



**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:

Shed, Shop, Attached or Detached Garage

| Shell Only? (no insulation or sheetrock) | Yes | No |
|--|-----|----|
|--|-----|----|

- | | | |
|---|--|--|
| <input type="checkbox"/> Residential Permit Application | | |
| <input type="checkbox"/> Complete Site Plan/Plot Map (see example) | | |
| <input type="checkbox"/> Complete Construction Details; such as: | | |
| <input type="checkbox"/> foundation plan | | |
| <input type="checkbox"/> framing plan | | |
| <input type="checkbox"/> wall section | | |
| <input type="checkbox"/> rafter size & spacing or engineered truss calculations | | |
| <input type="checkbox"/> door/window size | | |
| <input type="checkbox"/> type of roof & siding | | |
| <input type="checkbox"/> etc... | | |



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 525 N 3rd Ave, Pasco, WA 99301
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www.pasco-wa.gov
permittech@pasco-wa.gov

| | |
|--------------------|--|
| 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): <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): <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) | | |
| 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 _____



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

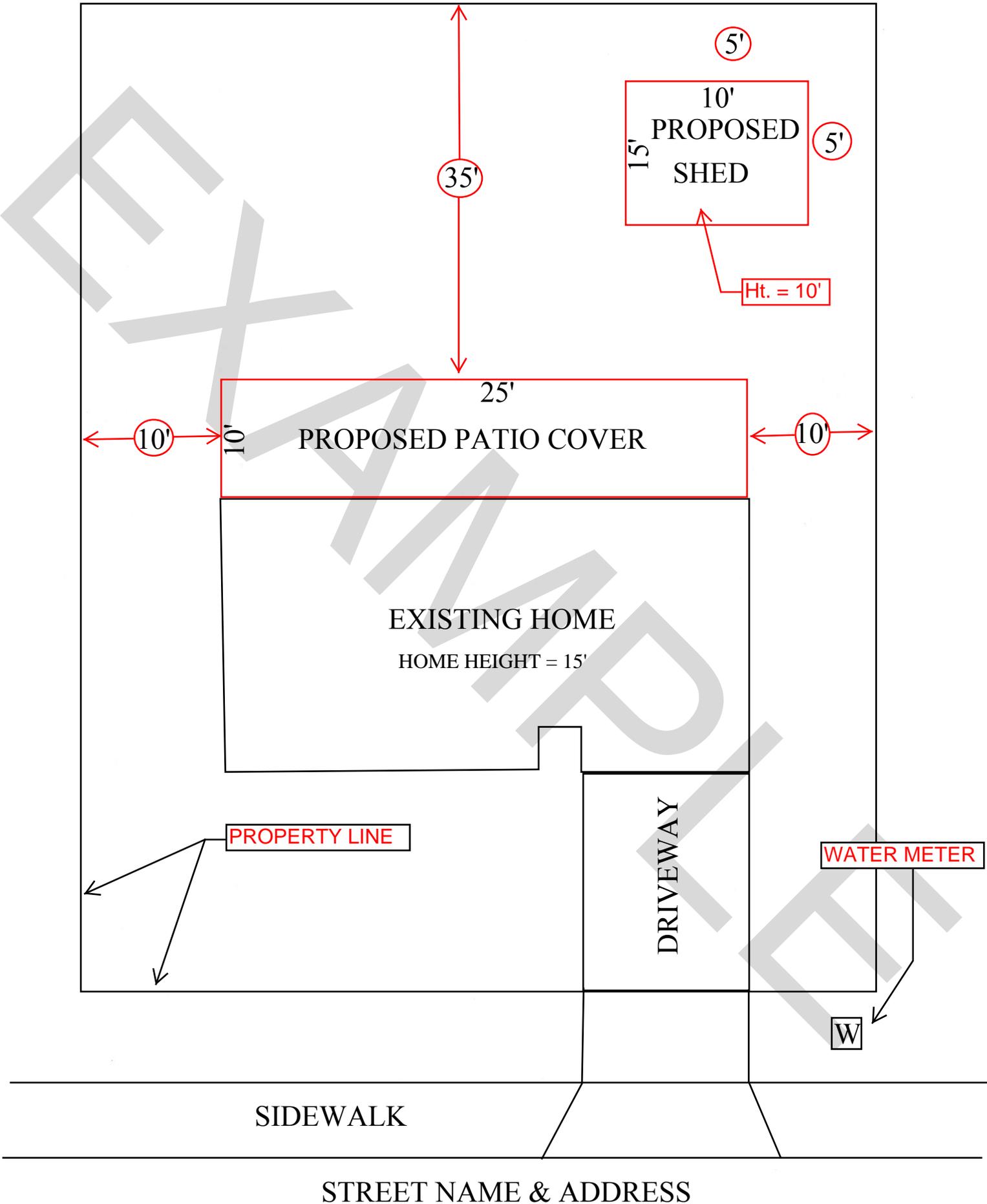
The following links can be used for obtaining parcel information to develop accurate site plans:

