

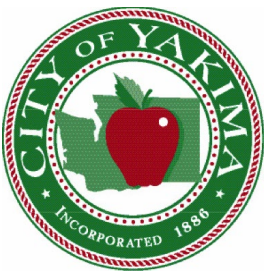
**COMMUNITY DEVELOPMENT DEPARTMENT**

***Code Administration Division***

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

***Phone (509) 575-6126 • Fax (509) 576-6576 Email: [codes@yakima.wa.gov](mailto:codes@yakima.wa.gov)***

# **COMMERCIAL NEW -OR- ALTERATION APPLICATION PACKET**



## COMMUNITY DEVELOPMENT DEPARTMENT

### Code Administration Division

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

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## PERMIT PROCESS GUIDELINES

### Pre-Application Meeting

<https://www.yakimawa.gov/services/planning/pre-application/>

A pre-application meeting is recommended for proposals to develop a vacant lot, redevelop a lot, or subdivide a property. You may voluntarily request a conference with the City's Development Services Team (DST) which is comprised of representatives from City departments, State agencies, and private utility companies. This conference is to review the proposed action, to become familiar with the policies, plans and development requirements of the Yakima Urban Growth Area and to coordinate all necessary permits and procedures. The first meeting is free of charge and must be applied for online through our online permit center: [www.buildingyakima.com](http://www.buildingyakima.com)

### Land Use/Zoning

Land use review may be required depending on the scope of work. Potential review requirements should be considered prior to applying for your building permit. Land use applications and building permits can be processed concurrently but the building permit cannot be issued until any necessary land use review application is approved and any pre-permit conditions established in the land use decision are satisfied.

- Yakima Municipal Code, Title 15 is available online at: <http://www.codepublishing.com/WA/yakima/>
- Questions relating to Land Use and/or Zoning requirements may be directed to the Planning Division: (509) 575-6183 or [ask.planning@yakimawa.gov](mailto:ask.planning@yakimawa.gov).
- Land Use Application forms are available online: <http://www.yakimawa.gov/services/planning/>.
- The application and any required attachments can be submitted via email, at the Permits Counter, or by mail.

### Code Administration Permits

**APPLICATION & PLAN SUBMITTAL:** Permit applications and plans may be submitted digitally and you will receive the stamped approved plans back via email – OR – the application and two sets of any required plans/documents can be submitted at the Permits Counter or by mail and you will receive one stamped, approved set back from the Permits Counter.

- Permits that do not require plan review can be applied for directly through the online permit center: [www.buildingyakima.com](http://www.buildingyakima.com). These permits generally include:
  - Commercial/Residential Plumbing and Mechanical (**change out same-for-same only**)
  - Residential Reroof (**tear off and reroof only**)
  - Commercial/Residential Water and Sewer line replacements
  - Residential Oil Tank Abandonments and Removals
  - Residential Re-Siding
  - Gas Piping Pressure Test
  - Installation of Woodstove or Other Wood-Burning Device
- Permits that do require plan review can be applied for online by downloading and completing the appropriate application form from our website (<https://www.yakimawa.gov/services/codes/permits/>) and emailing it to [codes@yakimawa.gov](mailto:codes@yakimawa.gov). Once received, a Permit Tech will log the application into our system and notify you to upload the plans through the online permit center. Instructions are available here: <https://www.yakimawa.gov/services/codes/digital-plan-submittal/>

- **Building Permit Applications:**

- **New Construction** – submit a building permit application, plumbing and mechanical (if applicable), and construction plans to include:
  - Site plan
  - Floor plan
  - Elevations
  - Wall details
  - Truss engineering
  - Floor engineering
  - Washington State Energy Code (WSEC) worksheets
  - Gas piping schematic (if applicable) showing size and length of the gas piping from the meter to the appliance(s) and BTU's of the appliance(s).
- **Remodels** – submit a building permit application, plumbing and mechanical (if applicable), and construction plans to include:
  - Existing and proposed floor plans
  - Wall details
  - If applicable:
    - Truss engineering
    - Floor engineering
    - Washington State Energy Code (WSEC) worksheets
    - Gas piping schematic showing size and length of the gas piping from the meter to the appliance(s) and BTU's of the appliance(s). If adding onto existing gas piping all existing piping sizes, distances and size of existing appliances must be shown.
- **For Commercial projects** – if you plan to modify the plumbing, please submit an existing and proposed fixture count and please indicate if the toilets are tank type or flush valve type.
- **NOTE:** Projects that involve the clearing/grading of 1+ acres require a Large Project Stormwater Permit and an Erosion Control Inspection for such permit is required prior to the issuance of the building permit.

- **Plumbing Permit Applications:**

- Construction plans shall be provided for installation of any new fixtures or piping; changing out same-for-same generally does not require plan review but a permit is still required.
- For commercial uses, please indicate if water closets will be tank or flush valve type.
- If you plan on using existing plumbing fixtures, please provide a list that distinguishes between existing and new fixtures.
- A City of Yakima Side Sewer Installer license is required pursuant to Yakima Municipal Code Chapter 11.44 for individuals or corporations who engage in the business of installing or contracting to install, repair or alter side sewers.

- **Mechanical Permit Applications:**

- Construction plans shall be provided for installation of any new appliances or for installation or addition to gas piping; changing out same-for-same generally does not require plan review but a permit is still required.
- For new gas piping, submit a gas schematic that indicates the size of the gas piping, distance of piping from the meter to the new appliance(s) and the BTU's of the new appliance(s). If you are adding gas piping, all existing piping sizes and distances needs to be shown.

- **Fire Permit Applications:**

- Fire Code permits are required for all installations, additions, and alterations to any fire alarm or fire sprinkler system. Plans and specifications are required to be submitted and approved prior to permit issuance. A fire code permit is also required for firework displays, and commercial tents and canopies.

