



## Building & Permitting FAQs

### Do I need a permit for my project?

Permits are required in the City of Pasco for the following projects

Addition to Home	Driveways	Pergolas	Siding Replacement
Accessory Dwelling Units	Fences	Plumbing & Mechanical	Signs
Attached/Detached Garages	Fire Protection Systems	Relocation of a Building	Solar Panels
Carports	Hot Tubs	Retaining Walls	Storage Containers
Commercial Projects	Interior Remodels	Right-of-Way	Storage Tanks
Concrete Flatwork	Manufactured Home Installation	Roof Replacement	Stucco
Decks	New Homes	Sheds	Swimming Pools
Demolition	Parking Lots	Shops	Water & Sewer Connections
Doors	Patio Covers	Sidewalks	Windows

**Don't see your project on this list?**

**Call Permitting at 509-543-5726 to ask if your project needs a permit.**

### How do I obtain a permit and what is the process?

- 1. APPLY:** To get a permit, fill out the appropriate permit application (Residential or Commercial) in its entirety.
- 2. SUBMIT:** Submit required plans (may include)
  - Foundation Plans
  - Details & Sections
  - Floor Plans
  - Exterior Elevations
  - Trusses
  - Washington State Energy Credits Used
  - Installation Instructions (if applicable)
  - Construction Details
- 3. REVIEW:** City Review Process begins once the Permit Application and Plans are accepted as a complete submittal and processed by City staff. Residential permits are on a 10-business day review process and Commercial permits are on a 20-business day review process.
- 4. PERMIT APPROVAL.**
- 5. FEES PAID.**
- 6. FINAL INSPECTIONS:** Scheduled & passed.
- 7. PERMIT FINALED.**



**Inspection Services Division | Building Division**  
525 N 3rd Ave, Pasco, WA 99301  
P: 509.543.5726  
[www.pasco-wa.gov](http://www.pasco-wa.gov) | [permittech@pasco-wa.gov](mailto:permittech@pasco-wa.gov)

### **How much will the permit cost?**

Depending on the Project Value, Permit Fees can range from \$50.00 (for a project under \$10,000) to \$5,608.75 (for a multi-million-dollar project). Other state and City Fees may be applicable. See the Permit Fee Schedule for more information at: <https://www.pasco-wa.gov/DocumentCenter/View/9/Building-Permit-Fee-Schedule-PDF?bidId=>.

### **Where do I get an electrical permit?**

\*\*Electrical Permits can be obtained from the Washington State Department of Labor & Industries. For more information please visit: <https://www.lni.wa.gov/licensing-permits/electrical/electrical-permits-fees-and-inspections/>.

### **What are building setbacks?**

A building setback refers to the distance (measured in feet) a house or structure must be from the front, side, and rear property lines. Setbacks allow for access to underground utilities and distance between properties. Setbacks apply to new buildings, as well as additions or remodels that change the footprint of the building.

### **When does my permit expire?**

Permits are good for 180 days. If your project takes longer than 180 days, you must apply for an extension. Please contact 509-543-5726 for additional information.

### **How do I schedule an inspection?**

You can schedule an inspection online at: <https://egov-pasco.com/eTRAKit3/> or call 509-543-5726.

### **What happens if I build without a permit?**

The City of Pasco may post a Stop Work Notice (SWN), requiring immediate discontinuation of construction and potential additional permit fees.

Tip: Hire licensed & insured contractors familiar with the City of Pasco's permitting requirements. Remember, it is the property owner's responsibility to ensure the necessary permits are acquired for projects.



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**Coming Soon...**



## **What is OpenGov?**

OpenGov is a cloud-based permitting platform the City of Pasco will be transitioning to in the coming months.

## **Why OpenGov?**

OpenGov will provide live permitting feeds, enabling the applicant to easily track where their projects are in the permitting process. Applicants can submit and renew permit applications online, as well as schedule inspections and see their list of current projects.