- <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)



Storage Shed Construction Details

This handout is designed to assist the public in describing the construction details of a shed for the purposes of obtaining a building permit. A site plan will also be required to show us where the shed will be located on your property.

The City of Pasco REQUIRES a permit for all sheds, no matter the size.

You may use this handout if your shed is **(1) Less than 200 square feet AND (2) Less than 10 feet in height.** For larger structures you must provide a complete set of construction details. If you are purchasing a Pre-Manufactured shed please simply provide us with a copy of the installation manual or brochure.

NOTE: ALL sheds must be anchored to the ground AND siding & roofing must be similar to that of the house.

Fill In The Blanks:

a. Width_____ Length_____ Height_____

b. Foundation (**circle one**):
 (1) Concrete Slab
 (2) Wood Foundation (**minimum 4X6 PT**)
 (3) Gravel Floor
 (4) Concrete Block
 (5) Other_____

c. Framing Material (**circle one**) :
 2 X 4 2X6 2X8 Other_____

d. Stud Spacing (**circle one**) :
 16" 24" Other_____

e. Will you use (**circle one**) :
 Pre-Manufactured Trusses **OR** Rafters?
 ○ Rafter Size: 2 X 4 2X6 2X8
 Other_____

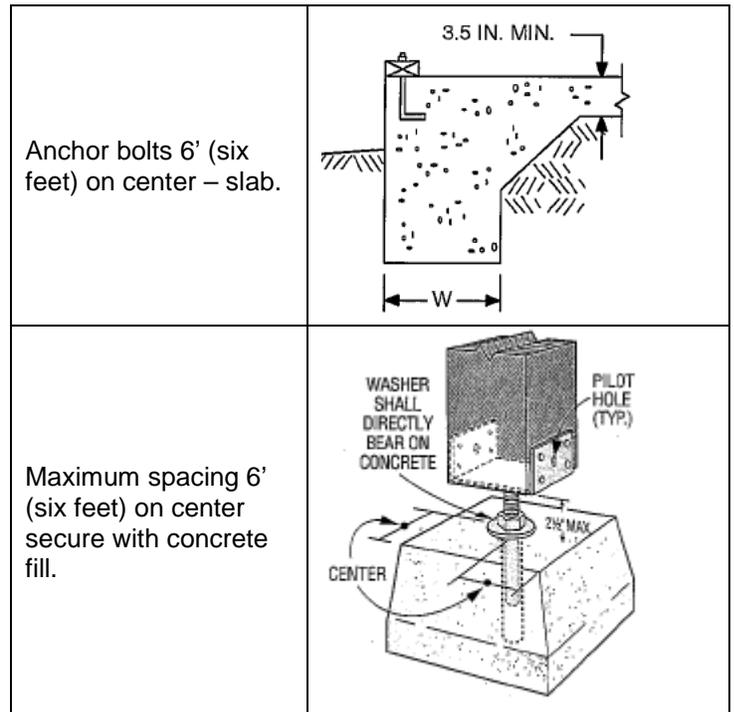
○ Rafter Spacing: 16" 24"
 Other_____

f. Siding Type: _____

g. Type of Roofing: _____

h. Door size: _____ & location: _____ Man Door **OR** Roll up?

i. Window : _____ & location: _____





SITE PLAN CHECKLIST – RESIDENTIAL DETACHED GARAGES/SHOPS

Site Plans are required for City of Pasco Permit Applications for all detached garages and shops,

