



COMMERCIAL BUILDING PERMIT APPLICATION

Application fee and Plan Review fee are due upon submittal. Plan review fee is 65% of permit fee
Please call or email for application / plan review fee amounts

NEW CONSTRUCTION

ADDITION

Site Address:

Parcel #:

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 new 25,000 sf factory, F2, V-A):

Total square feet of new structure:

Total square feet of building:

Does the building have a basement? Yes No

If yes, what is the sq ft?

Will there be a new City sewer connection? Yes No

City water? Yes No

If connecting to City water, what size water meter will you require?

Will you be in the public right-of-way during construction? Yes* No

*If yes, a Right-of-Way permit is required

Required Documents:

- A pdf of complete construction plans
See Commercial Plan Review checklist
Proposed Floor Plans with labels & dimensions
Exterior View (in color if located in downtown design area)
Plumbing/Mechanical fixture sheet
Site plan (see WWMC 20.46)
Civil Plans

Non-residential energy code forms (www.neec.net)

If applicable:

- City of Walla Walla Business License
SEPA checklist and submittal requirements
Site Plan Review Application
Signage plans and application

All repairs or alterations to commercial buildings require a licensed WA State Engineer/Architect's stamp on the plans. WWMC 15.04.005(D)

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.

Date:

Property Owner (required)

COMMERCIAL PLAN REVIEW CHECKLIST

ELECTRONIC PLAN STANDARDS:

- ✓ All plans must be drawn **to scale** and have scale noted on each sheet.
 - ✓ **Flatten and merge** separate sheets into one file named, for example Structural Plans.
 - ✓ All documents must be submitted as a **PDF**.
- Submittals that do not meet these standards may be considered incomplete at intake.**

SITE PLAN:

Property lines	Easement	Right of Ways
Topography	Landscaping / Required Trees	Dimensions
Driveway location & width	Location of outdoor lighting and conduits	
Parking lot details, elevations, drainage, curb access, parking lot striping		

STRUCTURAL PLANS:

Foundation plan (cross section & plan view)		Section details
Typical Details	Framing plans	Roof plans

ARCHITECTURAL PLANS AND SPECIFICATIONS:

Cover/Title Sheet incl. Code Analysis	Demo Floor Plan	Floor Plan
Construction Type	Occupancy	
Room dimensions	All rooms labeled	Ceiling plan
Door & window schedule	Roof plan	Fire blocking
Exterior elevations	Interior elevations	Site details
Smoke detector locations	Wall cross section	Stair cross section
Building envelope NREC compliance forms		

MECHANICAL PLANS AND SPECIFICATIONS:

Demo plan	Site plan	Legend
Plumbing plan	Piping details	Backflow location
Fire protection plan	HVAC plans	HVAC details
Mechanical schedules	Equipment location	Roof plan
Mechanical NREC comp forms		

ELECTRICAL PLANS AND SPECIFICATIONS:

Symbols and note	Fixture schedule	Electrical site plan
Lighting plan	Equipment plans	Fire alarm diagram
Lighting NREC comp form	Equipment sections and details	

LANDSCAPING PLANS AND SPECIFICATIONS:

Landscaping plan	Irrigation plan (with backflow)	Plant schedule
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PUBLIC WORKS PLANS AND SPECIFICATIONS:

On-site storm drainage, size, location, and calculations
 Driveway location, size and handicap ramps
 Utility connection, size and 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 division
 (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.

Date:

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

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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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Printed Name of _____ 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>	

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Date:

Printed Name of _____ 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.

**SHORT INDUSTRIAL WASTE SURVEY
CITY OF WALLA WALLA**

MEETS 40 CFR 403 REQUIREMENT

NOTE: IF CONNECTED TO SEPTIC SYSTEM, PLEASE ONLY COMPLETE 1 – 3 AND CHECK HERE

ANY QUESTIONS ABOUT THIS SURVEY, PLEASE CONTACT DARA OSBORNE WITH JACOBS: 509-527-4509

1. Company Name: _____
Mailing Address _____

Contact Person: _____ Title: _____
Telephone: _____
Email: _____

2. Facility Address: _____
If same as above Check

3. Type of Business *Please Check all that apply to activities at your place of business.*
Retail – describe type (to the
 right), _____
Small Office – describe type (to
 the right) _____

If you Checked either Retail or Small Office for your business type and none of the descriptions below apply to your business, please answer Questions 5 & 6, and skip all other questions. Please be sure to sign and date this form prior to returning it.

- | | |
|--|--|
| <input type="checkbox"/> <i>Motels/Hotels/Clubs/Schools/Colleges/Universities</i>
<i>Concern is efficiency of kitchen grease traps, frequency of clean out, disposal of grease.</i> | <input type="checkbox"/> <i>Dental Clinics</i> |
| <input type="checkbox"/> <i>Laboratory – Pharmacies and Commercial, Schools/Colleges/Universities</i>
<i>Concern is hazardous materials, disposal of chemicals, and potential for spills.</i> | <input type="checkbox"/> <i>Transportation Facilities</i>
<i>Concern is improper disposal of waste oils and inefficient grit traps.</i> |
| <input type="checkbox"/> <i>Hospitals</i> | |
| <input type="checkbox"/> <i>Doctor’s Clinics</i> | <input type="checkbox"/> <i>Garages/Full Service Gas Stations/Radiator Shops</i>
<i>Concern is flushing of fluids or chemicals</i> |
| <input type="checkbox"/> <i>Restaurants</i>
<i>Concern is efficiency of kitchen grease traps, frequency of clean out, disposal of grease</i> | <input type="checkbox"/> <i>Barrel Reclaimers</i> |
| <input type="checkbox"/> <i>Print & Photo Copy/Photo Shops</i> | <input type="checkbox"/> <i>Arts & Crafts Shops</i>
<i>Concern is with paints & glazes (ceramic & other)</i> |
| <input type="checkbox"/> <i>Paint & Body Shops</i> | |

***PLEASE COMPLETE INFORMATION BELOW TO THE BEST OF YOUR KNOWLEDGE:**

HAZARDOUS WASTE INFORMATION / NOTIFICATION *(make copies & attach additional sheets if necessary) (required under 40 CFR 403.12)*

#	NAME OF WASTE	EPA Hazardous Waste Number	Type of Discharge:		<u>DESCRIBE OTHER</u>
			C – Continuous	B – Batch, O - Other	
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____

If more than 100 Kilograms (220 pounds) of any hazardous waste per calendar month is discharged to the sewer, please include the following items of information for each hazardous waste, to the extent such information is known and readily available.

HAZARDOUS CONSTITUENT INFORMATION:

<u>NAME OF CONSTITUENT</u>	Mass in Wastestream (this month)	Concentration in Wastestream (this month)	Mass in Wastestream (next 12 months)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OFFICE USE ONLY

Additional information

required?

FOR OFFICE USE ONLY:

Need to schedule site visit or other follow-up?	Y	N
Need to send an Industrial User permit application?	Y	N

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.

