



COMMUNITY DEVELOPMENT DEPARTMENT

Code Administration Division

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

(509) 575-6126 • Fax (509) 576-6576

codes@yakimawa.gov • www.buildingyakima.com

CHANGE OF OCCUPANCY APPLICATION PACKET

NOTE:

*Verify with the City of Yakima Planning Division, if land use review/approval will be required,
Prior to submitting a Change of Occupancy Application:
(509) 575-6183 or ask.planning@yakima.gov*

Submittal Requirements:

- 1) Completed Building Permit Application Form.
- 2) If remodeling is planned, provide a BEFORE / AFTER Floor Plan. Refer to the “Building / Plan Review Permit Fee Schedule” for applicable fees. Also, please indicate if there are any adjacent businesses. There are separate forms/fees for Fire, Plumbing, Mechanical, Sign, etc. Permits.

If no remodeling is planned, provide a copy of the existing floor plan that shows the intended use of areas, such as: office, storage, restroom, etc. Also, please indicate if there are any adjacent businesses. **If no remodeling is proposed, the plan review and building permit fee is based on the minimum fee of: \$13.94 Plan Review Fee / \$21.45 Building Permit Fee + \$25.00 Washington State Surcharge=\$60.39*

- 3) Provide a General Site Plan, demonstrating American Disabilities Act (ADA) compliance.

The above-referenced information will be used to: 1) Verify that the new occupancy is in compliance with applicable code requirements; 2) Verify that other existing occupancies have adequate fire separations, etc. (if applicable); 3) Verify that the structure is compliant with the ADA for restrooms access/egress and parking.



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BUILDING PERMIT APPLICATION

Permit# _____

Site Address: _____ Parcel # _____ Describe work to be covered by this permit _____	Will 1 acre or more be cleared or graded? Y__N__ Is Property Within the Flood Area? Y__N__ Will temporary construction trailers be utilized? Y__N__
Square Footages of New Construction: 1st Floor: _____ Garage _____ 2nd Floor: _____ Basement _____ 3rd Floor: _____ Covered Porch _____ Carport _____ Covered Patio _____ # of Units _____ # of Stories _____ # of Bedrooms _____ # of Bathrooms _____	Building Information: Residential ___ Commercial ___ New TI ___ New Const. ___ Alteration ___ Const. Type ___ IBC/IRC Occupancy Classification _____ Change of Occupancy? Yes ___ No ___ Sprinklered? Yes ___ No ___ Fire Alarm? Yes ___ No ___ Estimate Cost of Construction \$ _____
Applicant:	Contractor: Same as Applicant []
Name: _____ Address: _____ City/State/Zip: _____ E-mail: _____ Phone: _____ Alt. Phone: _____	Business Name: _____ Address: _____ City/State/Zip: _____ Contr. Lic. #: _____ Exp. _____ E-mail: _____ Phone: _____
Contact Person: _____ Phone Number: _____	Property Owner: Same as applicant []
Lending Info: N/A [] Not Provided [] Lending Info To Be Provided at a Later Date [] Lending Institution: _____ Address: _____ City/State/Zip: _____ Phone: _____	Name: _____ Address: _____ City/State/Zip: _____ E-mail: _____ Phone: _____ Alt. 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 Permit# _____

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		
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 Permit# _____

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			

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
 () Property Owner () Contractor

Applicant (Print or Type)

Date

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
- () Per Section 15.05.020.K.2 of the Urban Area Zoning Ordinance, the area around a swimming pool shall be enclosed by a protective fence not less than four (4) feet in height.

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.