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 including dimensions;
- Location and dimensions (including height) of proposed garage or shop;
- Proposed setbacks (a setback is the distance from a structure to a property line);
- Height of main house;
- Total square footage of main house;
- Specify property is on Septic or sewer. (Septic will require a Benton/Franklin Health Department approval);
- Street address and names of adjoining streets;
- Location of all existing structures;
- 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:

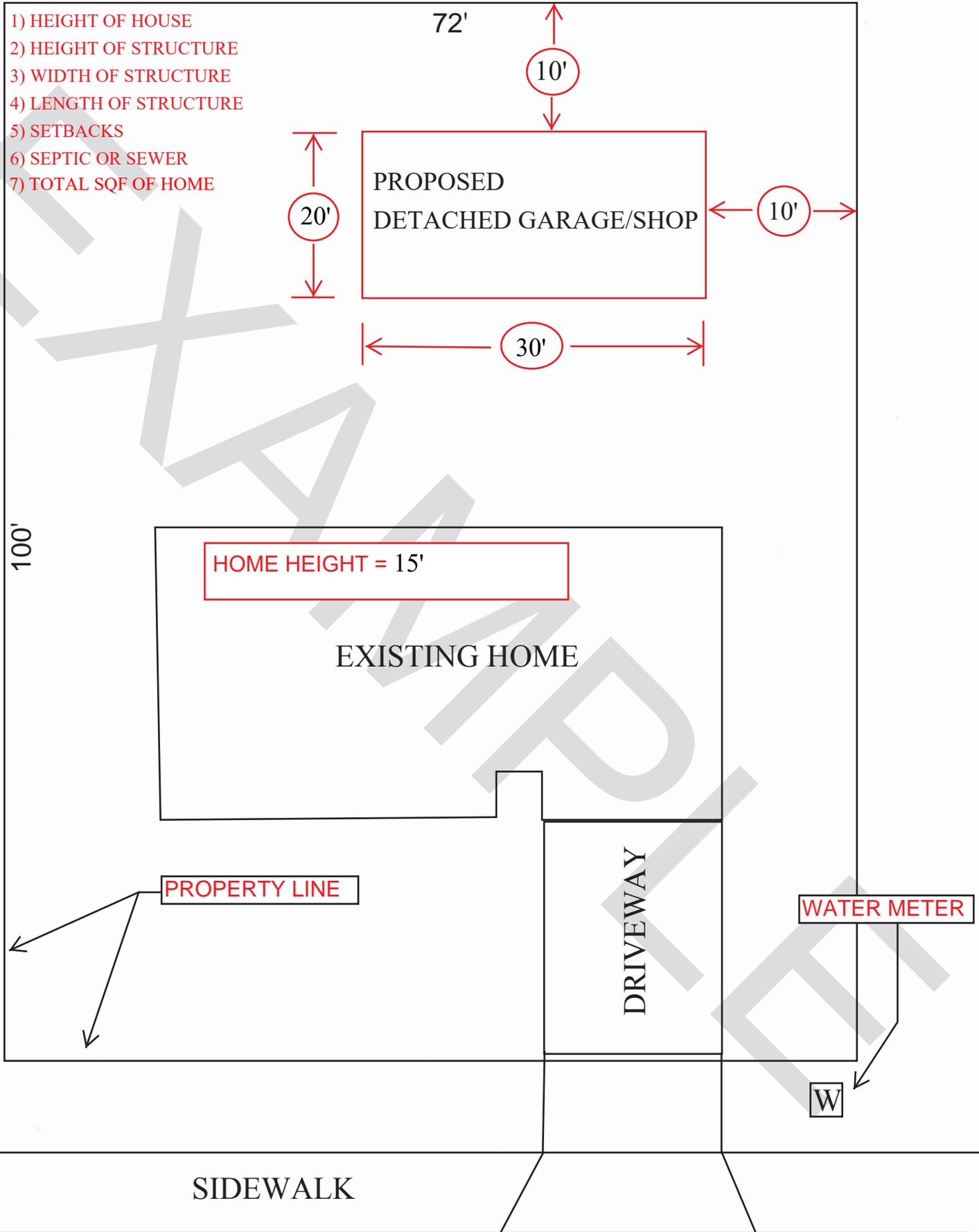
- <http://franklinwa.mapsifter.com/default.aspx?parcel=> (add your parcel number without hyphens/dashes here)
- <http://gis.co.franklin.wa.us/online/>
(click on your parcel to be directed to taxsifter information)

