



COMMUNITY DEVELOPMENT DEPARTMENT

Office of Code Administration

129 North Second Street, 2nd Floor Yakima, Washington 98901

(509) 575-6126 Fax (509) 576-6576

codes@yakimawa.gov www.buildingyakima.com

COMMERCIAL NEW/ALTERATION APPLICATION PACKET



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Plan Submittal Checklist

- () Completed Building, Plumbing, Mechanical, Sign, Fire Permit Applications (if applicable)
- () Plumbing fixture quantity AND type (For Commercial Alterations include both EXISTING and NEW plumbing fixture counts)
- () 2-copies of the site plan, as outlined in the General Site Plan Checklist
- () 2-copies of the foundation plan
- () 2-copies of floor construction layout plan with associated engineering (required if using a manufactured floor system)
- () 2-copies of floor plan (for each floor)
- () 2-copies of roof/ceiling construction plan
- () 2-copies of roof truss layout and associated engineering (required if using manufactured roof trusses)
- () 2-copies of typical cross section through structure from roof through foundation
- () 2-copies of stair and rail detail (tread depth and riser height)
- () 2-copies of completed Energy Code forms

For questions regarding construction plan submittal and/or building code questions, please contact the Office of Code Administration, 509-575-6126 or codes@yakimawa.gov

For questions relating to site plan and/or zoning requirements, please contact City Planning at 509-575-6183 or ask.planning@yakimawa.gov

Design Criteria

Current Codes:

- 2015 International Building Code (IBC)
- 2015 International Fire Code (IFC)
- 2015 International Residential Code (IRC)
- 2015 International Existing Building Code (IEBC)
- 2015 International Mechanical Code (IMC)
- 2015 International Fuel Gas Code (IFGC)
- 2015 Uniform Plumbing Code (UPC)
- 2015 Washington State Energy Code (WSEC)

Wind Speed=

Residential=110 mph (or, 85 mph for ASD)

Commercial=Reference ASCE 7-10 and IBC Chapter 16, usually 110 mph for category II

Earthquake Zone =

Residential (IRC Structures) = C

Commercial = D

Exception: If your plan is for a building or buildings in risk categories I, II, or III (2015 IBC Table 1604.5) *and* is of light frame construction per IBC chapter 23, the design may be according to Earthquake Zone C.

Frost Depth = 24" below grade

Ground Snow Load = 19 psf

Roof Snow Load = 30 psf

Weathering = Severe

Termite Damage = Slight to Moderate

Winter Design Temperature = 11 deg.

Ice Barrier Underlayment Required = Yes

Flood Hazards = Current Flood Insurance Rate Map (FIRM) 6/16/16

Air Freezing Index = 1011

Mean Annual Temperature = 49.7 deg.



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BUILDING PERMIT APPLICATION

Office Use Only:

B

Site Address: _____ Will 1 acre or more be cleared or graded? Y__ N__
 Parcel # _____ Is Property Within the Flood Area? Y__ N__
 Describe work to be covered by this permit _____

Square Footages of New Construction:	Building Information:
1st Floor: _____ Garage _____	Residential _____ Commercial _____ New TI _____
2nd Floor: _____ Basement _____	New Const. _____ Alteration _____ Const. Type _____
3rd Floor: _____ Covered Porch _____	Occupancy _____ Change of Occupancy? _____
Carport _____ Covered Patio _____	Sprinklered _____ Fire Alarm _____
# of Units _____ # of Stories _____	Estimate Cost of Construction \$ _____
# of Bedrooms _____ # of Bathrooms _____	

Applicant:	Contractor: Same as Applicant []
Name: _____	Business Name: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
E-mail: _____	Contr. Lic. #: _____ Exp. _____
Phone: _____	E-mail: _____
Alt. Phone: _____	Phone: _____

Contact Person:	Property Owner: Same as applicant []
Phone Number: _____	Name: _____
Lending Info: N/A [] Not Provided []	Address: _____
Lending Info To Be Provided at a Later Date []	City/State/Zip: _____
Lending Institution: _____	E-mail: _____
Address: _____	Phone: _____
City/State/Zip: _____	Alt. Phone: _____
Phone: _____	

I hereby certify under penalty of perjury of the Laws of the State of Washington that I have read and examined this application and know that the information contained herein is true and correct. I certify that I am the owner of the subject property, or, that I have been given express permission by the owner of the subject property to submit this application for permit. I understand that the granting of a permit does not authorize me in any way to violate or cancel any of the provisions of state or local law regulating the construction or performance of construction sought under this permit.