- Fire alarm plans, automatic fire sprinkler plans, and fire line plans must bear NICET III certification number and name of designer, or professional engineer's stamp. For fire alarms, an ESA/NTS can substitute in place of a NICET III.
- **Sign Permit Applications:**
  - Plans are required to be submitted, and a site plan is also required for all pole signs.
  - In addition to a City of Yakima General Business License, a Sign Company License is required pursuant to YMC 11.08 for sign companies who erect, remove, and service or maintains signs within the City of Yakima.
  - For billboard signs please review the City of Yakima Sign Code online or contact our office at 509-575-6126 before applying.
- **Water and/or Wastewater Connection Applications:**
  - The water/wastewater connection application can be used to apply for a new connection to City water or sewer, to request a cost estimate to connect, to add additional water meters, etc.
  - If any of the work will be done in the right-of-way, you will also need a street break/excavation permit from Engineering.
  - If the sewer main must be tapped in order to install a sewer stub, a specialty Side Sewer Installer's License must be obtained from the Code Administration.
  - If connecting to the City Water system, those connection fees must be paid before or at the time the building permit is issued.
  - **If your project will be served by Nob Hill Water Association, please contact them at (509) 966-0272 (6111 Tieton Dr).**
- **Sampling Port Applications:**
  - Occupancies that discharge strong waste to the City of Yakima Wastewater Treatment Plant will require the installation of a Sampling Port (manhole) on the side-sewer in accordance with Chapter 7.65 of the Yakima Municipal Code.
  - The application form and submittal requirements are available online: <https://www.yakimawa.gov/services/codes/permits/>  
Questions regarding sampling port requirements may be directed to the Wastewater Pretreatment Supervisor, (509) 575-6077.
- **Stormwater Applications:**
  - Projects that involve construction of more than 5,000 square feet of new or hard surfaces, require a completed stormwater permit application form and **2 hardcopies** of the plans and drainage calculations (prepared by a licensed Professional Engineer) be submitted for review. There is no fee for this review/permit.
- **Large Project – Stormwater Applications:**
  - Projects that clear or grade one acre or more require a Large Project – Stormwater Permit Application and **2 hardcopies** of any materials required to be submitted.
  - There is no fee for this review/permit. Please refer to our webpage for the application form and requirements: <https://www.yakimawa.gov/services/codes/permits/>
  - **A building permit will not be issued without first passing an Erosion Control inspection.**
  - A **Stormwater Maintenance Agreement** is required EXCEPT for developments that will have roads that will be designated "public" streets, and the stormwater facilities will be maintained by the City of Yakima.
    - Submit the following to the Permit Project Coordinator ([linda.kuntz@yakimawa.gov](mailto:linda.kuntz@yakimawa.gov)):  
1) copy of the last vesting deed; and 2) name of the person authorized to sign on behalf of the legal property owner, such as corporate bylaws or articles of incorporation.

- Randy Meloy, the Surface Water Engineer, will then prepare the agreement and send it to the owner to get two original, notarized signatures either from the owner or person authorized to sign on their behalf.
- The owner then delivers the two original, signed agreements to the Surface Water Engineer, who will then obtain the City Manager's signature.
- The agreement will then be returned to the owner for recording at the Yakima County Auditor's Office, with proof that it has been recorded provided to either the City Codes counter or the Surface Water Engineer ([randy.meloy@yakimawa.gov](mailto:randy.meloy@yakimawa.gov) / (509) 576-6606), **prior to final inspection/issuance of the Certificate of Occupancy.**

### **Engineering Permits**

- **Excavation/Streetbreak Applications:**
  - Required for projects within the public right-of-way.
  - Please contact the Engineering Division at (509) 575-6111 to confirm application, insurance, bond and/or permit fees. Information may also be available on their webpage: <http://www.yakimawa.gov/services/engineering/>.
- **ENG Permit Applications (Civil Plans):**
  - Required for new public infrastructure (i.e., sanitary sewer, storm drainage, water, irrigation, roadway improvements, etc.) Civil plans are a **separate submittal from the building construction plans.**
  - The completed ENG permit application and one hardcopy of the civil plans shall be submitted at the Permits Counter. The application fee can be paid at the counter, online, or by check in the mail.
  - The application, procedures manual, and other information are available on the Engineering webpage: <https://www.yakimawa.gov/services/engineering/private-development-resources/>
- **Right-of-Way Use Permit/License Applications:**
  - Occupying the right-of-way, whether on a short-term basis (e.g. for a construction project, to place a dumpster on the street) or long-term/permanent (e.g. installing a sign or fence), will require a right-of-way use permit or license. Submit the application and any required plans/application materials through Engineering.

### **Other Information Pertinent to Permits**

- **Addressing and Mailboxes:**
  - Guidance for builders and developers on mail delivery/mailbox questions may be found here: <https://about.usps.com/handbooks/po632.pdf>  
If you have questions, please contact David James, USPS – [david.r.james@usps.gov](mailto:david.r.james@usps.gov) or (509) 225-1362.
  - If you need to request an address for an undeveloped property or request to change an existing site address, complete the application form here: <https://www.yakimawa.gov/services/codes/permits/>
- **Business License Applications:**
  - In addition to having a valid contractors license for Washington State, a General Business License is required for contractors/subcontractors working within the City of Yakima.
  - A business license can be applied for and renewed online on the Washington State Department of Revenue (DOR) website, or you can download and mail in the application form: [www.dor.wa.gov](http://www.dor.wa.gov).
  - More information on the city's partnership with DOR can be found here: [www.yakimawa.gov/services/codes/licenses](http://www.yakimawa.gov/services/codes/licenses).

- **Electrical Permits:**

- Please contact State of Washington, Labor & Industries for Electrical Permits/inspections, 15 W Yakima Ave. Suite 100, (509) 454-3700.

***This list may not be a complete list of applications relevant to your project and is provided for informational purposes only.***

***Specific permitting process questions can be directed to the Code Administration: (509) 575-6126 / [codes@yakimawa.gov](mailto:codes@yakimawa.gov).***

***Specific code requirement questions can be directed to:***

- ***Glenn Denman, Building Official - [glenn.denman@yakimawa.gov](mailto:glenn.denman@yakimawa.gov) / (509) 575-6268***
- ***Julia Rosales, Supervising Code Inspector – [julia.rosales@yakimawa.gov](mailto:julia.rosales@yakimawa.gov) / (509) 576-6658***

***We look forward to working with you!***



# Building Permit Application

Building Permit # \_\_\_\_\_

Site Address: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Construction Type(s): \_\_\_\_\_ IBC/IRC Occupancy Classification: \_\_\_\_\_ Estimated Cost of Construction: \_\_\_\_\_  
(If cost of labor is not included, cost of materials will be doubled)

Change of building occupancy classification? ☐ Yes ☐ No

New land use designation or change of land use designation proposed? ☐ Yes ☐ No

Will 1 acre or more be cleared or graded? ☐ Yes ☐ No

Will this project create an Accessory Dwelling Unit per YMC 15.09.045? ☐ Yes ☐ No

Is this property within the flood area? ☐ Yes ☐ No

Zoning District: \_\_\_\_\_

Description of Work (if lengthy, please attach on a separate document)

## Building Information

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Single-Family New | <input type="checkbox"/> Single-Family Alteration | <input type="checkbox"/> Single-Family Addition                    |
| <input type="checkbox"/> Multifamily New   | <input type="checkbox"/> Multifamily Alteration   | <input type="checkbox"/> Multifamily Addition                      |
| <input type="checkbox"/> Commercial New    | <input type="checkbox"/> Commercial Addition      | <input type="checkbox"/> New Commercial Tenant                     |
|  |   | <input type="checkbox"/> Renovation for Existing Commercial Tenant |

## Square Footages of NEW Construction

1 <sup>st</sup> Floor _____	2 <sup>nd</sup> Floor _____	3 <sup>rd</sup> Floor _____	Basement _____	Attic, stairway-access _____
Garage _____	Carport _____	Covered Porch _____	Covered Patio _____	Attic, ladder-access _____
# of stories _____	# of bathrooms _____	# of bedrooms _____	# of units (residential) _____	# of tenants (commercial) _____

