



ACCESSORY DWELLING UNIT PERMIT APPLICATION

Application fee of \$45 and Plan Review fee are due upon submittal

Plan review fee is 65% of permit fee. Permit fee is due at issuance and is based on square feet if the ADU creates additional square footage or project value if the ADU is within the existing building

Site Address:

Applicant Name:

Phone:

E-mail address:

Mailing Address:

Property Owner:

Phone:

E-mail address:

Contractor:

Phone:

E-mail address:

WA State Contractor's License (required):

Describe what you plan to do (Example: construct a 500 sf dwelling unit on the lot with my house):

Where is the ADU located on your property?	Addition	Stand-Alone Bldg
	Basement	Other:

Addition or Stand-Alone Bldg - please provide the square footage:

Basement or Other - please provide the remodel project value:

Required Documents:

A pdf of complete construction plans

- See Residential Plan Review checklist

Existing and Proposed Floor Plans with labels showing the proposed use of each room.

- **Dimensions required** (e.g. bathroom, bedroom, etc.)
- **Separation required for attached ADU's**

Completed **Plumbing/Mechanical** fixture sheet if adding, replacing, or relocating fixtures.

Site plan (see example handout)

WSU WA State Energy Code worksheet

Unconventional construction may require design by a licensed WA State Engineer or Architect.

I certify, by checking this box and printing my name below, 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.

I understand that this application is not deemed filed until fees are paid.

Printed Name of _____ Property Owner, _____ Owner's Authorized Agent, _____ OR _____ Contractor

Date: _____

WALLA WALLA MUNICIPAL CODE (WWMC) REQUIREMENTS

1. Accessory dwelling units are subject to the codes, regulations, and statues adopted by reference in WWMC Section 15.04.010 and 20.118.030.
2. The maximum size of an accessory dwelling shall be nine hundred square feet.
3. A development authorization application is required for all accessory dwelling units. Applications for an accessory dwelling unit is subject to Level I review.
4. There shall be only one entrance on the front of a house. Separate entrances to an accessory dwelling unit are permitted at the side or rear of the principal dwelling unit.
5. In order to encourage the development of housing units for people with disabilities, the building official may allow reasonable deviation from the stated requirements to install features that facilitate accessibility. Such facilities shall be in conformance with the codes, regulations, and statues adopted by reference in WWMC Section 15.04.010.
6. Upon completion of the accessory dwelling unit, utility billing will increase the unit numbers on your billing by one. Please check with City Finance (509) 524-4423 to see how much this increases your monthly billing.

Initial: _____

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 nd 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: _____

PLUMBING PERMIT APPLICATION

Site Address:

Applicant Name:

Phone:

E-mail address:

Mailing Address:

Property Owner:

Phone:

E-mail address:

Contractor:

Phone:

E-mail address:

WA State Contractor's License (required):

Describe what you plan to do (Example: Remodel bathroom):

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

	Qty
TOILET	
SINK: Kitchen/Bath/Laundry/Misc.	
SHOWER	
BATHTUB	
BATH/SHOWER COMBO	
FLOOR DRAIN	
CLOTHES WASHER	
DISHWASHER	
DISPOSAL	
BUILDING SEWER	
WATER PIPING	
BACKFLOW - LAWN SPRINKLER	

	Qty
DRINKING FOUNTAIN	
HOSE BIB	
WATER HEATER (ELEC)	
SUMP PUMP	
GAS PIPING	
URINAL	
MISC.FIXTURES	
DRAIN-WASTE-VENT SYSTEM	
GREASE TRAP	
EYE WASH UNITS	
TRENCH DRAINS	
BACKFLOW - PREMISES ISOLATION	

I certify, by checking this box and printing my name below, 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.

I understand that this application is not deemed filed until fees are paid.

