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:

Swimming Pool (above and/or under ground)/Hot Tub

- ☐ Residential Permit Application
- ☐ Complete Site Plan/Plot Map (see example) showing existing or proposed safety barrier
- ☐ Full swimming pool and/or hot tub installation instructions

Chapter 16.60
SWIMMING POOL, SPA, AND HOT TUB CODE

Sections:

16.60.010 Swimming Pool, Spa and Hot Tub Code adopted.
16.60.020 Substitution for ISPSC Section 305.2.1 paragraph 1 fences.
16.60.030 New section added – Zoning regulations.

16.60.010 Swimming Pool, Spa and Hot Tub Code adopted.

The 2015 International Swimming Pool and Spa Code as published by the International Code Council, as hereinafter amended or revised, is adopted by the City as its official swimming pool, spa and hot tub code, by reference herein. [Ord. 4296, 2016; Ord. 4108, 2013; Ord. 3964, 2010; Ord. 3670 § 11, 2004; Ord. 3316 § 13, 1998; Code 1970 § 16.36.010.]

16.60.020 Substitution for ISPSC Section 305.2.1 paragraph 1 fences.

All outdoor swimming pools shall be enclosed by a nonclimbable fence or other approved barrier, such fence or approved barrier to be not less than five feet in height and provided with a self-closing gate or gates equipped with a latch or locking device operable only from the pool side of the fence or by a locking device operable by a key only on the outside of the fence. Said fence or barrier shall be no closer than three feet from the water's edge on all sides of the pool and the maximum vertical clearance between grade and the bottom of the barrier shall not exceed two inches, measured on the side of the fence or barrier which faces away from the swimming pool, spa or hot tub. [Ord. 4296, 2016; Ord. 3964, 2010; Ord. 3670 § 11, 2004; Ord. 3316 § 13, 1998; Code 1970 § 16.36.020.]

16.60.030 New section added – Zoning regulations.

(1) Any swimming pool located in any zone shall maintain the same front and side yard setbacks as required by PMC Title 25, Zoning, for the main building.

(2) Public and semi-public pools may be approved in a residential zone only after obtaining a special permit from the Board of Adjustment. [Ord. 3964, 2010; Ord. 3316 § 13, 1998; Code 1970 § 16.36.030.]

The Pasco Municipal Code is current through Ordinance 4479, passed December 9, 2019.

Disclaimer: The City Clerk's office has the official version of the Pasco Municipal Code. Users should contact the City Clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: www.pasco-wa.gov
City Telephone: (509) 544-3080
Code Publishing Company

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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.

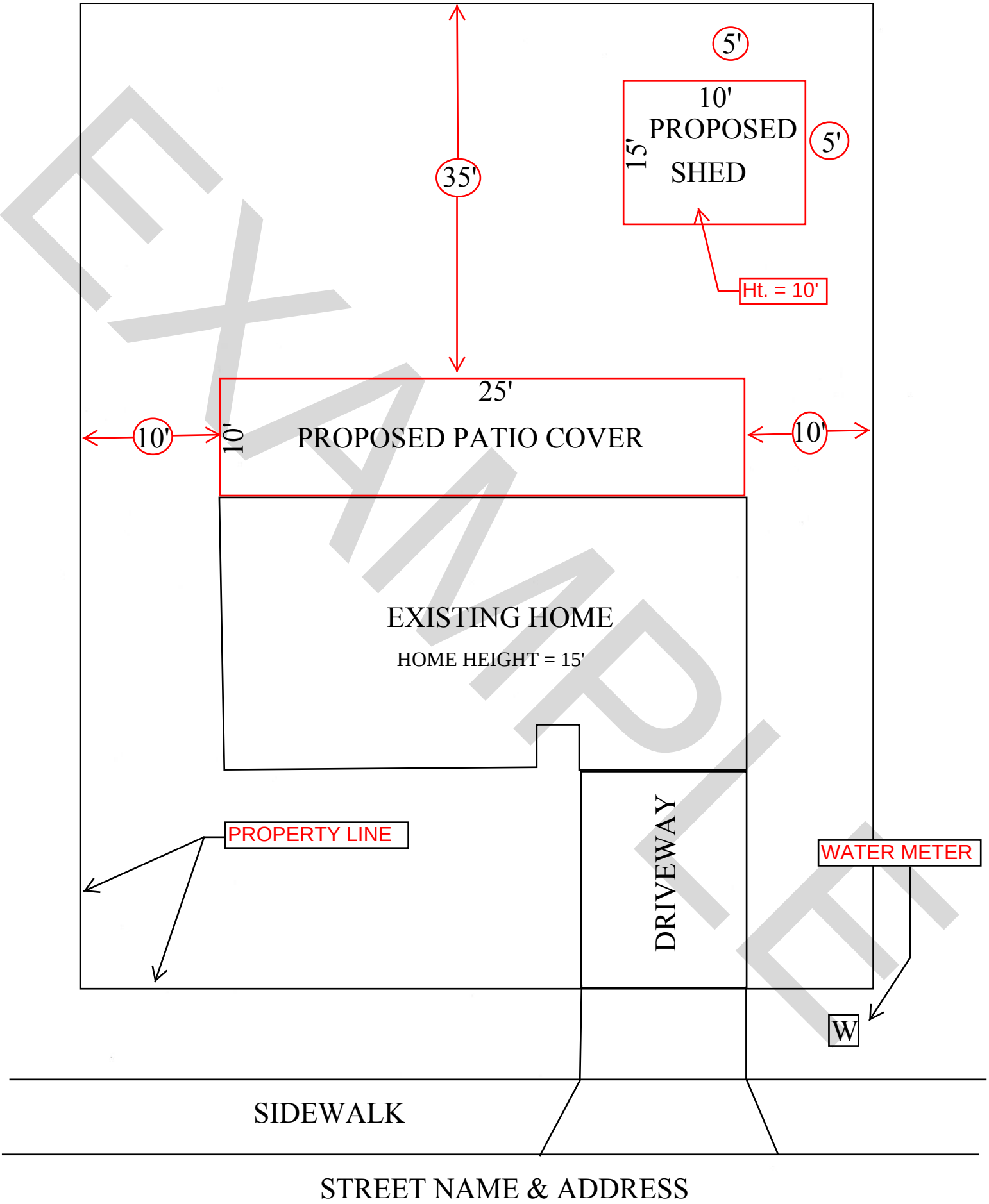
- ☐ Property lines;
- ☐ Location and dimensions (including height) of all proposed improvements;
- ☐ Proposed setbacks (a setback is the distance from a structure to a property line);
- ☐ Street address and names of adjoining streets;
- ☐ Location of all existing structures; structures must be labeled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