



City of
Pasco

Building Division

525 N 3rd Ave, Pasco, WA 99301

P: 509.543.5726

www.pasco-wa.gov | permittech@pasco-wa.gov

Building Permits Pasco Municipal Code: Title 16

The Building Department is accepting submittals via email. Send your Complete Submittal to:
permittech@pasco-wa.gov

When submitting this way, be sure to provide the projects site address as the email subject and attach your files to the email in PDF format.

If your files are greater than 30 MB, you can use our Online File Transfer System:
<https://pascofileshare.com/filedrop/permittech@pasco-wa.gov>

Submittal Checklist for:

Fence: Wood/Vinyl/Chain-link

- ☐ Residential Permit Application
- ☐ Complete Site Plan/Plot Map (see example)

Submittal Checklist for:

Block Fence & Retaining Wall

- ☐ Residential Permit Application
- ☐ Complete Site Plan/Plot Map (see example)
- ☐ Block System/Retaining Wall System

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Site Address:		Project/Construction Valuation: \$																								
Parcel No.:	Number of Units:	Sq. Ft. of Area Being Modified:																								
Applicant is (check one): <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Architect <input type="checkbox"/> Other: _____																										
Legal Property Owner:		Phone No.:																								
Mailing Address:		Email:																								
Contractor:		Phone No.:																								
Address:		Email:																								
State Contractors License #:		Pasco Business License #:																								
Architect/Designer:		Phone No.:																								
Address:		Email:																								
Description of Work (select multiple items if applicable): <table border="0"><tr><td><input type="checkbox"/> Addition to Garage</td><td><input type="checkbox"/> Hot Tub</td><td><input type="checkbox"/> Sewer Connection</td></tr><tr><td><input type="checkbox"/> Addition to Home</td><td><input type="checkbox"/> Mechanical</td><td><input type="checkbox"/> Shed</td></tr><tr><td><input type="checkbox"/> Concrete/Flat Work</td><td><input type="checkbox"/> Patio Cover</td><td><input type="checkbox"/> Siding Replacement</td></tr><tr><td><input type="checkbox"/> Deck</td><td><input type="checkbox"/> Pergola</td><td><input type="checkbox"/> Stucco (Provide Stucco Type Below)</td></tr><tr><td><input type="checkbox"/> Demolition</td><td><input type="checkbox"/> Plumbing</td><td><input type="checkbox"/> Swimming Pool (depth greater than 24")</td></tr><tr><td><input type="checkbox"/> Detached Garage/Shop</td><td><input type="checkbox"/> Remodel/Renovation</td><td><input type="checkbox"/> Water Connection</td></tr><tr><td><input type="checkbox"/> Fence</td><td><input type="checkbox"/> Roof (Provide Roof Type Below)</td><td><input type="checkbox"/> Window/Door Replacement</td></tr><tr><td colspan="3"><input type="checkbox"/> Other (Use description box below)</td></tr></table> If connected to septic system provide location of septic tank, drain field and secondary field. Information must be obtained from the Benton/Franklin Health Department.			<input type="checkbox"/> Addition to Garage	<input type="checkbox"/> Hot Tub	<input type="checkbox"/> Sewer Connection	<input type="checkbox"/> Addition to Home	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Shed	<input type="checkbox"/> Concrete/Flat Work	<input type="checkbox"/> Patio Cover	<input type="checkbox"/> Siding Replacement	<input type="checkbox"/> Deck	<input type="checkbox"/> Pergola	<input type="checkbox"/> Stucco (Provide Stucco Type Below)	<input type="checkbox"/> Demolition	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Swimming Pool (depth greater than 24")	<input type="checkbox"/> Detached Garage/Shop	<input type="checkbox"/> Remodel/Renovation	<input type="checkbox"/> Water Connection	<input type="checkbox"/> Fence	<input type="checkbox"/> Roof (Provide Roof Type Below)	<input type="checkbox"/> Window/Door Replacement	<input type="checkbox"/> Other (Use description box below)		
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<input type="checkbox"/> Other (Use description box below)																										
Provide a detailed description of the scope of work:																										

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 Name Signature _____ Date _____



**SITE PLAN CHECKLIST – FENCES, RETAINING WALLS, CONCRETE SLABS
INCLUDING DRIVEWAYS & SIDEWALKS**

Site Plans are required for City of Pasco Permit Applications for fences, retaining walls, concrete slabs including driveway additions & sidewalks.

At minimum, all of these items must be shown to be accepted for review and approval. Please note that further detail may be required as part of the review process.