Fire Sprinkler?: ☐ Yes ☐ No

City Water?: ☐ Existing ☐ New

City Sewer?: ☐ Existing ☐ New

Fire Alarm?: ☐ Yes ☐ No

Well?: ☐ Existing ☐ New

Septic System?: ☐ Existing ☐ New

## Contact Information

Applicant Name: \_\_\_\_\_ Applicant Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Contractor Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ Contractor License #: \_\_\_\_\_

Registered Design Pro. Name: \_\_\_\_\_ Design Pro Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ License #: \_\_\_\_\_

\*\*\*If required by the International Building Code, will you be the design professional in responsible charge of this project? ☐ Yes ☐ No

Property Owner Name: \_\_\_\_\_ Owner Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Lending Info Provided? ☐ N/A ☐ Not Provided ☐ To be provided at a later date

Lending Institution: \_\_\_\_\_ Phone #: \_\_\_\_\_ Address: \_\_\_\_\_

## Declaration

I hereby certify that (please select one):

- ☐ I am a **CONTRACTOR** or **SPECIALTY CONTRACTOR** currently registered and properly licensed as defined under RCW 18.27.010 and 18.27.110 and am legally qualified to perform the work sought by this permit.
- ☐ I am an **AUTHORIZED AGENT** of the property owner and all work will be done by the property owner or a properly licensed contractor or specialty contractor as defined under RCW 18.27.010 and 18.27.110 and is legally qualified to perform the work sought by this permit.
- ☐ I am **EXEMPT** from the requirements of the Contractor Registration laws, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated. I will do all of my own work or use all registered and licensed contractors and/or specialized contractors in connection with the work to be performed under the permit applied for herein.

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 understand that the granting of a permit does not authorize me in any way to violate or cancel any of the provisions of state, federal or local laws regulating the construction or performance of construction sought under this permit.

Signature

Print Name

Date





**COMMUNITY DEVELOPMENT DEPARTMENT**

**Code Administration Division**

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

**Phone (509) 575-6126 • Fax (509) 576-6576 Email: codes@yakimawa.gov**

**PLUMBING PERMIT APPLICATION**

**Permit#** \_\_\_\_\_

**Job Address:** \_\_\_\_\_ **Parcel Number:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**Estimated cost of the work to be performed (materials and labor): \$** \_\_\_\_\_

*(If cost of labor is not included, cost of materials will be doubled)*

**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	EXISTING QUANTITY	NEW QUANTITY
Atmospheric Breaker		
Backflow Device (RPBA or DCVA) <2"		
Backflow Device (RPBA or DCVA) >2"		
Bar Sink		
Bathtub		
Clothes Washer		
Dishwasher		
Drinking Fountain		
Floor Drain		
Hose Bib		
Kitchen Sink		
Kitchen Sink 3 Compartment		
Laundry Tray		
Lavatory (Basin)		
Miscellaneous:		
_____		

ITEM	EXISTING QUANTITY	NEW QUANTITY
Mop Sink		
Pretreatment Interceptor		
Repair/Alt. Drain/Vent Piping		
Roof Drain		
Sewage Pump		
Sewer Repair/Replacement		
Shower		
Sink		
Supplemental Permits		
Urinal		
Water Closet – Tank Type		
Water Closet – Flushometer Type		
Water Heater		
Water Piping/Service		
Sampling Port		

**Declaration**

**I hereby certify that (please select one):**

- ☐ I am a **CONTRACTOR** or **SPECIALTY CONTRACTOR** currently registered and properly licensed as defined under RCW 18.27.010 and 18.27.110 and am legally qualified to perform the work sought by this permit.
- ☐ I am an **AUTHORIZED AGENT** of the property owner and all work will be done by the property owner or a properly licensed contractor or specialty contractor as defined under RCW 18.27.010 and 18.27.110 and is legally qualified to perform the work sought by this permit.
- ☐ I am **EXEMPT** from the requirements of the Contractor Registration laws, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated. I will do all of my own work or use all registered and licensed contractors and/or specialized contractors in connection with the work to be performed under the permit applied for herein.

**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 understand that the granting of a permit does not authorize me in any way to violate or cancel any of the provisions of state, federal or local laws regulating the construction or performance of construction sought under this permit.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**





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**Phone (509) 575-6126 • Fax (509) 576-6576 Email: codes@yakimawa.gov**

**MECHANICAL PERMIT APPLICATION**

**Permit#** \_\_\_\_\_

**Job Address:** \_\_\_\_\_ **Parcel Number:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**Estimated cost of the work to be performed (materials and labor): \$** \_\_\_\_\_

*(If cost of labor is not included, cost of materials will be doubled)*

**Property Owner**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Alt. Phone:** \_\_\_\_\_

**Contractor**

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**State Cont. Lic. #:** \_\_\_\_\_ **exp.** \_\_\_\_\_

**Phone:** \_\_\_\_\_

ITEM	QTY.
A/C Unit	
Air Handler – CFM: _____	
Commercial Incinerator	
Domestic Incinerator	
Dryer Vent	
Electric, Baseboard, or Suspended Heaters	
Evaporative Cooler	
Furnace/Heater – BTUs: _____	
Gas Boiler – BTUs: _____	
Gas Fireplace/Log/Heat Stove	
Gas Grill	
Gas Piping outlets	
Gas Range	

ITEM	QTY.
Haz Piping outlets	
Heat Pump	
Kitchen Exhaust Fan	
LP Tank/Residential <125 gal	
Miscellaneous: _____	
Non Haz Piping outlets	
Pellet Stove	
Repair/Alt./Addn. to a listed appliance: _____	
Type I/II Commercial Hood	
Vent Fan (laundry, bath)	
Vent Systems	
Wood Stove	

**Declaration**

**I hereby certify that (please select one):**

- ☐ I am a **CONTRACTOR** or SPECIALTY CONTRACTOR currently registered and properly licensed as defined under RCW 18.27.010 and 18.27.110 and am legally qualified to perform the work sought by this permit.
- ☐ I am an **AUTHORIZED AGENT** of the property owner and all work will be done by the property owner or a properly licensed contractor or specialty contractor as defined under RCW 18.27.010 and 18.27.110 and is legally qualified to perform the work sought by this permit.
- ☐ I am **EXEMPT** from the requirements of the Contractor Registration laws, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated. I will do all of my own work or use all registered and licensed contractors and/or specialized contractors in connection with the work to be performed under the permit applied for herein.

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\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**



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**NEW DOMESTIC WATER AND/OR NEW SEWER CONNECTION**

**PERMIT APPLICATION AND COST REQUEST**

Permit #: W \_\_\_\_\_ WW \_\_\_\_\_

☐ **Cost Request Only**

Job Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Project Description: \_\_\_\_\_

Estimated cost of labor and materials for the installation: Water \$ \_\_\_\_\_ Sewer \$ \_\_\_\_\_

- This is the bid price from your contractor to do the actual work of installing a side sewer or water service from the meter to the structure. If the work will be performed by the property owner, the estimated cost you provide will be the cost of materials multiplied by two. This amount is separate and distinct from city connection fees and permit charges.