Signature

Print Name

Date





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PLUMBING PERMIT APPLICATION

Job Address: _____ **Parcel Number:** _____

Project Description: _____

Property Owner	Contractor
Name: _____	Business Name: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
E-mail: _____	E-mail: _____
Phone: _____	State Cont. Lic. #: _____ exp. _____
Alt. Phone: _____	Phone: _____

ITEM	FEE	QTY.	AMOUNT
Base Fee	\$31.82	1	\$31.82
Atmospheric Breaker	\$8.04		
Backflow Device (RPBA or DCVA) <2"	\$11.23		
Backflow Device (RPBA or DCVA) >2"	\$24.95		
Bar Sink	\$11.23		
Bathtub	\$11.23		
Clothes Washer	\$11.23		
Dishwasher	\$11.23		
Drinking Fountain	\$11.23		
Floor Drain	\$11.23		
Hose Bib	\$11.23		
Kitchen Sink	\$11.23		
Kitchen Sink 3 Compartment	\$11.23		
Laundry Tray	\$11.23		
Lavatory (Basin)	\$11.23		
Lawn Sprinkler (Including Backflow)	\$9.83		
Miscellaneous	\$11.23		
Mop Sink	\$11.23		
Pretreatment Interceptor	\$19.07		
Repair/Alt. Drain/Vent Piping	\$11.23		
Roof Drain	\$11.23		
Sewage Pump	\$11.23		
Sewer Repair	\$21.53		
Shower	\$11.23		
Side Sewer	\$21.53		
Sink	\$11.23		
Supplemental Permits	\$16.01		
Urinal	\$11.23		
Water Closet – Tank Type	\$11.23		
Water Closet – Flushometer Type	\$11.23		
Water Heater	\$11.23		
Water Piping/Service	\$11.23		
Sampling Port	\$11.23		
		TOTAL	

I hereby acknowledge I have read this permit application and state the above information is correct, and agree to comply with all City ordinances and State laws regulating activities covered by this permit application.

Applicant's Signature

Applicant (Print or Type)

Date



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MECHANICAL PERMIT APPLICATION

Job Address: _____

Parcel Number: _____

Project Description: _____

Property Owner

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Alt. Phone: _____

E-mail: _____

Contractor

Business Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Alt Phone: _____

Fax: _____

E-mail: _____

State Cont. Lic. #: _____

Cont. Lic. Exp.: _____

ITEM	FEE	QTY.	AMOUNT
Base Fee	\$23.86	1	\$23.86
A/C Unit	\$10.36		
AH <10,000 CFM	\$13.54		
AH >10,000 CFM	\$18.41		
Commercial Incinerator	\$104.37		
Domestic Incinerator	\$25.85		
Dryer Vent	\$10.36		
Electric, Baseboard, or Suspended Heaters	\$17.51		
Evaporative Cooler	\$13.54		
Furn/Htr <100,000 BTU	\$17.51		
Furn/Htr >100,000 BTU	\$20.69		
Gas Boiler <100,000 BTU	\$17.58		
Gas Boiler >100,001 <500,000 BTU	\$29.38		
Gas Boiler >500,001 <1,000,000 BTU	\$39.00		
Gas Boiler >1,000,001 <1,750,000 BTU	\$53.18		
Gas Boiler >1,750,001 BTU	\$89.02		
Gas Fireplace/Log/Heat Stove	\$17.51		
Gas Grill	\$10.36		
Gas Piping 1-4 outlets	\$8.04		