Printed Name of _____ Date: _____
 Property Owner, Owner's Authorized Agent, OR Contractor

MECHANICAL PERMIT APPLICATION

Site Address:

Applicant Name:

Phone:

E-mail address:

Mailing Address:

Property Owner:

Phone:

E-mail address:

Contractor:

Phone:

E-mail address:

WA State Contractor's License (required):

Describe what you plan to do (Example: Install furnace & a/c):

**Any work done from or within the City's right-of-way may require
a right-of-way permit in addition to the mechanical permit**

	Qty
MINI-SPLIT FURNACE/AIR COND.	
FURNACE<100,000BTU	
FURNACE>100,000BTU	
GAS PIPING	
AIR COND. BOILER 1-3t <small>(12K-36K btu's)</small>	
AIR COND. BOILER 4-15t <small>(48K-180K btu's)</small>	
GAS WATERHEATER	
MISC GAS APPLIANCE <small>(including gas range)</small>	
WOODSTOVE/INSERT	
VENT FAN/EXHAUST FAN	

	Qty
GAS FIREPLACE	
APPLIANCE VENT <small>(dryer)</small>	
RANGE HOOD <small>(res)</small>	
MISC. DUCTWORK	
EVAPORATIVE COOLER	
AIR COND. BOILER 16-30t <small>(192K-360K btu's)</small>	
AIR COND. BOILER 31-50t <small>(372K-600K btu's)</small>	
AIR COND. BOILER >51t <small>(>600K btu's)</small>	
RANGE HOOD <small>(comm.)</small>	

I certify, by checking this box and printing my name below, 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.
 I understand that this application is not deemed filed until fees are paid.

Printed Name of _____ Date: _____
 Property Owner, Owner's Authorized Agent, OR Contractor



RESIDENTIAL DESIGN REQUIREMENTS

WALLA WALLA TECHNICAL BUILDING CODES

DESIGN CRITERIA

Ground Snow Load*	Wind Speed
30 lbs./ft. ²	110 mph ultimate wind speed

Seismic Design Category	Frost Line Depth	Ice Shield Underlay
D ₀	24"	Yes

* Minimum roof snow load to be thirty lbs./ft.² in the City of Walla Walla.

The code first listed shall have priority over those latter listed:

International Building Code, Standards and amendments 2021 – WAC 51-50

International Residential Code, Standards and amendments 2021 – WAC 51-51

International Mechanical Code, Standards and amendments 2021– WAC 51-52

International Fire Code, Standards and amendments 2021 – WAC 51-54A

Uniform Plumbing Code, Standards and amendments 2021– WAC 51-56.