SEE EXAMPLE BELOW

SITE PLAN EXAMPLE ONLY

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

- 1) HEIGHT OF HOUSE
- 2) HEIGHT OF STRUCTURE
- 3) WIDTH OF STRUCTURE
- 4) LENGTH OF STRUCTURE
- 5) SETBACKS
- 6) SEPTIC OR SEWER
- 7) TOTAL SQF OF HOME



STREET NAME & ADDRESS



Accessory Structure Greater than 200 Square Feet

Directions

1. Fill in the blanks on pages 2 and 3 with dimensions and materials which will be used to build the structure. Please print legibly.

Address:

2. Indicate in the check boxes on page 3 which details from page 4 will be used.

Note: Heated garages will require insulation, such as ceilings, walls, and foundation.

Floor Plan

Dimension _____

Locate and detail bracing

Indicate rafter or truss direction

Check one

Garage is heated

Garage is not heated

Show door and window header sizes and location and size of landing in front of door

3 1/2" minimum concrete slab

Floor slope

() x header
(example: (2) 2 x 10)

Note:
If roof trusses or rafters bear on header, special header design may be required

Double 2x4 or 2x6 trimmers each end of overhead door header

Garage door opening

Garage door opening width _____

Dimension* _____

* If less than 4' see Braced Wall Panel Detail on page 4 to comply with section R602.10.3.3 (IRC)

Dimension _____

Dimension* _____

Note: For roofs with slopes less than 4:12, follow manufacturer's instructions for low slope application of roofing material.

Truss or 2x rafters spaced " O.C.
(example: Put checkmark in box -or- 2 x 10 Rafters Spaced 24" O.C.)

Minimum 1x ridge board
(example: 1 x 12)

Sheathing
(example: 1/2" exterior plywood)

Roof covering
(example: Class A 3 tab shingles)

Underlayment
(example: 1 layer 15# felt)

12 pitch |

Ceiling Insulation
(If heated - example: R-38)

2x ceiling joists @ O.C.
(example: 2 x 8 @ 24" O.C.)

Double 2x top plate
(example: 2 x 6)

Span
(example: 23' 5")

Ceiling height
(example: 8')

Siding
(example: lap or T-111)

Wall sheathing
(example: 1/2" exterior plywood)

2x studs @ O.C.
(example: 2 x 6 @ 24" O.C.)

Cont. 2x sill plate
(example: 2 x 6)

Wall Insulation
(If heated - example: R-20 Fiberglass Batts)

Foundation Insulation
(If heated - example: R-10)

Footing size x
(example: 8" x 16")

Building Section

Provide roof tie downs
Solid 2x blocking between rafters that are 2x12 or greater

Span

Note: Pre-engineered roof trusses w/truss clips may be used in lieu of roof structure shown.

Note: Truss Calculations must be submitted with permit application.

A

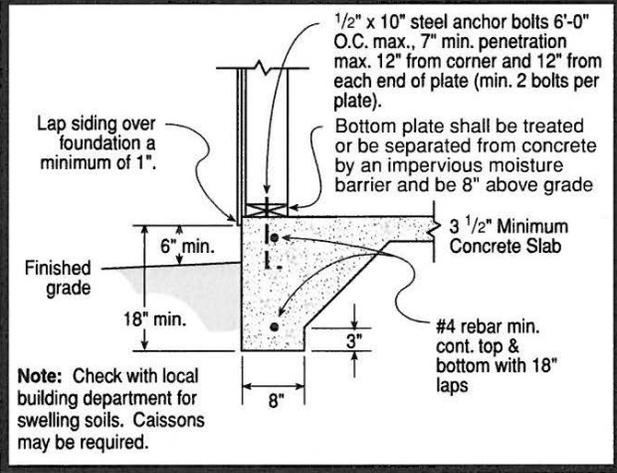
B

Concrete Encased Ground required for new service

Check one
 Foundation Detail A
 Foundation Detail B

See page 3

Foundation Detail A



Foundation Detail B

