



Development Services Department
 55 E. Moore Street
 Walla Walla, WA 99362
 (509) 524-4710
permits@wallawalla.gov

Commercial Building Permit Application

New Construction Alteration Addition Tenant Improvement Demolition

Site Address _____
 County Assessor's parcel number: _____
 Property Owner _____
 Mailing Address (if different) _____
 City _____ State _____ Zip _____
 Phone _____ E-mail address: _____
 Contractor (if applicable) _____
 Phone _____ E-mail address: _____
 Washington State Contractor's Registration # _____

Describe what you plan to do (example: Construct a new 25,000 sf factory, F2, VA): _____

Project Value/Bid Price: _____

Required Documents:

| | |
|---|---|
| <ul style="list-style-type: none"> ▪ A pdf of complete construction plans <ul style="list-style-type: none"> ○ See Commercial Plan Review Checklist ○ For required details, attached min size 11x17 ▪ Floor plan of proposed construction ▪ Plumbing/Mechanical fixture sheet ▪ Commercial plan review checklist ▪ Business Registration application ▪ SEPA checklist and submittal requirements (if required) | <ul style="list-style-type: none"> ▪ Site plan (see WWMC 20.46) ▪ Site Plan Review Application (if required) ▪ Civil plans ▪ Signage plans and application, if applicable ▪ Exterior view (in color, if located in downtown design area) ▪ Non-residential energy code forms (www.neec.net) |
|---|---|

Buildings over 4000 s.f. require a licensed WA State Engineer/Architect's stamp on the plans.
 Does the building have a basement? Yes No If Yes, list basement sq ft _____

Will this building be connected to City sewer? Yes No City water? Yes No
 If connecting to City water, what size water meter will you require? _____

Signature _____ Date _____
 Owner AND/OR Contractor Authorized Agent

I certify, by my signature, that the information submitted in this application packet is true and accurate.
 Determination of information to be in error could result in revocation of permit.

Please call or email for application/partial plan review fee amounts due at application.



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Mechanical/Plumbing Permit Application

Site Address: _____ or parcel# _____
 Property Owner: _____ Home Phone: _____
 Mailing Address: _____ Work Phone: _____
 City: _____ State: _____ Zip: _____ E-mail: _____

Name of Contractor: _____ (if applicable)
 WA State contractor's license # _____ Phone # _____ E-mail: _____

Describe what you plan to do: _____

| Item | Plumbing Qty | Cost | Total | Item | Mechanical Qty | Cost | Total |
|-------------------|--------------|----------|---------|--|----------------|----------|---------|
| PERMIT FEE | 1 | x\$23.00 | \$23.00 | PERMIT FEE | 1 | x\$26.00 | \$26.00 |
| TOILET | | x10.00 | | FURNACE<100,000BTU | | x20.00 | |
| BATH SINK | | x\$10.00 | | FURNACE>100,000BTU | | x20.00 | |
| SHOWER | | x10.00 | | GAS PIPING | | x10.00 | |
| BATHTUB | | x10.00 | | AIR COND. BOILER 1-3t (12K-36K btu's) | | x20.00 | |
| BATH/SHOWER COMBO | | x10.00 | | AIR COND. BOILER 4-15t (48K-180K btu's) | | x30.00 | |
| KITCHEN SINK | | x10.00 | | GAS WATERHEATER | | x15.00 | |
| LAUNDRY SINK | | x10.00 | | MISC GAS APPLIANCE | | x15.00 | |
| CLOTHES WSHR | | x10.00 | | WOODSTOVE/INSERT | | x15.00 | |
| DISHWASHER | | x10.00 | | VENT FAN/EXH.FAN | | x10.00 | |
| DISPOSAL | | x10.00 | | GAS FIREPLACE | | x20.00 | |
| BUILDING SEWER | | x20.00 | | APPLIANCE VENT (dryer) | | x10.00 | |
| WATER PIPING | | x10.00 | | EVAPOR.COOLER | | x15.00 | |
| DRN/VNT/WST PIPE | | x10.00 | | MISC. DUCTWORK | | x15.00 | |
| DRINK.FOUNT. | | x10.00 | | AIR COND.BOILER 16-30t (192K-360K btu's) | | x40.00 | |
| HOSE BIB | | x10.00 | | AIR COND.BOILER 31-50t (372K-600K btu's) | | x60.00 | |
| WATER HTR (ELEC) | | x10.00 | | AIR COND.BOILER >50t (>600K btu's) | | x100.00 | |
| SUMP PUMP | | x10.00 | | RANGE HOOD(res) | | x15.00 | |
| MISC. SINK | | x10.00 | | RANGE HOOD(comm.) | | x20.00 | |
| GAS PIPING | | x10.00 | | | | | |
| URINAL | | x10.00 | | | | | |
| MISC.FIXTURES | | x10.00 | | | | | |
| LAWN SPRINKLER | | x10.00 | | | | | |
| GREASE TRAP | | x10.00 | | | | | |
| SWIMMING POOL | | x21.00 | | | | | |
| FLOOR DRAIN | | x10.00 | | | | | |