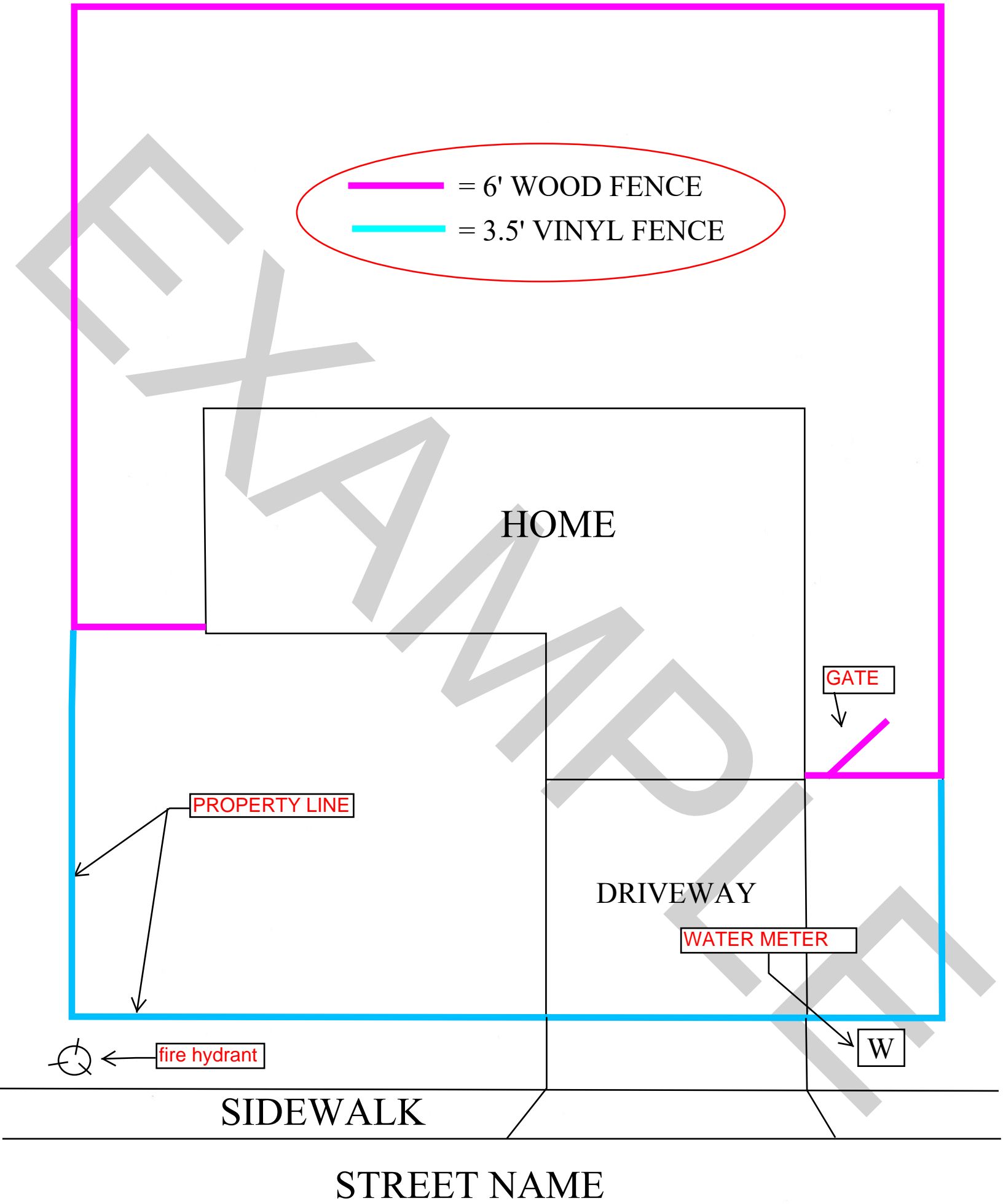
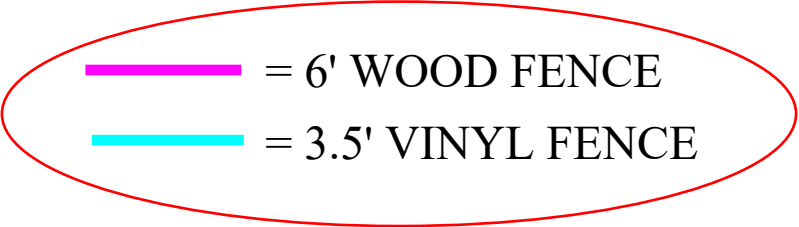
- ☐ Complete Property lines;
- ☐ Location, height & type of proposed fence(s) or retaining wall(s); proposed concrete with dimensions and setbacks
- ☐ Street address and names of adjoining streets;
- ☐ Location of sidewalks;
- ☐ Location of all utilities in the adjoining right of way and on the site. Utilities include water meter boxes, irrigation valves and fire hydrants.