ITEM	FEE	QTY.	AMOUNT
Gas Piping 5+ each addn'l	\$3.20		
Gas Range	\$10.36		
Haz Piping 1-4 outlets	\$3.20		
Haz Piping 5+ outlets, each	\$1.70		
Heat Pump	\$10.36		
Kitchen Exhaust Fan	\$10.36		
LP Tank/Residential <125 gal	\$10.36		
Miscellaneous	\$10.36		
Non Haz Piping 1-4 outlets	\$3.20		
Non Haz Piping 5+ outlets, each	\$0.82		
Pellet Stove	\$37.06		
Repair/Alt./Addn. to a listed appliance	\$19.45		
Residential Tank Aband.	\$23.86		
Supplemental Permit Fee	\$7.29		
Type I/II Commercial Hood	\$17.51		
Vent Fan (laundry, bath)	\$10.36		
Vent Systems	\$10.36		
Wood Stove	\$37.06		
TOTAL			

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Applicant's Signature
 Property Owner Contractor

Applicant (Print or Type)

Date



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FIRE PERMIT APPLICATION FORM

Address: _____		Parcel Number(s): _____	
<input type="radio"/> Residential <input type="radio"/> Commercial		___ # of Units ___ # of Stories	
Sq. Footage _____		<input type="radio"/> Sprinklered <input type="radio"/> A/C <input type="radio"/> Alarm System (<input type="radio"/> Required - <input type="radio"/> Not Required)	
<input type="radio"/> New <input type="radio"/> Alteration <input type="radio"/> Change of Use		Construction Type _____ Valuation _____	
Project Description: 			
Contact Person Name: Address: City/State/Zip: Phone # (Day): Fax: Email:		Property Owner Same as Contact Person { } Name: Address: City/State/Zip: Phone # (Day): Fax: Email:	
Contractor Same as Applicant { } Name: Address: City/State/Zip: Phone # (Day): Fax: Email: State Contr. Lic #: Exp:		Architect { } Engineer { } Name: Address: City/State/Zip: Phone # (Day): Fax: Email:	

I hereby certify under penalty of perjury of the Laws of the State of Washington that I have read and examined this application and know that the information contained herein is true and correct. I will comply with all provisions of law and ordinances governing this type of construction work, whether specified herein or not. I understand that the granting of a permit does not authorize me in any way to violate or cancel any of the provisions of state or local law regulating the construction or performance of construction sought under this permit. I further certify, as applicant, that I am one of the three following general categories of applicants as indicated by my signature below:

- { } a. Requirements of RCW 18.27 that a person engaged "in the pursuit of an independent business" as a contractor comply with the licensing provisions of that chapter do not apply to one who fulfills a single, isolated construction contract without any intent of undertaking further construction contracts in the future. One who undertakes to perform a single isolated construction contract need not comply with the registration requirements of RCW 18.27 in order to maintain a suit under that contract when he is not in the regular course of business engaged as a contractor.
- { } b. That I am currently registered and properly licensed as a general contractor or specialty contractor as defined under RCW 18.27.010 and 18.27.110 and am legally qualified to perform the work sought by this permit, or;
- { } c. That I am exempt from the requirements of the Contractor Registration Laws, RCW 18.27.010 and 18.27.110 and will do all my own work or use all registered and licensed subcontractors in connection with the work to be performed under this permit applied for herein.

Applicant's Signature

Applicant (Print or Type)



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Fire Plan Review and Permit Fees

Alarm and Sprinkler Systems Per System:

0-4999 sq. ft. per floor

1 hr plan review @ \$47; 1 hr inspection fee @ \$47 = Total \$94

5000-7499 sq ft per floor

2 hr plan review @ \$47; 2 hr inspection fee @ \$47 = Total \$188

7500> sq. ft. per floor

3 hr plan review @ \$47; 3 hr inspection fee @ \$47 = Total \$282

Suppression Systems:

1 hr plan review @ \$47; 1 hr inspection fee @ \$47 = \$94

Re-inspections due to testing failure: \$47 per inspection

Systems installed without a permit \$188 per system

Systems installed w/o testing & business in operation \$376

PLUS a Mechanical Permit

Temporary Membrane Structures and Tents (2012 IFC 3103)

A permit is required "to operate an air-supported temporary membrane structure or a tent having an area in excess of 400 sq. ft." ; 1 hour plan review @ \$47; 1 hr inspection fee @ \$47 =

Total \$94 (PER TENT)

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides, which comply with all of the following:
 - a. Individual tents having a maximum size of 700 sq. ft.
 - b. The aggregate area of multiple tents placed side by side without a fire break clearance of not less than 12 feet shall not exceed 700 sq. ft. total
 - c. A minimum clearance of 12 feet to structures and other tents shall be provided.