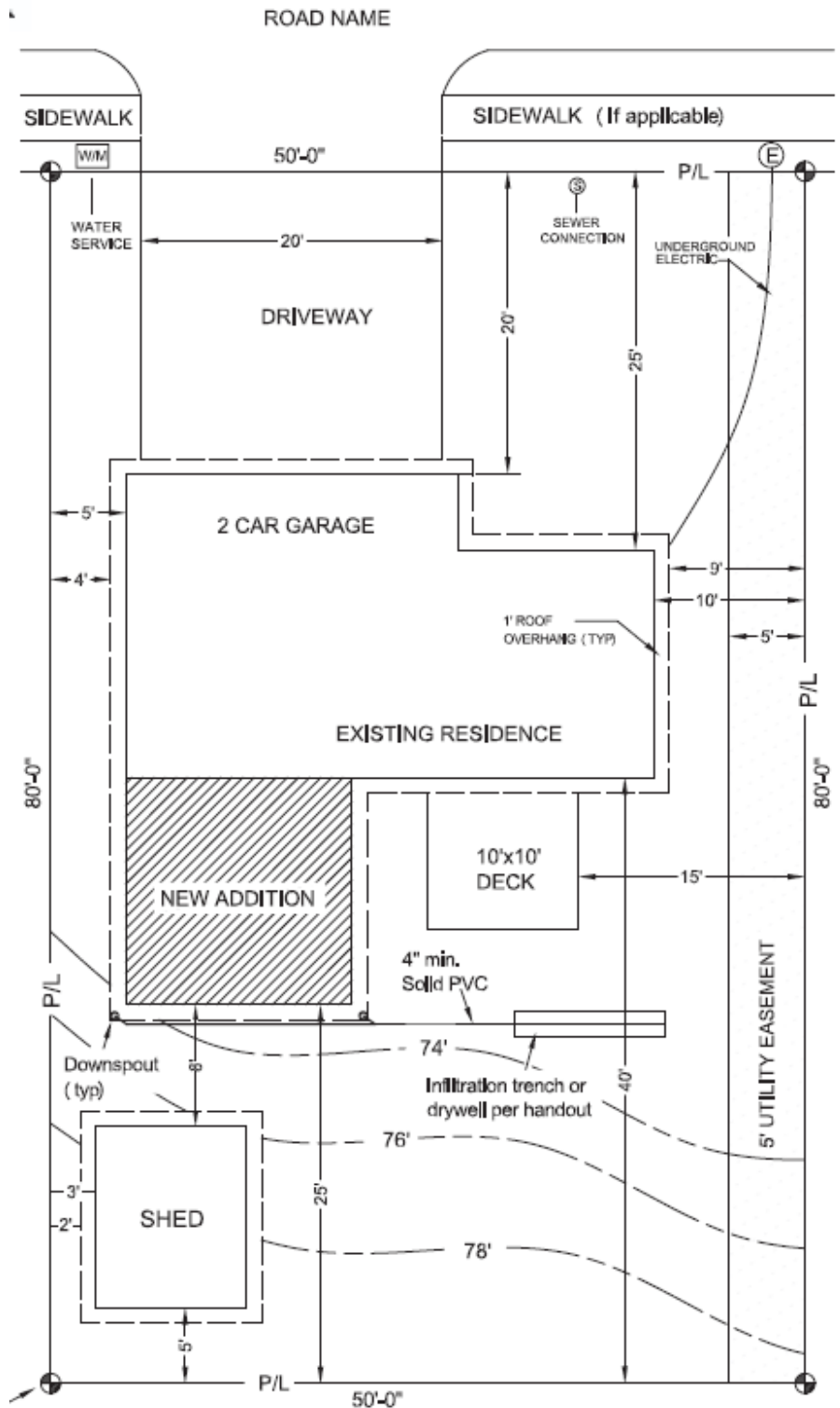
EXAMPLE SITE PLAN

Parcel # 360724580001



Minimum site plan requirements:

- Incomplete or illegible site plans will not be accepted.
- Dimensions shown are for illustration only.
- Parcel number or legal description.
- Property lines.
- North arrow.
- Names of all roads abutting property.
- Location of water and sewer connections.
- Show storm system.
- 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.



Why is this Required?

Owners or operators of Municipal Separate Storm Sewer Systems (MS4s) in Eastern Washington are required by the State to be covered under the Eastern Washington Phase II Municipal Stormwater Permit.

The Phase II permit requires the owners/operators to uphold the requirements within the permit including compliance with the federal Clean Water Act, federal Safe Drinking Water Act and the state Water Pollution Control Act. This applies to your project.

Lot Development

A Lot Development is a connected area where separate construction activities may happen at different times, on different schedules, under one proposed plan or independent of a proposed plan.

Examples of Lot Development include:

- Individual home construction
- Home or landscaping improvements
- Commercial/industrial sites
- Phased projects



Some Lot Development may be governed by a Construction General Stormwater Permit established at the time of larger development initial construction.

Erosion and sediment control is required regardless of the size or shape of a project. Whether it is a single home, landscaping improvements, office building, or large subdivision, it is required to keep water, dirt, and other construction material on site.

Protect Water

When sediment is carried offsite by rain, vehicles, wind, and materials placed on the roadway, the sediment and pollutants within can harm lakes, streams, wetlands and groundwater or plug a storm system causing flooding.

The U.S. Environmental Protection Agency estimates that a one-acre construction site can lose as much as 20 to 150 tons of soil every year due to erosion and stormwater runoff.



What can you do to protect receiving waters from pollution?

See the **10 steps to Stormwater Pollution Prevention** inside of this pamphlet to learn ways to minimize sediment from leaving your construction site. By selecting and applying the appropriate steps, you can help keep our water clean!

Check local governing agency for specific erosion and sediment control requirements.