**Property Owner**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_

**Contractor**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

State Cont. Lic. #: \_\_\_\_\_ exp. \_\_\_\_\_

Phone: \_\_\_\_\_

**Water Connection:**

Quantity of Meters Requesting: \_\_\_\_\_ List types and quantities of all fixtures to be served by each meter: \_\_\_\_\_

Irrigation water: ☐ Private Irrigation District ☐ City Irrigation ☐ Well ☐ Will Use City Water to Irrigate

**Sewer Connection:**

What will the sewer serve (e.g., apartments, duplex, single family residence, restaurant)?: \_\_\_\_\_

**For commercial uses please provide the following information:** Type of Business/use: \_\_\_\_\_

Will there be cooking? ☐ Yes ☐ No If yes, what type of cooking? \_\_\_\_\_

Size of Building: \_\_\_\_\_ Number of Seats: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

- Once water connection fees are paid the Water Division will schedule the installation of the meter.
- If work will be performed in City right-of-way an Excavation Permit will be required. Excavation Permits are administered through the City's Engineering Dept. You can contact them at 509-575-6111 or refer to <https://www.yakimawa.gov/services/engineering/> for further information.
- Prior to any excavation a utility locate must take place. Dial 811 or visit [www.call811.com](http://www.call811.com) for further information.
- If the sewer main must be tapped in order to install a sewer stub a specialty Side Sewer Installers license is required by the City of Yakima. Contact our office regarding this license, if applicable.

**Declaration**

**I hereby certify that (please select one):**

- ☐ I am a **CONTRACTOR** or **SPECIALTY CONTRACTOR** currently registered and properly licensed as defined under RCW 18.27.010 and 18.27.110 and am legally qualified to perform the work sought by this permit.
- ☐ I am an **AUTHORIZED AGENT** of the property owner and all work will be done by the property owner or a properly licensed contractor or specialty contractor as defined under RCW 18.27.010 and 18.27.110 and is legally qualified to perform the work sought by this permit.
- ☐ I am **EXEMPT** from the requirements of the Contractor Registration laws, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated. I will do all of my own work or use all registered and licensed contractors and/or specialized contractors in connection with the work to be performed under the permit applied for herein.

**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 understand that the granting of a permit does not authorize me in any way to violate or cancel any of the provisions of state, federal or local laws regulating the construction or performance of construction sought under this permit.**

**Signature**

**Print Name**

**Date**



## 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

## FIRE ALARM PERMIT APPLICATION

Permit# \_\_\_\_\_

### PART 1 - Project Information

Job Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Project Description: \_\_\_\_\_

Estimated cost of the work to be performed (materials and labor): \$ \_\_\_\_\_

### PART 2 - Building Information

Building Use: ☐ Residential ☐ Commercial Change of Use? ☐ Yes ☐ No

Construction Type: \_\_\_\_\_ # of Units: \_\_\_\_\_ # of Stories: \_\_\_\_\_

Existing Fire Alarm System? ☐ Yes ☐ No New Fire Alarm System? ☐ Yes ☐ No

Fire Alarm System Required? ☐ Yes ☐ No Non-Required System? ☐ Yes ☐ No

Square footages:

1<sup>st</sup> floor \_\_\_\_\_ 2<sup>nd</sup> floor \_\_\_\_\_ 3<sup>rd</sup> floor \_\_\_\_\_ 4<sup>th</sup> Floor \_\_\_\_\_

### PART 3 - Contact Information

<b>Applicant/Primary Contact</b> Company: _____ Primary Contact: _____ Address: _____ City/State/Zip: _____ Phone Number: _____ Email: _____	<b>Property Owner</b> (Same as Contact Person <input type="checkbox"/> ) Name: _____ Address: _____ City/State/Zip: _____ Phone Number: _____ Email: _____
<b>Contractor</b> (Same as Applicant <input type="checkbox"/> ) Name: _____ Address: _____ City/State/Zip: _____ Phone Number: _____ Email: _____ State Contr. Lic.# _____ Exp. _____	<b>Designer of Working Plans</b> Architect: <input type="checkbox"/> Engineer: <input type="checkbox"/> Name: _____ Address: _____ City/State/Zip: _____ Phone Number: _____ Email: _____ NICET #: _____



**COMMUNITY DEVELOPMENT DEPARTMENT**

**Code Administration Division**

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**FIRE ALARM PERMIT APPLICATION (CONT'D)**

**PART 4 - Working Plan Requirements per NFPA Chapter 72**

**INSTRUCTIONS:** The following list represents the minimum documentation required for new fire alarm systems, supervising station and shared communication equipment, and emergency communications systems, including new systems and additions or alterations to existing systems. Please read and check off each item below that is included in the working plans. For any items in the checklist below that are NOT included in the working plans, an explanation of how the requirement does not apply to this project **MUST** be outlined in the application project description field.

- ☐ 1. Written narrative providing intent and system description
- ☐ 2. Riser diagram
- ☐ 3. Floor plan layout showing locations of all devices, control equipment, and supervising station and shared communications equipment with each sheet showing the following:
  - (a) Point of compass (north arrow)
  - (b) A graphic representation of the scale used
  - (c) Room use identification
  - (d) Building features that will affect the placement of initiating devices and notification appliances
- ☐ 4. Sequence of operation in either an input/output matrix or narrative form
- ☐ 5. Equipment technical data sheets
- ☐ 6. Manufacturers' published instructions, including operation and maintenance instructions
- ☐ 7. Battery capacity and de-rating calculations (where batteries are provided)
- ☐ 8. Voltage drop calculations for notification appliance circuits
- ☐ 9. Mounting height elevation for wall-mounted devices and appliances
- ☐ 10. Where occupant notification is required, minimum sound pressure levels that must be produced by the audible notification appliances in applicable covered areas
- ☐ 11. Pathway diagrams between the control unit and the supervising station and shared communications equipment
- ☐ 12. Completed record of completion in accordance with 7.5.6 and 7.8.2
- ☐ 13. For software-based systems, a copy of site-specific software, including specific instructions on how to obtain the means of system and software access (password)
- ☐ 14. Record (as-built) drawings
- ☐ 15. Records, record retention, and record maintenance in accordance with Section 7.7
- ☐ 16. Completed record of inspection and testing in accordance with 7.6.6 and 7.8.2

***I hereby certify that the items checked in Part 4 of this application are true and correct to the best of my knowledge and that the application project description includes an outline of how any items in Part 4 that are not checked off as being included in the working plans do not apply to this project.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



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**FIRE ALARM PERMIT APPLICATION (CONT'D)**

**PART 5 – Declaration**

**I hereby certify that (please select one):**

- ☐ I am a **CONTRACTOR** or SPECIALTY CONTRACTOR currently registered and properly licensed as defined under RCW 18.27.010 and 18.27.110 and am legally qualified to perform the work sought by this permit.
- ☐ I am an **AUTHORIZED AGENT** of the property owner and all work will be done by the property owner or a properly licensed contractor or specialty contractor as defined under RCW 18.27.010 and 18.27.110 and is legally qualified to perform the work sought by this permit.
- ☐ I am **EXEMPT** from the requirements of the Contractor Registration laws, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated. I will do all of my own work or use all registered and licensed contractors and/or specialized contractors in connection with the work to be performed under the permit applied for herein.