Underground Tank Removal Inspection Fee:

\$47 permit fee, per tank, submitted with a completed Fire Permit Application and Underground Storage Tank Removal Checklist

NOTE: All of the above-referenced fees are paid at time of plan submittal.

Table 10.05.015A of the Yakima Municipal Code reads,

1. Plan review for compliance with Title 10.05 YMC and for changes, additions or revisions to approved plans (minimum charge – one hr.) \$47 per hr.
2. Normal inspection (minimum charge – one hr.) \$47 per hr.
3. Re-inspection (minimum charge – one hr.) \$47 per hr.
4. Inspections for which no other fee is specifically indicated (minimum charge – 1 hr.) \$47 per hr.

In the event additional fees are imposed, as outlined in items 1-4, said fees will be required to be paid prior to receiving any other inspections for the project.



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Office Use Only
Sign – _____

2016 SIGN PERMIT APPLICATION

(\$79.44 per sign plus \$4.50 surcharge)

Address _____ Zoning District _____ Parcel Number _____ Sign Message(s): _____	Complete this section for a Free-standing Sign: <input type="checkbox"/> Sign is 15 feet or more from the right-of-way, or <input type="checkbox"/> Sign is 15 feet or less from the right-of-way Sign Area in square-feet _____ Sign Height (above grade) _____ Length of Street Frontage _____ # of proposed and existing Free-standing signs on property _____
PROPERTY OWNER Name: _____ Address: _____ City/State/Zip: _____ Phone # (Day): _____ Fax #: _____ Email: _____	APPLICANT Name: _____ Address: _____ City/State/Zip: _____ Phone # (Day): _____ Fax #: _____ Email: _____ State Contr. License # _____ Exp. _____
Please provide the following: <input type="checkbox"/> Site plan of the free-standing sign area (drawn to scale), and including (Not Required for Wall Signs): <ol style="list-style-type: none"> 1. North arrow 2. Site address and parcel number 3. Property lines 4. Location of any site improvements in the vicinity of the sign (landscaping, parking, driveway, easements, etc.) 5. Clear view triangle area (for lots at un-signalized intersections, and driveways) An aerial photo may accompany the scaled site plan to show the general sign location on the property. The scaled site plan portion can be a zoomed in area of the sign location and adjacent improvements. <input type="checkbox"/> Footing detail (for free-standing sign) <input type="checkbox"/> Attachment detail (for wall sign) <input type="checkbox"/> A fully dimensioned elevation drawing of the sign.	

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Applicant's Signature: _____ **Applicant Name (Print or Type):** _____

Date: _____



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Pretreatment Sample Port Application

Occupancies that discharge strong waste to the City of Yakima Wastewater Treatment Plant must comply with Chapter 7.65 of the Yakima Municipal Code.

This checklist outlines the process for submitting an application for review and approval for the installation of sample ports.