City of Walla Walla

wallawalla.gov/government/public-works/stormwater
Spill Response: (509) 527-4363



Walla Walla County

https://www.co.walla-walla.wa.us/government/public_works/stormwater.php
Spill Response: (509) 524-2710

Erosion and Sediment Control for Commercial and Residential Construction

Each municipality has an adopted Illicit Discharge Program describing allowable and prohibited discharges to the city's storm drain system.

Contractors/Owners found discharging pollutants to the city's storm drain system are subject to enforcement procedures as described within each city's Municipal Code. Penalties can range from civil infraction (monetary fine) to a criminal citation.

Municipal Code Illicit Discharge Codes:

City of Walla Walla: Chapter 13.15
City of Walla Walla: Chapter 13.16
Walla Walla County: Chapter 11.05

Common BMPs

Chapter 7.3 of the Stormwater Management Manual for Eastern Washington provides standards and specifications for Construction Site Best Management Practices for runoff prevention. Common BMPs are:

- BMP C105E: Stabilized Construction Access
- BMP C151E: Concrete Handling
- BMP C152E: Sawcutting and Surfacing Pollution Prevention
- BMP C154E: Concrete Washout Area
- BMP C220E: Inlet Protection
- BMP C233E: Silt Fence

10 Steps to Stormwater Pollution Prevention on Construction Sites

NOTE: This graphic does not address post-construction stormwater treatment permit requirements

1 Protect Any Areas Reserved for Vegetation or Infiltration and Preserve Existing Trees

If you will be installing infiltration-based features such as rain gardens or bioswales, make sure these areas are designated as off limits to avoid compaction.

Save time and money by preserving existing mature trees during construction. Preserving mature trees minimizes the amount of soil that needs to be stabilized once construction is complete, and minimizes the amount of runoff during and after construction activity.

2 Stockpile Your Soil

Operators shall try and preserve native topsoil on site unless infeasible and protect all soil storage piles from run-on and runoff. For smaller stockpiles, coving the entire pile with a tarp may be sufficient.

3 Protect Construction Materials from Run-On and Runoff

At the end of every workday and when rain is expected, provide cover for materials that could leach pollutants.

4 Designate Waste Disposal Areas

Clearly identify separate waste disposal areas on site for hazardous waste, construction waste, and domestic waste by designating with signage, and protect from run-on and runoff.

5 Install Perimeter Controls on Downhill Lot Line

Install perimeter controls such as sediment filter logs or silt fences around the downhill boundaries of your site. Make sure to remove accumulated sediment whenever it has reached halfway up the control. Some jurisdictions may require additional perimeter controls.

6 Install Inlet Controls

Sediment control logs, gravel barriers, and sand or rock bags are options for effective inlet controls. Make sure to remove accumulated sediment whenever the device becomes nonfunctional. Some jurisdictions may require additional perimeter controls.

7 Install a Concrete/Stucco Washout Basin

Designate a leak-proof basin lined with plastic for washing out used concrete and stucco containers. Never wash excess stucco or concrete residue down a storm drain or into a stream!

8 Maintain a Stabilized Exit Pad

Minimize sediment track out from vehicles exiting your site by maintaining an exit pad made of crushed rock spread over geotextile fabric, a shaker rack, or a wash rack at the construction site exit. If sediment track-out occurs, sweep and remove deposited sediment within 24 hours of discovery or earlier if rain is expected. Never wash track-out to a catch basin or water body.

9 Keep an Up-to-Date Copy of Your SWPPP on Site

Keep a copy of your complete and up-to-date SWPPP and/or Erosion and Sediment Control Plan showing where each BMP is or will be installed. If required, records of the site inspections completed by a trained inspector shall be on site and easily available.

10 Site Stabilization

Immediately stabilize exposed portions of the site with rock, mulch or hydro-seed whenever construction work will stop for 14 or more days, even if work is only temporarily stopped. Remember, final stabilization is required prior to terminating permit coverage.

Keep in mind that temporary or permanent stabilization must be completed within 7 days if your project is within 1 mile of a special or impaired water.

Graphic courtesy of US EPA.