***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 understand that the granting of a permit does not authorize me in any way to violate or cancel any of the provisions of state, federal or local laws regulating the construction or performance of construction sought under this permit.***

---

**Signature**

---

**Print Name**

---

**Date**



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## FIRE SPRINKLER PERMIT APPLICATION

Permit# \_\_\_\_\_

### PART 1 - Project Information

Job Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated cost of the work to be performed (materials and labor): \$ \_\_\_\_\_

### PART 2 - Building Information

Building Use: ☐ Residential ☐ Commercial Change of Use? ☐ Yes ☐ No

Construction Type: \_\_\_\_\_ # of Units: \_\_\_\_\_ # of Stories: \_\_\_\_\_

Existing Fire Sprinkler System? ☐ Yes ☐ No New Fire Sprinkler System? ☐ Yes ☐ No

Fire Sprinkler System Required? ☐ Yes ☐ No Non-Required System? ☐ Yes ☐ No

Square footages:

1<sup>st</sup> floor \_\_\_\_\_ 2<sup>nd</sup> floor \_\_\_\_\_ 3<sup>rd</sup> floor \_\_\_\_\_ 4<sup>th</sup> Floor \_\_\_\_\_

### PART 3 - Contact Information

<b>Applicant/Primary Contact</b> Company: _____ Primary Contact: _____ Address: _____ City/State/Zip: _____ Phone Number: _____ Email: _____	<b>Property Owner</b> (Same as Contact Person <input type="checkbox"/> ) Name: _____ Address: _____ City/State/Zip: _____ Phone Number: _____ Email: _____
<b>Contractor</b> (Same as Applicant <input type="checkbox"/> ) Name: _____ Address: _____ City/State/Zip: _____ Phone Number: _____ Email: _____ State Contr. Lic.# _____ Exp. _____	<b>Designer of Working Plans</b> Architect: <input type="checkbox"/> Engineer: <input type="checkbox"/> Name: _____ Address: _____ City/State/Zip: _____ Phone Number: _____ Email: _____ NICET #: _____



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## FIRE SPRINKLER PERMIT APPLICATION (CONT'D)

### PART 4 - Working Plan Requirements per NFPA Chapter 13

(check box and skip this checklist if sprinkler installation is low-rise residential occupancies ☐ )

**INSTRUCTIONS:** Working plans shall be drawn to an indicated scale, on sheets of uniform size, with a plan of each floor, and shall show those items from the list below that pertain to the design of the system. Please read and check off each item that is included in the working plans. For any items in the checklist below that are NOT included in the working plans, an explanation of how the requirement does not apply to this project MUST be outlined in the application project description field.

- ☐ 1. Name of owner and occupant.
- ☐ 2. Location, including street address.
- ☐ 3. Point of compass.
- ☐ 4. Full height cross section or schematic diagram, including structural member information if required for clarity and including ceiling construction and method of protection for nonmetallic piping.
- ☐ 5. Location of partitions.
- ☐ 6. Location of fire walls.
- ☐ 7. Occupancy class of each area or room.
- ☐ 8. Location and size of concealed spaces, closets, attics, and bathrooms.
- ☐ 9. Any small enclosures in which no sprinklers are to be installed.
- ☐ 10. Size of city main in street and whether dead end or circulating; if dead end, direction and distance to nearest circulating main; and city main test results and system elevation relative to test hydrant.
- ☐ 11. Other sources of water supply, with pressure or elevation.
- ☐ 12. Make, type, model, and nominal K-factor of sprinklers, including sprinkler identification number.
- ☐ 13. Temperature rating and location of high-temperature sprinklers.
- ☐ 14. Total area protected by each system on each floor.
- ☐ 15. Number of sprinklers on each riser per floor.
- ☐ 16. Total number of sprinklers on each dry pipe system, preaction system, combined dry pipe–preaction system, or deluge system.
- ☐ 17. Approximate capacity in gallons of each dry pipe system.
- ☐ 18. Pipe type and schedule of wall thickness.
- ☐ 19. Nominal pipe size and cutting lengths of pipe (or center-to-center dimensions). Where typical branch lines prevail, it shall be necessary to size only one typical line.
- ☐ 20. Location and size of riser nipples.
- ☐ 21. Type of fittings and joints and location of all welds and bends. The contractor shall specify on drawing any sections to be shop welded and the type of fittings or formations to be used.
- ☐ 22. Type and locations of hangers, sleeves, braces, and methods of securing sprinklers when applicable.
- ☐ 23. All control valves, check valves, drain pipes, and test connections.
- ☐ 24. Make, type, model, and size of alarm or dry pipe valve.
- ☐ 25. Make, type, model, and size of preaction or deluge valve.
- ☐ 26. Kind and location of alarm bells.
- ☐ 27. Size and location of standpipe risers, hose outlets, hand hose, monitor nozzles, and related equipment.





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**FIRE SPRINKLER PERMIT APPLICATION (CONT'D)**

***PART 4 - Working Plan Requirements per NFPA Chapter 13 (Cont'd)***

- ☐ 28. Private fire service main sizes, lengths, locations, weights, materials, point of connection to city main; the sizes, types and locations of valves, valve indicators, regulators, meters, and valve pits; and the depth that the top of the pipe is laid below grade.
- ☐ 29. Piping provisions for flushing.
- ☐ 30. Where the equipment is to be installed as an addition to an existing system, enough of the existing system indicated on the plans to make all conditions clear.
- ☐ 31. For hydraulically designed systems, the information on the hydraulic data nameplate.
- ☐ 32. A graphic representation of the scale used on all plans.
- ☐ 33. Name and address of contractor.
- ☐ 34. Hydraulic reference points shown on the plan that correspond with comparable reference points on the hydraulic calculation sheets.
- ☐ 35. The minimum rate of water application (density or flow or discharge pressure), the design area of water application, in-rack sprinkler demand, and the water required for hose streams both inside and outside.
- ☐ 36. The total quantity of water and the pressure required noted at a common reference point for each system.
- ☐ 37. Relative elevations of sprinklers, junction points, and supply or reference points.
- ☐ 38. If room design method is used, all unprotected wall openings throughout the floor protected.
- ☐ 39. Calculation of loads for sizing and details of sway bracing.
- ☐ 40. The setting for pressure-reducing valves.
- ☐ 41. Information about backflow preventers (manufacturer, size, type).
- ☐ 42. Information about listed antifreeze solution used (type and amount).
- ☐ 43. Size and location of hydrants showing size and number of outlets and if outlets are to be equipped with independent gate valves. Whether hose houses and equipment are to be provided, and by whom, shall be indicated. Static and residual hydrants that were used in flow tests shall be shown.
- ☐ 44. Size, location, and piping arrangement of fire department connections.
- ☐ 45. Ceiling/roof heights and slopes not shown in the full height cross section.
- ☐ 46. Edition year of NFPA 13 to which the sprinkler system is designed.