Any work done from or in the City's right of way may require a right of way permit in addition to the plumbing permit

Signature of property owner, owner's authorized agent, or contractor (circle one)
 I certify, by my signature, that the information submitted in this application packet is true and accurate. Determination of information to be in error could result in revocation of permit.



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COMMERCIAL PLAN REVIEW CHECKLIST

Please note: Applications will not be accepted without the following information checked off by the applicant: (Either check off or mark N/A in each space)

- I **SITE PLAN: electronic submittal required (11 x 17 minimum, legible)**
 - Property lines Easements Right of Ways
 - Topography Existing Structures Dimensions
 - Driveway location & width Landscaping / Required Trees
 - Parking Lot Details, elevations, drainage, curb access, parking lot striping

- II **STRUCTURAL PLANS: : electronic submittal required (11 x 17 minimum, legible)**
 - Foundation Plan, (cross section & plan view) Section Details
 - Typical Details Framing Plans Roof Plans

- III **ARCHITECTURAL PLANS AND SPECIFICATIONS:**
 - Cover / Title Sheet Demo Floor Plan Floor Plan
 - Construction Type Occupancy
 - Room dimensions All rooms labeled Ceiling Plan
 - Door & Window Schedule Roof Plans Fire Blocking
 - Exterior Elevations Interior Elevations Site Details
 - Smoke detector locations Wall Cross Section
 - Stair Cross-Section Bldg Envelope NREC Compliance Forms

- IV **MECHANICAL PLANS AND SPECIFICATIONS:**
 - Demo Plan Site Plan Legend
 - Plumbing Plan Piping Details Back-Flow Location
 - Fire Protection Plan HVAC Plans HVAC Details
 - Mechanical Schedules Equip. Location
 - Mech NREC Comp forms Roof Plan

- V **ELECTRICAL PLANS AND SPECIFICATIONS:**
 - Symbols and Note Fixture Schedule Electrical site Plan
 - Lighting Plan Equipment Plans Lighting NREC Comp forms
 - Fire Alarm Diagram Equipment Sections and Details

- VI **LANDSCAPING PLANS AND SPECIFICATIONS:**
 - Landscaping Plan Irrigation Plan (with Back-Flow) Plant Schedule

- VII **PUBLIC WORKS PLANS and SPECIFICATIONS:**
 - On-Site Storm Drainage, Size, Location, and Calculations
 - Driveway Location, Size and Handicap Ramps
 - Utility Connection, Size & Location
 - Parking Lot Lighting Layout and Details
 - Industrial/Commercial Wastewater Survey Form
 - Premise Isolation with RPBA unless you have an exception letter from the Water Div.
(n/a is not an acceptable response to this item)

I hereby state that the checked items are included in my application packet and construction drawings if they are applicable. Errors/omissions may result in delay of permit issuance and/or certificate of occupancy.

Signed: _____ Date: _____
 (Applicant)