PARCEL INFORMATION INTERNET LINKS

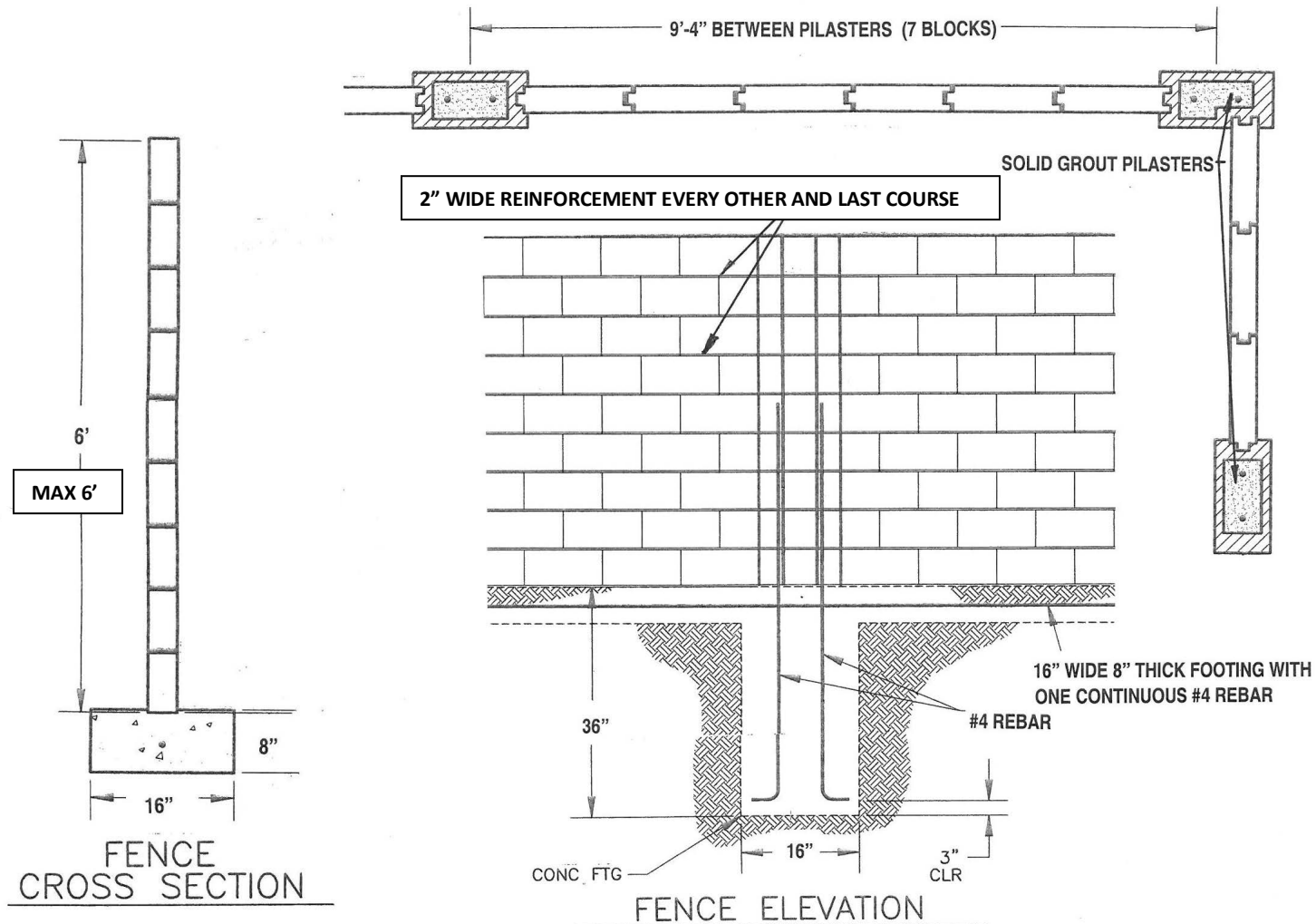
The following links can be used for obtaining parcel information to develop accurate site plans:

- <http://franklinwa.mapsifter.com/default.aspx?parcel=> (add your parcel number without hyphens/dashes here)
- <http://gis.co.franklin.wa.us/online/>
(click on your parcel to be directed to taxsifter information)

SEE EXAMPLE BELOW



Typical “Wedge Lock” Fence Plan



This system shall not be used as a retaining wall.