



Permitting Process for Residential Construction

Required for submittal

- ☐ Two (2) complete sets of plans (**Minimum page size 11 x 17**):
 - Foundation Plan
 - Details & Sections
 - Floor Plan
 - Exterior Elevations
 - Trusses
 - Washington State Energy Credits Used (per 2018 WSEC)
- ☐ One (1) complete site plan – see Site Plan Aide, next page.

We do accept an electronic submittal (pdf) if you prefer. To apply electronically you must email the application and **all required plans** to PermitTech@pasco-wa.gov for processing. Incomplete applications **will not** be processed. It will be your responsibility to print and make available onsite, the approved construction plans (*minimum page size - 11 x 17*) after the building permit has been issued.

What we do with your submittal

- 1) Site plan is routed to Planning & Engineering Departments for approval.
- 2) The Permit Technician will calculate the cost of your Building Permit based on the square footage of the plan and assess water and sewer fees. Water and sewer fees are due at the time the building permit fee is paid if not paid in advance.
- 3) The Engineering Department will determine if a Right of Way permit is necessary.
- 4) Plans are reviewed by an examiner, one set is stamped “Site Copy” and will be returned to you when the permit is issued – this **must** remain on site at all times. The other set is kept on file at our office until 180 days after the house has received a Certificate of Occupancy.
- 5) This process will generally take a **minimum** of ten business days provided we have all of the required information for review.
- 6) When the review is complete (and if the application is approved) by all departments the Permit Technician will notify and provide you with an invoice for payment.
- 7) Payments are made at the Inspection Services Department – 1st Floor, City Hall or may be mailed; we must have your signature on the building permit and the water/sewer application.



Site Plan Aide for Single Family Dwelling Permit Applications

Site plans are required for City of Pasco building permit applications for Single Family Dwellings. Detailed site plans enable the City to determine the scope of the project and identify any potential conflicts. The intent of this handout is to provide the Applicant with **minimum** requirements for Site Plans submitted for new and/or improvements of Single Family Dwellings.

Each Site Plan shall be on minimum size 8 ½ inch x 11 inch paper, 11 inch x 17 inch paper or maximum size 22 inch x 34 inch as required for clarity, and shall contain the follow items at a **minimum**:

1. The site plan must be drawn to an engineering scale not to exceed 1"=50', architectural scale will not be accepted. A north arrow must also be included.
2. The street address and the names of any adjoining streets.
3. The location of the adjoining right of way boundaries and the location of any easements on the site.
4. The location of any existing or proposed buildings.
5. The location of all existing right of way improvements including but not limited to curb, gutter, sidewalks and landscaping.
6. The location of all City of Pasco utilities in the adjoining right of way and on the site. City utilities include water valves, water meter boxes, irrigation valves, irrigation risers, fire hydrants, catch basins, and drainage swales.
7. The location and dimensions of all proposed improvements including driveways, sidewalks, fencing and landscaping.
8. A grading plan/detail including: Proposed finished grade elevations for the entire lot, Direction and amount of slope to property lines on all sides of the structure; All changes in elevation for stepped foundations or terrain; The location, depth and type of all fill materials; Method of soil retention/erosion control at slopes, property boundaries (retaining walls, grass berms, ground cover etc...); Elevation of all abutting streets and alleys.

The following guidelines will aide in the development of the site plan:

1. Driveways for homes with a 2 car garage can be a maximum of 20 feet. Driveways for homes with a 3 car garage can be a maximum of 34 feet. Circular driveways are only permitted on lots with more than 100 feet of frontage. The combined width of both driveways in a circular driveway may not exceed 40 feet. In no case may the driveway exceed 50% of the lot frontage.
2. Lots with double frontage may have a secondary driveway on the flanking street. The secondary driveway may not exceed 22 feet in width.
3. No driveway shall be closer than 25 feet to an intersection of two streets.
4. Driveways may not be placed to surround or cover any City of Pasco utilities. 18 inches of clear space must be maintained between the driveway and the water meter box.
5. Driveway approaches and sidewalks must be constructed in conformance with City of Pasco Construction Standards. City Standards and Specifications are available from the Engineering Department (509.545.3441).

**Inspection Services | Building Division**525 N 3rd Ave, Pasco, WA 99301

P: 509.543.5726

www.pasco-wa.gov | permittech@pasco-wa.gov**FOR STAFF USE ONLY****PERMIT#****New Home Construction Permit Application**

Permit Type (check one): <input type="checkbox"/> Single Family Dwelling Unit <input type="checkbox"/> Two Family Dwelling Unit		
Site Address:		Parcel No.:
Legal Description:		
Applicant is (check one): <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Architect <input type="checkbox"/> Other: _____		
Site Contact Name:	Phone #:	Email:
Legal Property Owner:		Phone No.:
Mailing Address, City, Zip Code:		Email:
Contractor:		Phone No.:
Mailing Address, City, Zip Code:		Email:
State Contractors License #:		Pasco Business License #:
Architect:		Phone No.:
Mailing Address, City, Zip Code:		Email:
Please list any accessory structures in addition to the home that are to be included with this permit such as pool, shed, fence, etc...) Construction details and placement must be shown for review and approval prior to construction:		
1 st Floor _____ sq ft	Garage _____ sq ft	# of Bedrooms _____ # of Bathrooms _____ # of Stories _____ # of Units _____
2 nd Floor _____ sq ft	Deck _____ sq ft	
Basement _____ sq ft	Covered Patio/Porch _____ sq ft	
Finished Basement <input type="checkbox"/> Un-Finished Basement <input type="checkbox"/>	Including Fence? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Total Living Area _____ sq ft	Type of Fence: _____	
Are you requesting a Water and/or Sewer Application? <input type="checkbox"/> Yes or <input type="checkbox"/> No		
When the water meter is set, do want to defer account activation by having it locked off? <input type="checkbox"/> Yes or <input type="checkbox"/> No		
Select the dust control method that will be used. The approved methods of dust control are as follows:		
<input type="checkbox"/> Hydro-seed <input type="checkbox"/> Chemical/Physical Soil Binder <input type="checkbox"/> Sprinklers <input type="checkbox"/> Contract with _____ for water truck		
Select the litter control measures that will be in place for the duration of construction:		
<input type="checkbox"/> Onsite Container through _____ <input type="checkbox"/> Contract with BDI <input type="checkbox"/> Provide own trailer and haul daily as necessary		