- ➔ A Sample Port Application form may be submitted by the tenant, property owner and/or Contractor, however the permit can only be issued to the property owner or a licensed Contractor.
- ➔ Sewer installations must be performed by a State Licensed Contractor who is also a licensed City of Yakima licensed Side Sewer Installer.
- ➔ Please submit: 1) the completed Application form; 2) indication of which of the Sampling Manhole Standard Details will be used for the installation and 3) a utility site plan. The application will be routed to the Wastewater Pretreatment Supervisor for review. The review time period is up to 10-days.
- ➔ If you have any questions regarding the sample port location requirements, please contact: Arlene Carter, 509-249-6816 or the Wastewater Division at 509-575-6077.
- ➔ If additional information is required in order to complete the review, the applicant will be contacted by the Code Administration Permit Project Coordinator and/or the Wastewater Pretreatment Supervisor.
- ➔ Once the application is approved, Carolyn Belles, Permit Project Coordinator (509-575-6261 or carolyn.belles@yakimawa.gov) will notify the applicant that the permit is ready to be issued.
- ➔ At the time the permit is issued a copy of the approved sample port plan will be given to the applicant. The approved plan must be on site at the time inspections are performed by the Office of Code Administration.
- ➔ Work performed within the City Right-of-Way, require the submittal and approval of an Excavation / Street Break Permit Application pursuant to Chapter 8.72 Yakima Municipal Code (<http://www.yakimawa.gov/services/engineering/files/StreetBreak-October720142.pdf>). If you have questions regarding this process, please contact City Engineering at 509-575-6111.
- ➔ All work performed must be inspected before backfilling. In the event the work is backfilled without the required inspection(s), the owner/applicant will be responsible for exposing the work and scheduling the required inspection(s) to ensure the installation complies with applicable codes.



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SAMPLE PORT PERMIT APPLICATION

FOR COMMERCIAL PROJECTS ONLY: Submit this application with a Utility Site Plan

(See Attached Example)

and indicate which City Sample Port Standard Detail you will be installing.

Job Address: _____ **Parcel Number:** _____

Project Description: _____

Property Owner	Contractor
Name: _____	Business Name: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
E-mail: _____	E-mail: _____
Phone: _____	State Cont. Lic. #: _____ exp. _____
	Phone: _____

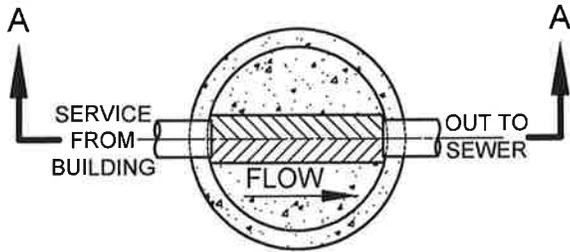
ITEM	FEE	QTY.	AMOUNT
Base Fee	\$31.82	1	\$31.82
Atmospheric Breaker	\$8.04		
Backflow Device (RPBA or DCVA) <2"	\$11.23		
Backflow Device (RPBA or DCVA) >2"	\$24.95		
Bar Sink	\$11.23		
Bathtub	\$11.23		
Catch Basin	\$11.23		
Clothes Washer	\$11.23		
Dishwasher – Residential	\$11.23		
Dishwasher – Commercial	\$11.23		
Floor Drain	\$11.23		
Hose Bib	\$11.23		
Kitchen Sink	\$11.23		
Kitchen Sink 3 Compartment	\$11.23		
Laundry Tray	\$11.23		
Lavatory (Basin)	\$11.23		
Lawn Sprinkler (including backflow)	\$9.83		
Miscellaneous	\$11.23		
Mop Sink	\$11.23		
Pretreatment Interceptor	\$19.07		
Repair/Alt. Drain/Vent Piping	\$11.23		
Roof Drain	\$11.23		
Sampling Port	\$11.23		
Sewage Pump	\$11.23		
Sewer Repair	\$21.53		
Shower	\$11.23		
Side Sewer	\$21.53		
Sink	\$11.23		
Storm Water Retention	\$11.23		
Supplemental Permits	\$16.01		
Urinal	\$11.23		
Water Closet – Tank Type	\$11.23		
Water Closet – Flush Valve Type	\$11.23		
Water Fountain	\$11.23		
Water Heater	\$11.23		
Water Piping/Service	\$11.23		
		TOTAL	

I hereby acknowledge I have read this permit application and state the above information is correct, and agree to comply with all City ordinances and State laws regulating activities covered by this permit application.