Rev: 7/25/18

BUILDING PERMIT / PLAN REVIEW FEE SCHEDULE

Value	Bldg. Pt.	Plan Rev.
\$1.00	\$21.45	\$13.94
\$501.00	\$24.32	\$15.81
\$601.00	\$27.21	\$17.69
\$701.00	\$30.08	\$19.56
\$801.00	\$32.96	\$21.42
\$901.00	\$35.83	\$23.30
\$1,001.00	\$38.72	\$25.16
\$1,101.00	\$41.60	\$27.03
\$1,201.00	\$44.47	\$28.91
\$1,301.00	\$47.36	\$30.78
\$1,401.00	\$50.23	\$32.65
\$1,501.00	\$53.11	\$34.53
\$1,601.00	\$56.00	\$36.40
\$1,701.00	\$58.87	\$38.26
\$1,801.00	\$61.75	\$40.14
\$1,901.00	\$64.63	\$42.01
\$2,001.00	\$77.49	\$50.37
\$3,001.00	\$90.35	\$58.73
\$4,001.00	\$103.22	\$67.09
\$5,001.00	\$116.08	\$75.45
\$6,001.00	\$128.94	\$83.81
\$7,001.00	\$141.80	\$92.17
\$8,001.00	\$154.67	\$100.53
\$9,001.00	\$167.53	\$108.90
\$10,001.00	\$180.38	\$117.26
\$11,001.00	\$193.24	\$125.61
\$12,001.00	\$206.11	\$133.97
\$13,001.00	\$218.97	\$142.33
\$14,001.00	\$231.83	\$150.69
\$15,001.00	\$244.70	\$159.05
\$16,001.00	\$257.56	\$167.41
\$17,001.00	\$270.42	\$175.77
\$18,001.00	\$283.28	\$184.13
\$19,001.00	\$296.15	\$192.49
\$20,001.00	\$309.00	\$200.85
\$21,001.00	\$321.86	\$209.21
\$22,001.00	\$334.72	\$217.57
\$23,001.00	\$347.59	\$225.93
\$24,001.00	\$360.45	\$234.30
\$25,001.00	\$369.76	\$240.33
\$26,001.00	\$379.06	\$246.38
\$27,001.00	\$388.37	\$252.43
\$28,001.00	\$397.67	\$258.48
\$29,001.00	\$406.98	\$264.54
\$30,001.00	\$416.28	\$270.58
\$31,001.00	\$425.59	\$276.63
\$32,001.00	\$434.88	\$282.68
\$33,001.00	\$444.18	\$288.73
\$34,001.00	\$453.49	\$294.78
\$35,001.00	\$462.80	\$300.82
\$36,001.00	\$472.10	\$306.87
\$37,001.00	\$481.41	\$312.92
\$38,001.00	\$490.71	\$318.97
\$39,001.00	\$500.02	\$325.02
\$40,001.00	\$509.32	\$331.06

Washington State Surcharge: Add \$6.50 and \$2.00 for ea. Addn'l unit for all residential building permits, except manufactured homes.
 \$25.00 for all commercial building permits. 7/2018

\$41,000.00	\$42,000.00	\$518.63	\$337.11
\$42,001.00	\$43,000.00	\$527.93	\$343.15
\$43,001.00	\$44,000.00	\$537.24	\$349.20
\$44,001.00	\$45,000.00	\$546.55	\$355.24
\$45,001.00	\$46,000.00	\$555.84	\$361.29
\$46,001.00	\$47,000.00	\$565.15	\$367.34
\$47,001.00	\$48,000.00	\$574.45	\$373.39
\$48,001.00	\$49,000.00	\$483.76	\$379.44
\$49,001.00	\$50,000.00	\$593.06	\$385.50
\$50,001.00	\$51,000.00	\$599.50	\$389.68
\$51,001.00	\$52,000.00	\$605.93	\$393.85
\$52,001.00	\$53,000.00	\$612.37	\$398.05
\$53,001.00	\$54,000.00	\$618.81	\$402.22
\$54,001.00	\$55,000.00	\$625.25	\$406.40
\$55,001.00	\$56,000.00	\$631.68	\$410.59
\$56,001.00	\$57,000.00	\$638.12	\$414.77
\$57,001.00	\$58,000.00	\$644.56	\$418.95
\$58,001.00	\$59,000.00	\$650.99	\$423.14
\$59,001.00	\$60,000.00	\$657.43	\$427.32
\$60,001.00	\$61,000.00	\$663.87	\$431.50
\$61,001.00	\$62,000.00	\$670.30	\$435.69
\$62,001.00	\$63,000.00	\$676.74	\$439.87
\$63,001.00	\$64,000.00	\$683.18	\$444.04
\$64,001.00	\$65,000.00	\$689.61	\$448.24
\$65,001.00	\$66,000.00	\$696.05	\$452.42
\$66,001.00	\$67,000.00	\$702.49	\$456.60
\$67,001.00	\$68,000.00	\$708.92	\$460.80
\$68,001.00	\$69,000.00	\$715.35	\$464.98
\$69,001.00	\$70,000.00	\$721.79	\$469.17
\$70,001.00	\$71,000.00	\$728.22	\$473.35
\$71,001.00	\$72,000.00	\$734.66	\$477.53
\$72,001.00	\$73,000.00	\$741.10	\$481.72
\$73,001.00	\$74,000.00	\$747.53	\$485.90
\$74,001.00	\$75,000.00	\$753.97	\$490.08
\$75,001.00	\$76,000.00	\$760.41	\$494.27
\$76,001.00	\$77,000.00	\$766.84	\$498.45
\$77,001.00	\$78,000.00	\$773.28	\$502.63
\$78,001.00	\$79,000.00	\$779.72	\$506.82
\$79,001.00	\$80,000.00	\$786.15	\$511.00
\$80,001.00	\$81,000.00	\$792.59	\$515.18
\$81,001.00	\$82,000.00	\$799.03	\$519.37
\$82,001.00	\$83,000.00	\$805.47	\$523.55
\$83,001.00	\$84,000.00	\$811.90	\$527.73
\$84,001.00	\$85,000.00	\$818.34	\$531.92
\$85,001.00	\$86,000.00	\$824.78	\$536.10
\$86,001.00	\$87,000.00	\$831.21	\$540.28
\$87,001.00	\$88,000.00	\$837.65	\$544.47
\$88,001.00	\$89,000.00	\$844.09	\$548.65
\$89,001.00	\$90,000.00	\$850.52	\$552.84
\$90,001.00	\$91,000.00	\$856.96	\$557.02
\$91,001.00	\$92,000.00	\$863.40	\$561.20
\$92,001.00	\$93,000.00	\$869.83	\$565.39
\$93,001.00	\$94,000.00	\$876.27	\$569.57
\$94,001.00	\$95,000.00	\$882.71	\$573.75
\$95,001.00	\$96,000.00	\$889.14	\$577.94
\$96,001.00	\$97,000.00	\$895.57	\$582.12
\$97,001.00	\$98,000.00	\$902.01	\$586.30

