



RESIDENTIAL ALTERATION
BUILDING PERMIT APPLICATION

Site Address: \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Contractor (if applicable) \_\_\_\_\_

Phone \_\_\_\_\_ E-mail address: \_\_\_\_\_

Washington State Contractor's Registration #: \_\_\_\_\_

Describe what you plan to do (example: remodel to finish basement): \_\_\_\_\_

Project Value: \_\_\_\_\_

Required Documents:

- A pdf of complete construction plans
• See Residential Plan Review checklist
• For required details, attached min size 11x17

Completed Plumbing/Mechanical fixture sheet
if adding or relocating plumbing or mechanical.

Floor plan showing labeling for the proposed
use of each room. Dimensions required
(e.g. bathroom, bedroom, etc.)

Unconventional construction may require a licensed
WA State Engineer/Architect's stamp on the plans.

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 that are due at application.

# EXAMPLE SITE PLAN

Parcel # 360724580001

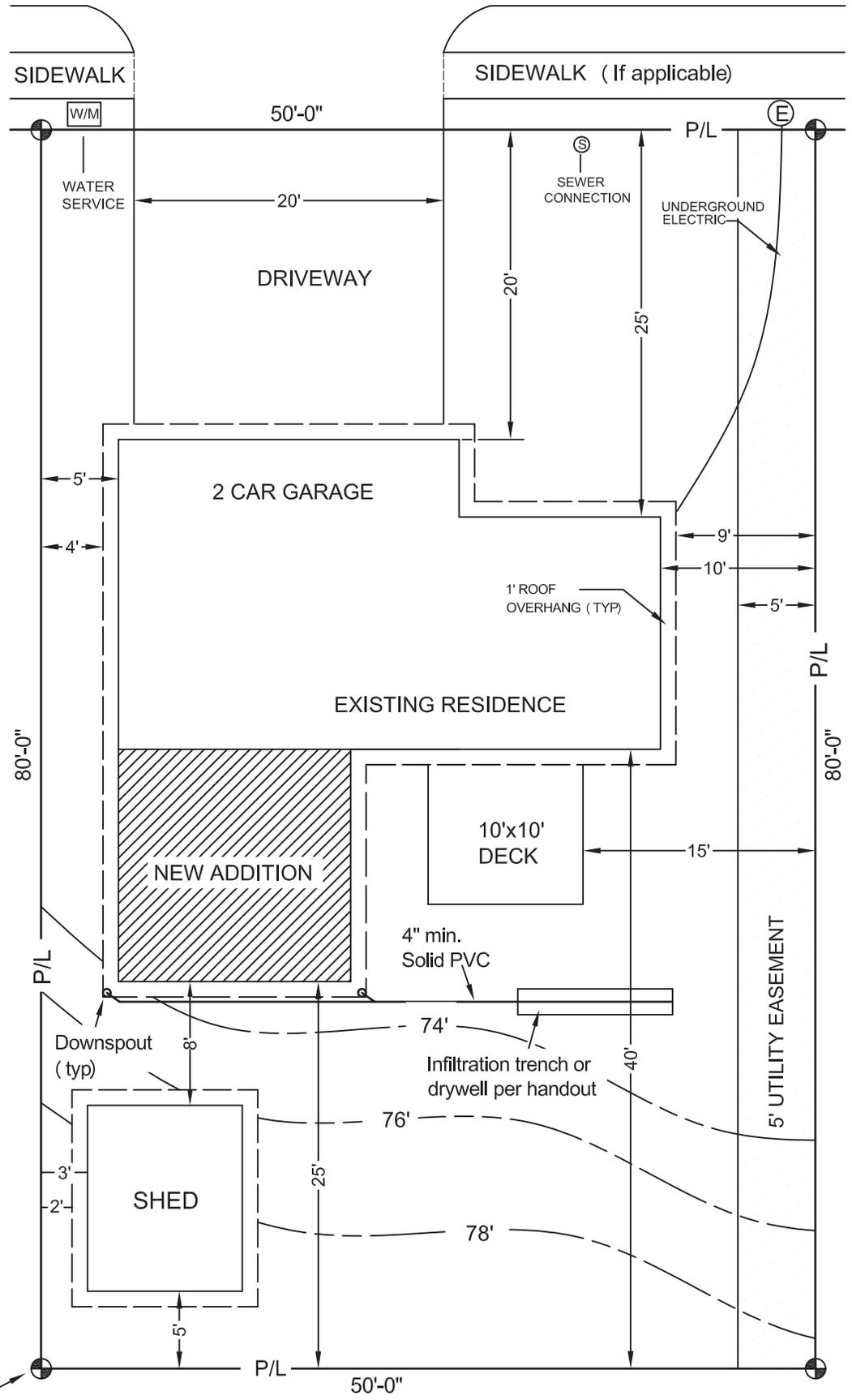
SCALE - 1" = 10' ( 1" = 20' is minimum acceptable scale.)