***I hereby certify that the items checked in Part 4 of this application are true and correct to the best of my knowledge and that the application project description includes an outline of how any items in Part 4 that are not checked off as being included in the working plans do not apply to this project.***

---

**Signature**

---

**Print Name**

---

**Date**



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**FIRE SPRINKLER PERMIT APPLICATION (CONT'D)**

**PART 5 - Working Plan Requirements per NFPA Chapter 13R**

(check box and skip this checklist if sprinkler installation is NOT for low-rise residential occupancies ☐ )

**INSTRUCTIONS:** Working plans shall be drawn to an indicated scale, on sheets of uniform size, with a plan of each floor, and shall show those items from the list below that pertain to the design of the system. Please read and check off each item that is included in the working plans. For any items in the checklist below that are NOT included in the working plans, an explanation of how the requirement does not apply to this project MUST be outlined in the application project description field.

- ☐ 1. Project name
- ☐ 2. Location, including street address
- ☐ 3. Point of compass.
- ☐ 4. Ceiling construction
- ☐ 5. Full height cross-section or schematic diagram, including structural member information if required for clarity and including ceiling construction and method of protection for nonmetallic piping
- ☐ 6. Ceiling/roof height and slopes not shown in the full height cross section
- ☐ 7. Location of partitions and fire walls
- ☐ 8. Location and size of concealed spaces, attics, closets, and bathrooms
- ☐ 9. Any small enclosures in which no sprinklers are to be installed
- ☐ 10. Size of the city main in the street and the city main test results including elevation of the test hydrant
- ☐ 11. Make, manufacturer, type, temperature rating, sprinkler identification number, and nominal k-factor of the sprinkler
- ☐ 12. Type and location of high-temperature sprinklers
- ☐ 13. Number of sprinklers on each riser, per floor
- ☐ 14. Type and location of alarm bells
- ☐ 15. Type of pipe and fittings
- ☐ 16. Pipe type and schedule of wall thickness
- ☐ 17. Type of protection for nonmetallic pipe
- ☐ 18. Location and size of riser nipples
- ☐ 19. Types of fittings and joints and the locations of all welds and bends
- ☐ 20. Types and locations of hangers, sleeves, and braces, and methods of securing sprinklers, where applicable
- ☐ 21. All control valves, check valves, drain pipes, and test connections
- ☐ 22. Underground pipe size, length, location, weight, material, and point of connection to the city main; type of valves, meters, and valve pits; and depth at which the top of the pipe is laid below grade
- ☐ 23. Name and address of the contractor
- ☐ 24. Nominal pipe size and lengths
- ☐ 25. Where the equipment is to be installed as an addition to an existing system, enough of the existing system indicated on the plans to make all conditions clear
- ☐ 26. A graphic representation of the scale used on all plans



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### PART 5 - Working Plan Requirements per NFPA Chapter 13R (Cont'd)

- ☐ 27. Hydraulic reference points shown on the plan that correspond with comparable reference points on the hydraulic calculation sheets
- ☐ 28. The minimum rate of water application and the design area of water application
- ☐ 29. The total quantity of water and the pressure required noted at a common reference point for each system
- ☐ 30. Relative elevations of sprinklers, junction points, and supply or reference points
- ☐ 31. Information about backflow preventers (manufacturer, size, type)
- ☐ 32. Information about antifreeze solution used (type and amount)
- ☐ 33. Size and location of hydrants, showing size and number of outlets; static and residual hydrants that were used in flow tests shall be shown
- ☐ 34. Size, location, and piping arrangement of fire department connections
- ☐ 35. Location of fuel-fired equipment and heating and air-conditioning equipment
- ☐ 36. Location of closets on exterior balconies, and any doors or penetration between the closet and the dwelling unit
- ☐ 37. Edition year of NFPA 13R to which the sprinkler system is designed

*I hereby certify that the items checked in Part 5 of this application are true and correct to the best of my knowledge and that the application project description includes an outline of how any items in Part 4 that are not checked off as being included in the working plans do not apply to this project.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

### PART 6 – Declaration

*I hereby certify that (please select one):*

- ☐ I am a **CONTRACTOR** or **SPECIALTY CONTRACTOR** currently registered and properly licensed as defined under RCW 18.27.010 and 18.27.110 and am legally qualified to perform the work sought by this permit.
- ☐ I am an **AUTHORIZED AGENT** of the property owner and all work will be done by the property owner or a properly licensed contractor or specialty contractor as defined under RCW 18.27.010 and 18.27.110 and is legally qualified to perform the work sought by this permit.
- ☐ I am **EXEMPT** from the requirements of the Contractor Registration laws, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated. I will do all of my own work or use all registered and licensed contractors and/or specialized contractors in connection with the work to be performed under the permit applied for herein.

*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 understand that the granting of a permit does not authorize me in any way to violate or cancel any of the provisions of state, federal or local laws regulating the construction or performance of construction sought under this permit.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



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## FIRE SUPPRESSION PERMIT APPLICATION

Permit# \_\_\_\_\_

### PART 1 - Project Information

Job Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Project Description: \_\_\_\_\_

Estimated cost of the work to be performed (materials and labor): \$ \_\_\_\_\_

### PART 2 - Building Information

Change of Use? ☐ Yes ☐ No

Existing Fire Suppression System? ☐ Yes ☐ No

New Fire Suppression System? ☐ Yes ☐ No

### PART 3 - Contact Information

<b>Applicant/Primary Contact</b> Company: _____ Primary Contact: _____ Address: _____ City/State/Zip: _____ Phone Number: _____ Email: _____	<b>Property Owner</b> (Same as Contact Person <input type="checkbox"/> ) Name: _____ Address: _____ City/State/Zip: _____ Phone Number: _____ Email: _____
<b>Contractor</b> (Same as Applicant <input type="checkbox"/> ) Name: _____ Address: _____ City/State/Zip: _____ Phone Number: _____ Email: _____ State Contr. Lic.# _____ Exp. _____ State UBI Number: _____	<b>Designer of Working Plans</b> Architect: <input type="checkbox"/> Engineer: <input type="checkbox"/> Name: _____ Address: _____ City/State/Zip: _____ Phone Number: _____ Email: _____

### PART 4 – Other Fees

Re-inspections due to testing failure:

\$50.87 per hour

Systems installed without a permit

\$188 per system

Systems installed w/o testing & business in operation

\$376

### PART 5 – Submittal Requirements per NFPA 17A

**INSTRUCTIONS:** The items in the list below shall be provided or included in the plans/specifications. Please read and check off each item that is included in your submittal. For any items in the checklist below that are NOT included, an explanation of how the requirement does not apply to this project MUST be outlined in the application project description field.