\$98,001.00	\$99,000.00	\$908.44	\$590.49
\$99,001.00	\$100,000.00	\$914.88	\$594.67
\$100,001.00	\$500,000.00	\$914.88 For the first 100,000 plus \$5.25 for each additional 1,000 or fraction thereof. The Plan Review fee will be 65% of the calculated Building Permit fee.	
\$500,001.00	\$1,000,000.00	\$2924.74 For the first 500,000 plus \$4.48 for each additional 1,000 or fraction thereof. The Plan Review fee will be 65% of the calculated Building Permit fee.	
\$1,000,001.00	\$1,000,002.00<	\$5070.22 For the first 1,000,000 plus \$3.02 for each additional 1,000 or fraction thereof. The Plan Review fee will be 65% of the calculated Building Permit fee.	
OTHER FEES			
After Hours Inspections			\$81.34 min. 2 hr.
Reinspection Fees			\$81.34
Insp. for Which No Fee is Specified			\$81.34
Add'l P/R for Revisions of Approved Plans			\$81.34
Outside Consultants for Plan Review or Insp.			actual cost
Manufactured Homes (single wide)			\$319.24
Manufactured Homes (double wide)			\$377.26
Manufactured Homes (triple wide)			\$435.35
Commercial Coach (single wide)			\$319.24
Commercial Coach (double wide)			\$377.26
Commercial Coach (triple wide)			\$435.35
Demolitions (all structures)			\$79.44 plus sewer cap if appl.
Structure Move Permits			\$308.82
Reroof (non residential <10,000 sq ft)			\$144.67
Reroof (non-residential >10,000 sq ft)			\$153.90 plus \$78.19 ea. Add'l 10,000 Sq. Ft
Reroof (residential)			\$79.44
Swimming Pools			\$119.02
Sign Permits			\$79.44 each sign
Grading Permits and Plan Review			
Volume Cubic Yards	Volume in Cubic M	Plan Review	Permit
<50	<38.2	No Fee	\$0.00
51-100	38.3-76.45	\$18.73	\$18.73
101-1,000	76.46-764.5	\$28.12	\$54.30 for the first 100 cubic yards plus \$13.14 for each 100 cubic yards or fraction thereof
1,001-10,000	764.6-7,645.5	\$37.45	\$146.52 for the first 1,000 cubic yards plus \$11.22 for each 1,000 cubic yards or fraction thereof
10,001-100,000	7,645.6-76,455	\$37.45 for first 10,000 cubic	\$247.46 for 10,000 cubic yards plus \$60.50 for each additional 10,000 cubic yards or fraction thereof, up to 76,455 cubic yards
100,001-200,000<	76,456-152,911<	\$205.99 for 100,000 cubic ya	\$701.92 for 100,000 cubic yards plus \$28.12 for each additional 10,000 cubic yards or fraction thereof
Additional plan review required by chang \$64.25			
Other Grading Inspections and Fees:			
Inspections outside of normal business hours			\$64.25 per hour ² (minimum charge two hours)
Reinspection fees			\$64.25 per hour ² (minimum charge two hours)
Inspections for which no fee is specifically indicated			\$64.25 per hour ² (minimum charge one-half (1/2) hour)
2. Or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees in			