	Electrical permits, electrical plan reviews for health-care, educational, and institutional projects. City electrical approvals do not constitute an electrical permit.
Benton-Franklin Health District 509-582-7761	Septic system approval, water well issues, and food-handler permits.

GENERAL SUBMITTAL ITEMS

- Application for Permit
- Dust Control Plan
- Commercial Service Request for Utilities
- NREC Application, all applicable portions
- "SEPA" Checklist (if applicable)
- Copy of well log & Water Availability form (if applicable)
- Copy of approved septic system permit (if applicable)
- 1 copy of engineering calculations (if applicable)
- 2 copies of specification/project manuals (if applicable)
- 2 copies of Truss Drawings, including Reactions and Truss Layout (if applicable)
- Application for Sign Permit (if applicable)

CONSTRUCTION PLANS REQUIRED

- 2 sets of building plans
- 4 sets of site plan (civil/site/utilities/landscaping, etc)

SITE PLAN

- Dimensions of lot, north arrow, and dimensions locating proposed and existing buildings. All items shall be clearly labeled, and site plan shall be at an Engineers scale (no Architect scale).
- All water/sewer connections; locations of electrical meter base, fire hydrants-both proposed and existing within 500', fire lanes & turnarounds, underground fire lines, outside control valves, fire department connections and the location of the sprinkler riser.
- Location and width of new approaches, showing all streets, street names, and street right-of-way widths.
- Location and size of required parking spaces, including aisle way widths, arrows, markings for h'cap accessible spaces, curb cut details for h'cap approaches.
- Show grading and final elevations of site civil infrastructure.
- Show all existing and proposed public and private infrastructure: water, sewer, electrical, drainage, CATV, phone and gas utility lines, equipment and easements.
- Show drainage and grading of all areas (most grading and drainage plans must be prepared by a licensed civil engineer). If site contains at least 1,000 s.f. of new asphalt, and/or contains 30% or more impervious surfaces, storm drainage calculations are required.
- Show landscaping; location, size, and description of plantings.
- Dumpster location, if installing.
- If your project involves significant work within the public right-of-way, or if it involves any modification to or installation of any public infrastructure, plans by a civil engineer will be required. All plans involving the modification or installation of public infrastructure shall be on 24 " x 36" paper.



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EXTERIOR ELEVATIONS

- Roof pitch (4/12, 8/12, etc.); roofing type by size/weight.
- Locations of windows and doors, noting sizes.
- Finished floor level; finished grade at exterior.
- Exterior finishes by note and specifications.

FLOOR PLAN(s)

- Floor plan of each level labeling room uses and sizes, and square footage data for each floor level. Buildings >4000 s.f. require an architect or engineer's stamp on all submitted drawings.
- If you plan an addition, submit a plan of rooms in existing areas adjacent to the addition.
- Direction and size of all ceiling/roof framing members. If the project proposes pre-manufactured trusses, the layout of the trusses must be shown.
- Windows noted by size, type (fixed, 1/2 sliding, etc.), frame type, with NFRC U-values and SHGC values (either noted or on a schedule).
- Doors noted by size, type, frame type, and door hardware noted or shown on schedule.
- Ceiling heights; heights and locations of soffits.
- Location of all bearing and non-bearing walls, including fire wall(s); wall materials explained by note or in detail.

FOUNDATION PLAN

- Location and size of all independent footings/piers.
- Structural floor plan, if required, showing direction and size of all floor joists, girders, and posts.
- Plans and specifications for pre-engineered floors.

DETAILS AND SECTIONS

- Sections through exterior walls showing details of construction from footing to highest point of roof, and designating all materials and members by size, type, grade, thickness, spacing, and finishes.
- Sections through stem walls, thickened slab footings, and grade beams indicating reinforcing.
- Roof framing details showing all critical connections.
- Sections and connection details of all critical construction points or special structural items.
- Details to show handicap accessibility; restroom details, ramp and handrail details.
- Stair cross-section; tread widths & riser heights.
- Fire assemblies detailed to show all materials, penetration provisions, and extensions through ceiling.

MECHANICAL PLAN (may be shown on floor plan):

- Show layout of entire mechanical system, all duct work and/or piping with insulation and sizes, and notes or schedules of all mechanical units with their sizes, capacities, electrical requirements, efficiency ratings, economizers, fan horsepower, and controls. Mechanical plans must also show ventilation design per applicable codes.
- Show all fire and/or smoke dampers, if applicable.

ELECTRICAL PLAN (may be shown on floor plan):

- Lighting fixture layout, with lamp type and size noted or shown in fixture schedule(s), and switching layout for lighting; show proposed exterior lighting.
- Show all electrical load data identified by type of load (motors, HVAC, lighting, receptacles, etc.) and size of load in volt-amperes. Each panel schedule shall show the total connected electrical load with the estimated load and appropriate demand factors applied the loads.
- Floor plan showing location of utility transformer and metering, service equipment and electrical panels.
- Electrical one-line diagram or a riser diagram showing the serving utility equipment, service equipment and all electrical panels identifying equipment sizes, capacities, cable size, fault duty and voltages.



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PLUMBING SYSTEM (may be shown on floor plan):

- All plumbing fixtures, piping materials, sizes, and slopes, either on a plan or by specification.
- Connection points to utilities, septic tanks, sewer systems, and water wells, if applicable.

Office Use Below

- SUBMITTAL IS COMPLETE.
- SUBMITTAL IS **NOT** COMPLETE, Items above which are not checked need to be submitted before the City review will begin.

Applicant acknowledged receipt of this checklist by signing and dating below.

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Applicant _____ Date _____

Address of Property _____