- ☐ 1. Specifications including designation of the authority having jurisdiction and indication of whether plans are required.
- ☐ 2. Specifications containing a statement that the installation conforms to this standard and meets the approval of the authority having jurisdiction.



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### FIRE SUPPRESSION PERMIT APPLICATION (CONT'D)

#### PART 5 – Submittal Requirements per NFPA 17A (Cont'd)

- ☐ 3. Specifications indicating that only equipment referenced in the manufacturer's design, installation, and maintenance manual or alternative suppliers' components that are listed for use with the specific extinguishing system shall be used.
- ☐ 4. Specifications identifying special auxiliary equipment
- ☐ 5. Specifications containing a list of the specific tests, if any, that are required
- ☐ 6. Specifications identifying the hazard to be protected, including such information as physical dimensions, cooking appliances, energy sources for each appliance, and air-handling equipment
- ☐ 7. Plans drawn to an indicated scale or suitably dimensioned and reproducible.
- ☐ 8. Plans containing sufficient detail to enable the authority having jurisdiction to evaluate the protection of the hazard(s).
- ☐ 9. Plans containing details on the system which shall include the following:
  - (1) Size, length, and arrangement of connected piping
  - (2) Description and location of nozzles
- ☐ 10. Plans containing information pertaining to the following:
  - (1) The location and function of detection devices
  - (2) Operating devices
  - (3) Auxiliary equipment
  - (4) Electrical circuitry
- ☐ 11. ICC or NAFED certification

**PART 5 Certification** - I hereby certify that the items checked in Part 5 of this application are true and correct to the best of my knowledge and that the application project description includes an outline of how any items in Part 5 that are not checked off as being included in the plans/specifications do not apply to this project.

---

Signature

---

Print Name

---

Date

#### PART 6 - Declaration

I hereby certify that (**please select one**):

- ☐ I am a **CONTRACTOR** or **SPECIALTY CONTRACTOR** currently registered and properly licensed as defined under RCW 18.27.010 and 18.27.110 and am legally qualified to perform the work sought by this permit.
- ☐ I am an **AUTHORIZED AGENT** of the property owner and all work will be done by the property owner or a properly licensed contractor or specialty contractor as defined under RCW 18.27.010 and 18.27.110 and is legally qualified to perform the work sought by this permit.
- ☐ I am **EXEMPT** from the requirements of the Contractor Registration laws, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated. I will do all of my own work or use all registered and licensed contractors and/or specialized contractors in connection with the work to be performed under the permit applied for herein.

***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 understand that the granting of a permit does not authorize me in any way to violate or cancel any of the provisions of state, federal or local laws regulating the construction or performance of construction sought under this permit.***

---

Signature

---

Print Name

---

Date



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### FIRE PERMIT APPLICATION

Permit# \_\_\_\_\_

\*\*\*This is a general form. If a more specific fire permit application fits your project's scope of work, please use that form instead.\*\*\*

Job Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Project Description: \_\_\_\_\_

Estimated cost of the work to be performed (materials and labor): \$ \_\_\_\_\_

#### Building Information

Building Use: ☐ Residential ☐ Commercial Change of Use? ☐ Yes ☐ No

Construction Type: \_\_\_\_\_ Valuation: \_\_\_\_\_ # of Units: \_\_\_\_\_ # of Stories: \_\_\_\_\_

Check all that apply: ☐ Sprinklered ☐ A/C ☐ Alarm System (Required? ☐ Yes ☐ No)

☐ New Construction ☐ Alteration ☐ Change of Use

#### Square footages:

1<sup>st</sup> floor \_\_\_\_\_ 2<sup>nd</sup> floor \_\_\_\_\_ 3<sup>rd</sup> floor \_\_\_\_\_ 4<sup>th</sup> Floor \_\_\_\_\_

#### Contact Information

<b>Contact Person</b>	<b>Property Owner</b> (Same as Contact Person <input type="checkbox"/> )
Name: _____	Name: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone Number: _____	Phone Number: _____
Email: _____	Email: _____
<b>Contractor</b> (Same as Applicant <input type="checkbox"/> )	<b>Architect:</b> <input type="checkbox"/> <b>Engineer:</b> <input type="checkbox"/>
Name: _____	Name: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone Number: _____	Phone Number: _____
Email: _____	Email: _____
State Contr. Lic.# _____ Exp. _____	

#### Declaration

I hereby certify that (please select one):

- ☐ I am a **CONTRACTOR** or **SPECIALTY CONTRACTOR** currently registered and properly licensed as defined under RCW 18.27.010 and 18.27.110 and am legally qualified to perform the work sought by this permit.
- ☐ I am an **AUTHORIZED AGENT** of the property owner and all work will be done by the property owner or a properly licensed contractor or specialty contractor as defined under RCW 18.27.010 and 18.27.110 and is legally qualified to perform the work sought by this permit.
- ☐ I am **EXEMPT** from the requirements of the Contractor Registration laws, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated. I will do all of my own work or use all registered and licensed contractors and/or specialized contractors in connection with the work to be performed under the permit applied for herein.

**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 understand that the granting of a permit does not authorize me in any way to violate or cancel any of the provisions of state, federal or local laws regulating the construction or performance of construction sought under this permit.**

Signature

Print Name

Date





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## SIGN PERMIT APPLICATION

Permit# \_\_\_\_\_

(\$79.44 per sign plus \$25.00 WA State surcharge, per permit)

Site Address: \_\_\_\_\_ Parcel No.: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Project Description: \_\_\_\_\_

Estimated cost of the work to be performed (materials and labor): \$ \_\_\_\_\_

APPLICANT: ☐ Contractor ☐ Property Owner ☐ Tenant

PROPERTY OWNER:

NOTE: If tenant, written permission from owner & proof of tenancy is required

Contact Name: \_\_\_\_\_

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

State Contr. Lic. #: \_\_\_\_\_

Expires: \_\_\_\_\_

### SIGN INFORMATION:

1) Check type of sign(s) being applied for and list number of proposed:

☐ Wall: \_\_\_\_\_

☐ Freestanding (pole, monument, etc.): \_\_\_\_\_

☐ Roof: \_\_\_\_\_

☐ Fascia: \_\_\_\_\_

☐ Off-Premise Sign/Billboard: \_\_\_\_\_

2) Please provide a physical description for the sign(s) (attach separate sheet if necessary):

Sign #1) \_\_\_\_\_ in height by \_\_\_\_\_ in width for \_\_\_\_\_

Sign #2) \_\_\_\_\_ in height by \_\_\_\_\_ in width for \_\_\_\_\_

Sign #3) \_\_\_\_\_ in height by \_\_\_\_\_ in width for \_\_\_\_\_

3) Complete this section for **WALL SIGNS**:

• Projection from the building: \_\_\_\_\_ inches

• Does the wall sign extend above the height or area of the wall? ☐ Yes ☐ No

4) Does the proposed sign project over the right-of-way? ☐ Yes ☐ No \*\*\*If so, a Right-of-Way Use License is required\*\*\*

5) Is the proposed sign a digital sign? ☐ Yes ☐ No

6) Complete this section for **FREESTANDING SIGNS**:

• Sign area in square feet: \_\_\_\_\_

• Sign height (above grade): \_\_\_\_\_

• Length of Street Frontage: \_\_\_\_\_

• Number of existing freestanding signs on property: \_\_\_\_\_

### SUBMITTAL REQUIREMENTS - Please provide the following:

☐ Site plan of the free-standing sign area (drawn to scale), and including (not required for wall signs):

• North arrow

• Location of any site improvements in the vicinity of the sign (landscaping, parking, driveway,

• Site address and parcel number

easements, etc.)