I certify the information furnished by me is true and correct and that I am the owner of the subject property or I have been given express permission by the owner of the subject property, to submit this application for permit. I will comply with all provisions of law, code and ordinances governing this type of construction work, including state contractor registration laws. I understand that, once accepted, this permit application is valid for 30 days. If the permit is not obtained within 30 days, the permit application and all submitted building and site plans will be discarded.

Applicant Name (please Print) _____

Applicant Signature _____ Date _____



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Required Residential Landscaping & Dust Control

Installation Certification

By my signature hereon **I hereby certify** that I have been advised of the City of Pasco's minimum landscaping (live vegetation) and dust control requirements regarding the property located at the below noted site address.

Certification for _____ **located in Pasco, WA.**
(Site Address)

I further certify that, at the time of final inspection, all excavated and disturbed areas of the lot shall be treated with a sprayed on dust control tacking or matting certified to last at least 120 days from the date of the application and, **that the required live vegetation and underground irrigation in the front yard, and the landscaping cover to prevent airborne dust in the rear and side yards***, shall be installed no later than **90 days from issuance of Certificate of Occupancy**, and should the above noted property be sold before the required live vegetation and irrigation (and grassy drainage swale if applicable) is installed, I shall disclose said residential landscaping and dust control requirements to the property purchaser by providing a copy of this agreement thereto, prior to closing of the sale.

I further certify that if the required landscaping/live vegetation is not installed by the date set forth herein, the property owner at that time shall be found in violation of the Pasco Municipal Code and a citation will be issued therefore, for which the property owner may be penalized with monetary penalties up to five hundred dollars (\$500.00) per day, for each day the violation exists.

***Rear and side yards in residential districts do not require live cover or underground sprinklers. However, the rear and side yards must be treated with a cover that prevents airborne dust such as pea gravel, bark, decorative, etc...)**

Signature: _____ **Date:** _____
Property Owner / Developer / Contractor

cc: Building Permit File



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Required Sub-Contractors List

List all of your sub-contractors below with information requested for each business.

	Sub-Contractor	Company Name	STATE CONTRACTORS LICENSE#	CITY OF PASCO BUSINESS LIC #
1	Foundation:			
2	Framing:			
3	Plumbing:			
4	Mechanical:			
5	Electrical:			
6	Insulation:			
7	Sheetrock:			
8	Landscape:			
9	Other:			
10	Other:			



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Utility Service Connection Application

If this property is within city limits, this application would be in addition to the Building Permit Application.

Property & Owner Information:

Site Address: _____ Parcel: _____

Legal Property Owner Name: _____

Lot Width: _____ feet Lot Depth: _____ feet

If lot is irregular shaped, provide lot square footage: _____ sq.ft.

Site/Field Contact:

Name: _____ Phone/Email: _____

Utility Billing Information:

Billing Name: _____

Billing Address: _____

City, State & Zip: _____

Services Requested:

☐ Water ☐ Sewer ☐ Irrigation

*Selecting the desired services does not guarantee availability of those services.

Water Meter Size Requested: _____ inches

When the water meter is set, do you want to defer the activation of the account by having it locked off? Yes ☐ No ☐

Locked Meter: Selecting this option means that, once the water meter is installed, you will only be billed for storm drain and irrigation (if applicable) utility base fees while the meter is locked. However, please be aware that to access services, you will need to submit a written request to Utility Billing to unlock the meter and the account will be assessed a \$15 service fee.

Unlocked Meter: Opting for an unlocked meter installation means that any applicable services, such as water, sewer, stormwater, ambulance, and irrigation, which are tied to the meter and the final use of the parcel, will be billed upon the installation of the water meter. This ensures immediate access to services without any additional steps.

If your water meter is being used for irrigation purposes the meter will be locked automatically.

Utility Connection Acknowledgement

The applicant's signature is accepted understanding applicant has permission from the record owner of the property to make this application and is acting in the property owner's interest.

Applicant further agrees to conform to all ordinances, rules, and regulations now in existence and as hereafter amended or supplemented governing the Water/Sewer utilities.

Applicant further agrees that the City of Pasco shall have the right to shut off the water supply at any time without prior notice for repairs, extensions, nonpayment of rates, or for other good cause, and that the City of Pasco shall not be responsible for any damage caused by breaking, bursting or collapsing of any boilers, pipes or fixtures or by the stoppage or interruption of the water supply, the shutting off of the water as a condition precedent to receiving water service.

Applicants for water service who are converting to the city utility from well service must disconnect their well water to their residence prior to connection of city water service to prevent contamination of the city water supply.

Name of Applicant (print): _____

Signature of Applicant: _____ Date _____