ROAD NAME



## Minimum site plan requirements:

- Incomplete, illegible or not-to-scale site plans will not be accepted.
- Dimensions shown are for illustration only.
- Parcel number or legal description.
- Property lines.
- North arrow.
- Drawing scale to engineering standards. ( 1" = 20' min.)
- Names of all roads abutting property.
- Location of water and sewer connections.
- Show storm system per handout for "Residential Footing Drain Construction" including infiltration trenches or drywells per table.
- Show electric service as either above ground or below ground.
- All dimensions of parcel.
- Ground contours in 2' maximum increments.
- Distance from all buildings and parking areas to property lines.
- Distance between all buildings on the parcel.
- Distance of roof overhangs or other projections to property lines.
- Dimensions of all off street parking.
- Locations and dimensions of all easements.
- Locations and sizes of decks, retaining walls, rockeries and similar items.



Property corner (typ)

## RESIDENTIAL PLAN REVIEW CHECKLIST

**Please note:** Applications will not be accepted without the following information checked off by the applicant

### SITE PLAN (See Site Plan Example):

**Please be sure your site plan shows:**

- All distances to property lines and existing building(s) from proposed building(s)
- Utility connections showing the Size & Location
- Driveway location with width dimension
- Landscaping / Required Trees
- Irrigation system showing the location of Back-Flow Device
- Location of outdoor lighting and conduits

### STRUCTURAL PLANS (1/4" = 1' minimum scale) 1 set in PDF file (preferred) or maximum size 11 x 17

**Please be sure your structural plan shows:**

FOUNDATION PLAN showing cross section & plan view

- |            |             |                 |               |
|------------|-------------|-----------------|---------------|
| Re-bar     | Slab        | Insulation      | Anchor bolts  |
| Hold downs | Ventilation | Crawl Space Acc | Footing Sizes |

FLOOR PLAN with Room Dimensions showing

- |  |          |                               |
|--|----------|-------------------------------|
| Rooms Labeled                              |          | Total Sq. Ft. /House/Garage   |
| Main floor                                 | Basement | 2 <sup>nd</sup> Floor         |
| Water heater location                      |          | Decks                         |
| Furnace location Gas or Electric           |          | Door & Window location & size |
| Location / Size Ventilation fans           |          | Plumbing Fixture locations    |
| Smoke & Carbon Monoxide detector locations |          | Attic Access location & size  |

### DETAILS

**Please be sure your details show:**

- |  |             |   |
|--|-------------|---|
| Stair Cross-Section  |             | Wall Cross Section w/ insulation R-Values |
| Shear Detail   | Shear Walls | Nailing Schedule                          |
| Support pads, Beams, Posts   |             | Header sizes                              |
| Floor Framing Detail   |             | Fire Blocking                             |
| Garage Fire wall requirements  |             | Roof Framing / Truss Plans (eng.)         |
| Fireplace Detail (gas / solid fuel)                                      |             | Masonry Details                           |
| Furnace BTU=s, Location, Efficiency Rating, Gas or Electric, Make-up Air |             |   |

**Signed:** \_\_\_\_\_  
(Applicant)

**Date:** \_\_\_\_\_

## RESIDENTIAL DESIGN REQUIREMENTS

### Walla Walla Municipal Code Chapter 15.04.005 TECHNICAL BUILDING CODES

Ground Snow Load*	Wind Speed**
30 lbs./ft. <sup>2</sup>	85 mph Residential 85 mph Commercial w/ 3 second gust

Seismic Design Category	Frost Line Depth	Ice Shield Underlay
D <sub>0</sub>	24"	Yes

\* Minimum roof snow load to be thirty lbs./ft.<sup>2</sup> in the city of Walla Walla.

\*\* Three-second gust = one hundred mph residential construction, one hundred ten mph commercial construction.



## MECHANICAL/PLUMBING PERMIT APPLICATION

Site Address: \_\_\_\_\_  
 Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Name of Contractor: \_\_\_\_\_ (if applicable)  
 WA State Contractor's License #: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 Describe what you plan to do: \_\_\_\_\_

	Plumbing			Mechanical			
Item	Qty	Cost	Total	Item	Qty	Cost	Total
<b>PERMIT FEE</b>		<b>x\$23.00</b>		<b>PERMIT FEE</b>		<b>x\$26.00</b>	
TOILET		x10.00		FURNACE<100,000BTU		x20.00	
BATH SINK		x10.00		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		Total Mechanical			
URINAL		x10.00		<b style="color: red;">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</b>			
MISC.FIXTURES		x10.00					
LAWN SPRINKLER		x10.00					
GREASE TRAP		x10.00					
SWIMMING POOL		x21.00					
FLOOR DRAIN		x10.00					
Total Plumbing							<b>Grand Total</b>

Date: \_\_\_\_\_

Signature of \_\_\_\_\_ property owner, \_\_\_\_\_ owner's authorized agent, or \_\_\_\_\_ contractor (check 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.