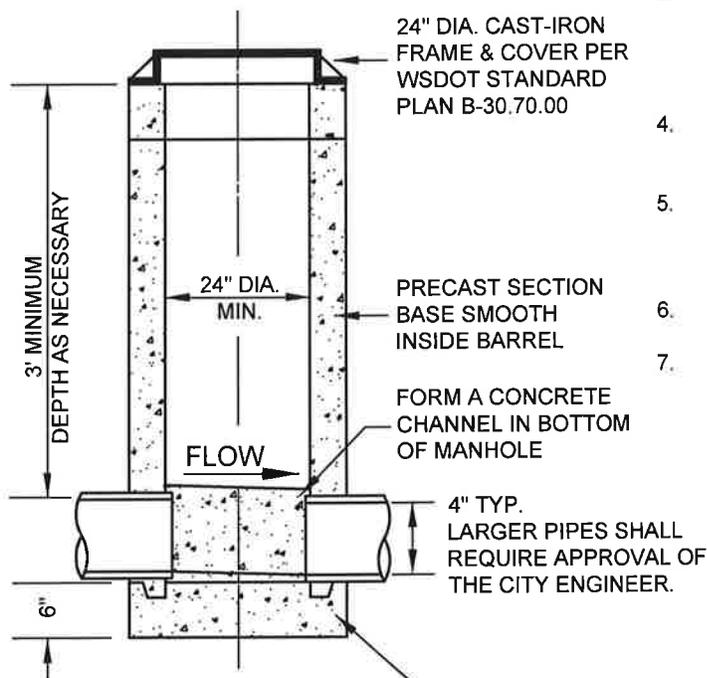
Applicant's Signature

Applicant (Print or Type)

Date



PLAN VIEW



SECTION A-A

PRECAST BASE FOR MANHOLES INSTALLED WITH NEW PIPE.

NOTES

1. MANHOLES MAY BE STANDARD REINFORCED CONCRETE SECTIONS 24" I.D. x 4'-0". IF MORE THAN ONE SECTION IS USED, INSTALL RAMNEK AT JOINTS. NO STEPS UNLESS THE DEPTH EXCEEDS 4' DEPTH AND MANHOLE MATERIAL AS APPROVED BY THE CITY ENGINEER.
2. INSTALL RAMNEK SEAL UNDER COVER FRAME ENTIRELY AROUND MANHOLE.
3. SAMPLING PORT IS TO BE LOCATED IN A PUBLIC UTILITY EASEMENT WHERE IT CAN BE ACCESSED AT ANY TIME BY CITY FORCES. LOCATION AS APPROVED BY THE CITY ENGINEER.
4. NO OTHER APPARATUS SHALL BE INSTALLED IN THE SAMPLING PORT MANHOLE.
5. SAMPLING PORT MANHOLE LID SHALL NOT BE OF A BOLT DOWN TYPE BUT MAY BE CAST IRON OR AS APPROVED BY THE CITY ENGINEER.
6. 0.10' DROP IN CHANNELS ACROSS MANHOLE
7. SAMPLING MANHOLE SHALL NOT BE PLACED IN A LOCATION WHERE IT CAN BE BLOCKED BY A VEHICLE.



