

## RESIDENTIAL ALTERATION PERMIT APPLICATION

Plan Review fee is due upon submittal Plan review fee is 65% of permit fee

Permit fee is based on the total project value and is due at issuance

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 1200 sf residence and 440 sf garage):

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.)

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 \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner, Owner's Authorized Agent, OR Contractor

## 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         | Decks |
| Water heater location                      |          | Door & Window location & size |       |
| Furnace location Gas or Electric           |          | Plumbing Fixture locations    |       |
| Location / Size Ventilation fans           |          | Attic Access location & size  |       |
| Smoke & Carbon Monoxide detector locations |          |                               |       |

### 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	

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## 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		Qty
MINI-SPLIT CONDENSER		VENT FAN/EXHAUST FAN	
NUMBER OF HEADS		GAS FIREPLACE	
FURNACE<100,000BTU		APPLIANCE VENT <small>(dryer)</small>	
FURNACE>100,000BTU		RANGE HOOD <small>(res)</small>	
GAS PIPING		MISC. DUCTWORK	
AIR COND. BOILER 1-3t <small>(12K-36K btu's)</small>		EVAPORATIVE COOLER	
AIR COND. BOILER 4-15t <small>(48K-180K btu's)</small>		AIR COND. BOILER 16-30t <small>(192K-360K btu's)</small>	
GAS WATERHEATER		AIR COND. BOILER 31-50t <small>(372K-600K btu's)</small>	
MISC GAS APPLIANCE <small>(including gas range)</small>		AIR COND. BOILER >51t <small>(&gt;600K btu's)</small>	
WOODSTOVE/INSERT		RANGE HOOD <small>(comm.)</small>	

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## RESIDENTIAL DESIGN REQUIREMENTS

### WALLA WALLA TECHNICAL BUILDING CODES

### DESIGN CRITERIA

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

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.

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.