Building Division
525 N 3rd Ave, Pasco, WA 99301
P: 509.543.5721
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:

Addition to Home

- ☐ Residential Permit Application

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

- ☐ Construction layout plan set. To include:
  - complete before and after floor plan
  - use of the proposed structure/addition to home
  - dimensions inside all affected area (typically the entire existing structure)
  - framing details
  - door & window locations and sizes
  - affected fixtures (i.e. sinks, toilets)
  - mechanical (heating/cooling/exhaust)
  - roof design (trusses w/ plans or rafter design w/plans)

- ☐ Construction elevation plan set. To include:
  - construction methods
  - elevation drawings of structure
  - footing dimensions
  - wall height
  - drywall
  - windows & doors
  - insulation
  - roof
  - roof slope
  - etc.

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FOR STAFF USE ONLY	
PERMIT #	

Residential Construction Permit Application

Site Address:		**Project/Construction Valuation:** **$**
Parcel No.:	**Number of Units:**	**Sq. Ft. of Area Being Modified:**

Applicant is (check one): ☐ **Owner** ☐ **Contractor** ☐ **Architect** ☐ **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):

☐ Addition to Garage	☐ Hot Tub	☐ Sewer Connection
☐ Addition to Home	☐ Mechanical	☐ Shed
☐ Concrete/Flat Work	☐ Patio Cover	☐ Siding Replacement
☐ Deck	☐ Pergola	☐ Stucco (Provide Stucco Type Below)
☐ Demolition	☐ Plumbing	☐ Swimming Pool (depth greater than 24")
☐ Detached Garage/Shop	☐ Remodel/Renovation	☐ Water Connection
☐ Fence	☐ Roof (Provide Roof Type Below)	☐ Window/Door Replacement

☐ Other (Use description box below)

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.

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 _____

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SITE PLAN CHECKLIST – RESIDENTIAL DEVELOPMENT

Site Plans are required for City of Pasco Permit Applications for additions or accessory structures such as: sheds, decks, patio covers, concrete areas, etc…

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.

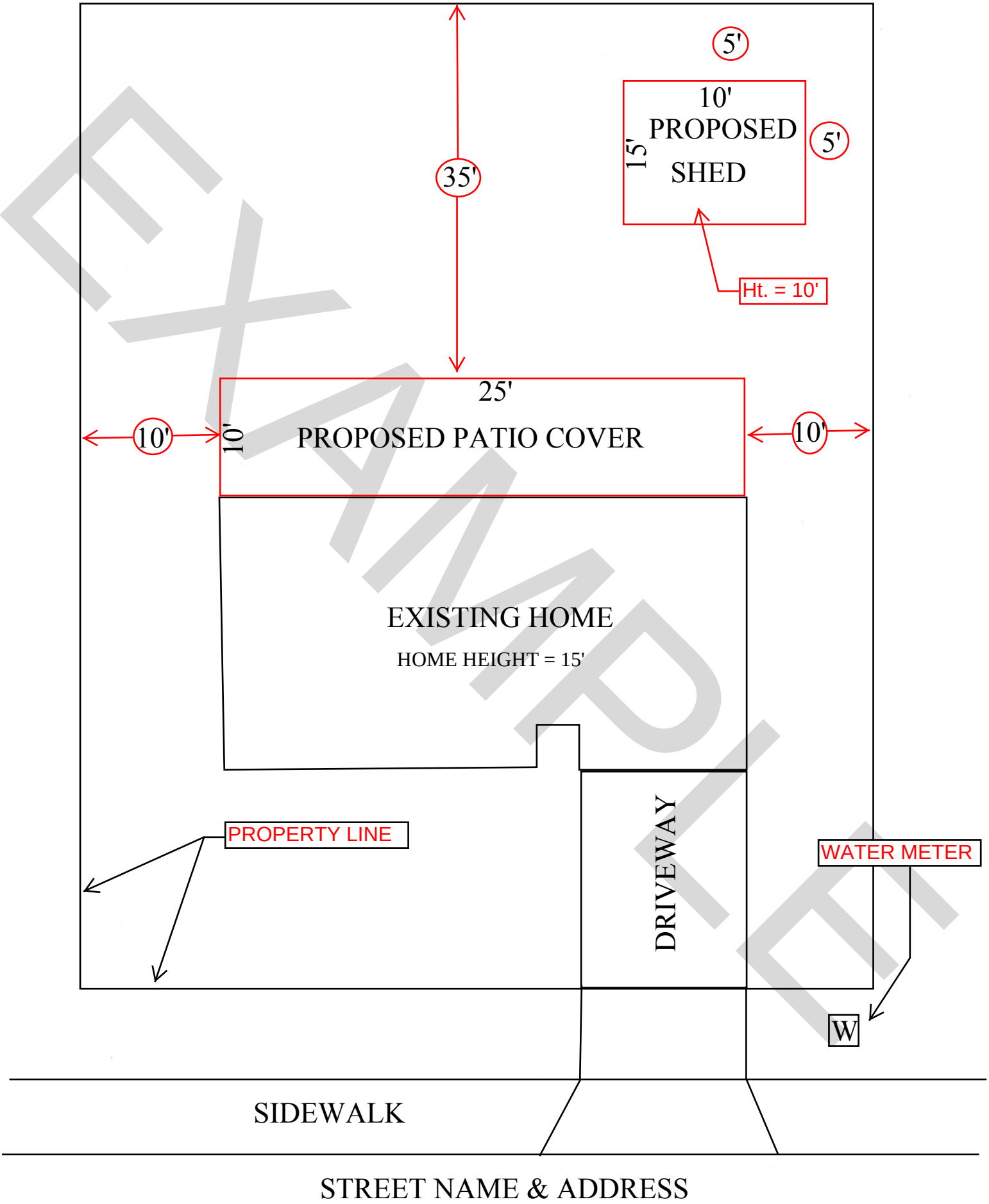
- ☐ Property lines;
- ☐ Location and dimensions (including height) of all proposed improvements;
- ☐ Proposed setbacks (a setback is the distance from a structure to a property line);
- ☐ Street address and names of adjoining streets;
- ☐ Location of all existing structures; structures must be labeled
- ☐ Location of sidewalks;
- ☐ Location of utilities on the site and in the adjoining right-of-way. 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

SITE PLAN EXAMPLE ONLY

(dimensions and setbacks called out on this example are only an example)