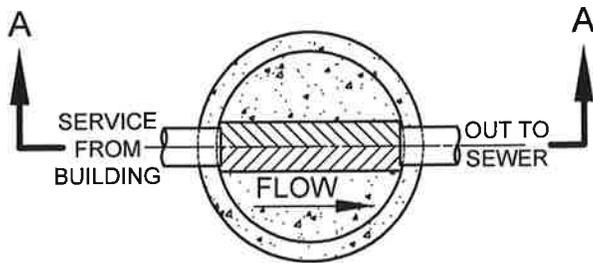
City Of Yakima
Engineering Division

129 North Second Street
Yakima, Washington

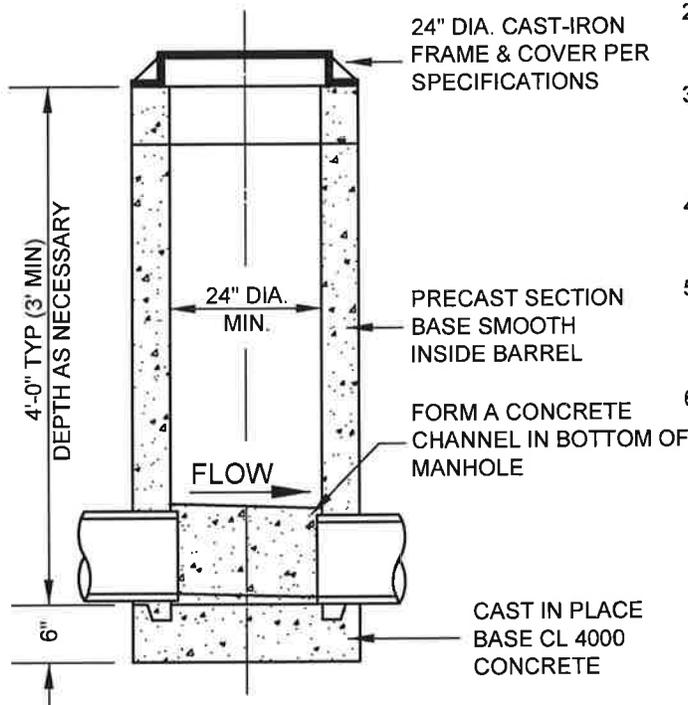
City of Yakima - Standard Detail
SAMPLING MANHOLE

NOT TO SCALE
Revision 10-2014

S8



PLAN VIEW



SECTION A-A

NOTES

1. MANHOLES MAY BE STANDARD REINFORCED CONCRETE SECTIONS 24" I.D. x 4'-0". IF MORE THAN ONE SECTION IS USED, INSTALL RAMNEK AT JOINTS. NO STEPS UNLESS THE DEPTH EXCEEDS 4'. DEPTH AND MANHOLE MATERIAL AS APPROVED BY THE CITY ENGINEER.
2. INSTALL RAMNEK SEAL UNDER COVER FRAME ENTIRELY AROUND MANHOLE.
3. SAMPLING PORT IS TO BE LOCATED WHERE IT CAN BE ACCESSED AT ANY TIME. LOCATION AS APPROVED BY THE CITY ENGINEER.
4. NO OTHER APPARATUS SHALL BE INSTALLED IN THE SAMPLING PORT MANHOLE.
5. SAMPLING PORT MANHOLE LID SHALL NOT BE OF A BOLT DOWN TYPE BUT MAY BE CAST IRON OR AS APPROVED BY THE CITY ENGINEER.
6. 0.10' DROP IN CHANNELS ACROSS MANHOLE



City Of Yakima
Engineering Division

129 North Second Street
Yakima, Washington

City of Yakima - Standard Detail
CAST IN PLACE SAMPLING MANHOLE

NOT TO SCALE
Revision 12 - 2013

S8.5

All general site plans shall be drawn to scale and be legibly drawn, prepared, or printed on eight and one-half inches by eleven inches, unless otherwise requested. The scale of the drawing shall be a standard engineering scale and shall reasonably utilize the paper's size.

General Site Plan Checklist for Type (1) Review – YMC § 15.11.040 (B):

- () Parcel Number(s)
- () Property Address
- () Legal Description
- () North Arrow
- () Scale
- () Applicant Name
- () Project Name
- () Property Dimensions and Shape of Lot
- () Size and Location of Existing Structures
- () Size and Location of Proposed Structures
- () Distance(s) of Structures to Property Line and Centerline of Right-of-Way (YMC § Ch. 15.05, Table 5-1)
- () Location of Existing and Proposed Signage (YMC § Ch. 15.08)
- () Size and Location of Utilities
- () Parking Circulation Plan (YMC § Ch. 15.06.030)
- () Proposed Landscaping (YMC § Ch. 15.06.090)
- () Proposed SITESCREENING (YMC § Ch. 15.07)
- () Location of Ingress and Egress Points
- () Adjacent Rights-of-Way and Existing Frontage Improvements
- () Lot Coverage Calculation (YMC § Ch. 15.05.020(C))
- () Clearview Triangle – YMC § Ch. 15.05.040 – Vision Clearance
- () Dumpster and Screening Location

The site plan shall also include any other information required by the Department or Administrative Official to clarify the proposal, assess its impacts, or determine compliance with this Title. Note: If you have any questions about this process, please contact City of Yakima Planning Division – 129 N. 2nd St., Yakima, WA or by phone at: (509) 575-6183.