• Property lines

• 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.

☐ Footing detail (for free-standing sign) ☐ Attachment detail (for wall sign) ☐ A fully dimensioned **elevation drawing** of the sign.

### Declaration - I hereby certify that (please select one):

☐ I am a **CONTRACTOR** or **SPECIALTY CONTRACTOR** currently registered and properly licensed as defined under RCW 18.27.010 and 18.27.110 and am legally qualified to perform the work sought by this permit.

☐ I am an **AUTHORIZED AGENT** of the property owner and all work will be done by the property owner or a properly licensed contractor or specialty contractor as defined under RCW 18.27.010 and 18.27.110 and is legally qualified to perform the work sought by this permit.

☐ I am **EXEMPT** from the requirements of the Contractor Registration laws, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated. I will do all of my own work or use all registered and licensed contractors and/or specialized contractors in connection with the work to be performed under the permit applied for herein.

*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 understand that the granting of a permit does not authorize me in any way to violate or cancel any of the provisions of state, federal or local laws regulating the construction or performance of construction sought under this permit.*

Signature

Print Name

Date



## **Design Criteria**

### **Current Codes\*:**

- 2021 Washington State Building Code
- 2021 Washington State Residential Code
- 2021 Washington State Existing Building Code
- 2021 Washington State Fire Code
- 2021 Washington State Mechanical Code
- 2021 Washington State Fuel Gas Code
- 2021 Uniform Plumbing Code
- 2021 Washington State Commercial Energy Code
- 2021 Washington State Residential Energy Code
- 2021 Washington State Pool and Spa Code
- Accessible & Usable Buildings & Facilities ICC A117.1-2017

*\*In addition, see the Yakima Municipal Code for any amendments to the codes listed above*

### **Wind Speed=**

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

Commercial=Reference ASCE 7-16 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 (2018 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** = 20 psf for elevations 1,166 ft or under; 25 psf for elevations about 1,166 ft

**Weathering** = Severe

**Termite Damage** = Slight to Moderate

**Winter Design Temperature** = 11 deg.

**Ice Barrier Underlayment Required** = Yes

**Flood Hazards** = View current Flood Insurance Rate Map: <https://msc.fema.gov/portal/home>

**Air Freezing Index** = 1011

**Mean Annual Temperature** = 49.7 deg.

**Electrical permits are applied for/issued by Washington State Labor & Industries: 509-454-3760.**



# CITY OF YAKIMA SITE PLAN CHECKLIST

## For Land Use Review & Building Permits



**Site plans required for land use review and building permits shall include the items listed below.**

Sections from the Yakima Municipal Code are referenced by some items to help guide applicants. This is not a comprehensive list. View the full Yakima Municipal Code here: <https://www.codepublishing.com/WA/Yakima/>

- ☐ Property address, parcel number, and zoning designation;
- ☐ Legal description of the land;
- ☐ North arrow and scale of drawing;
- ☐ Name of applicant, phone number, signature of property owner and project name;
- ☐ Actual dimensions and shape of the lot to be built upon;
- ☐ Sizes and location of existing structures on the lot to the nearest foot;
- ☐ Location and dimensions of proposed structures and uses;
- ☐ All structure setbacks ([YMC § 15.05.030](#));
- ☐ Lot coverage calculations ([YMC § 15.05.020\(C\)](#));
- ☐ Clearview triangle ([YMC § 15.05.040](#));
- ☐ Size and location of proposed and existing utility easements and other easements;
- ☐ Location and size of required site drainage facilities including on-site retention;
- ☐ Adjacent Right-of-Way dedication and frontage improvements;
- ☐ Distance(s) of structures to property line and to the centerline of the Right-of-Way ([YMC §15.05.030](#), Table 5-1);
- ☐ Location of ingress and egress, including curb cuts intersecting with streets and dimensions of proposed or existing driveways ([YMC § 15.06.065](#));
- ☐ Location and size of parking stalls with accessible parking spaces and aisles identified ([YMC Ch. 15.06](#));
- ☐ Location of electric vehicle (EV) infrastructure;
- ☐ Parking circulation plan with proposed landscaping and sitescreening ([YMC Ch. 15.06](#));
- ☐ Location and size of new or existing loading spaces ([YMC § 15.06.130](#));
- ☐ Proposed and existing signage ([YMC Ch. 15.08](#)); and
- ☐ Proposed or existing mailbox location.

**A site plan for development in the floodplain overlay shall also include the following information:**

- ☐ Size and location of floodplain and floodway on the lot;
- ☐ Elevation in relation to the one-hundred-year flood level of the lowest floor (including basement) of all structures;
- ☐ Elevation in relation to mean sea level of any structure that has been floodproofed;
- ☐ Certification by a registered professional engineer or architect that established floodproofing standards have been met;
- ☐ Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development; and
- ☐ Any other site plan requirements identified in [YMC Ch. 15.27](#) Part Four.

***Additional information may be requested. Projects requiring work in the public right-of-way or involving city water main lines or sewer main lines will be required to submit civil plans to the Engineering Division for review.***



**COMMUNITY DEVELOPMENT DEPARTMENT**

**Office of Code Administration**

**129 North Second Street, 2<sup>nd</sup> Floor Yakima, Washington 98901**

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

**codes@yakimawa.gov www.buildingyakima.com**

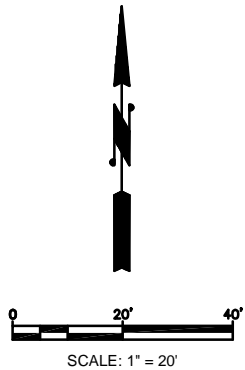
***Pretreatment Sample Port Application***

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

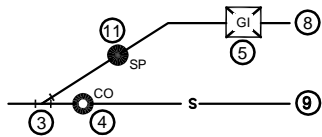
***This checklist outlines the process for submitting an application for review and approval for the installation of sample ports.***

- ➔ 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 the Wastewater Pretreatment Supervisor 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, the Permit Project Coordinator 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.

# EXAMPLE (Sampling Port Location Drawing)

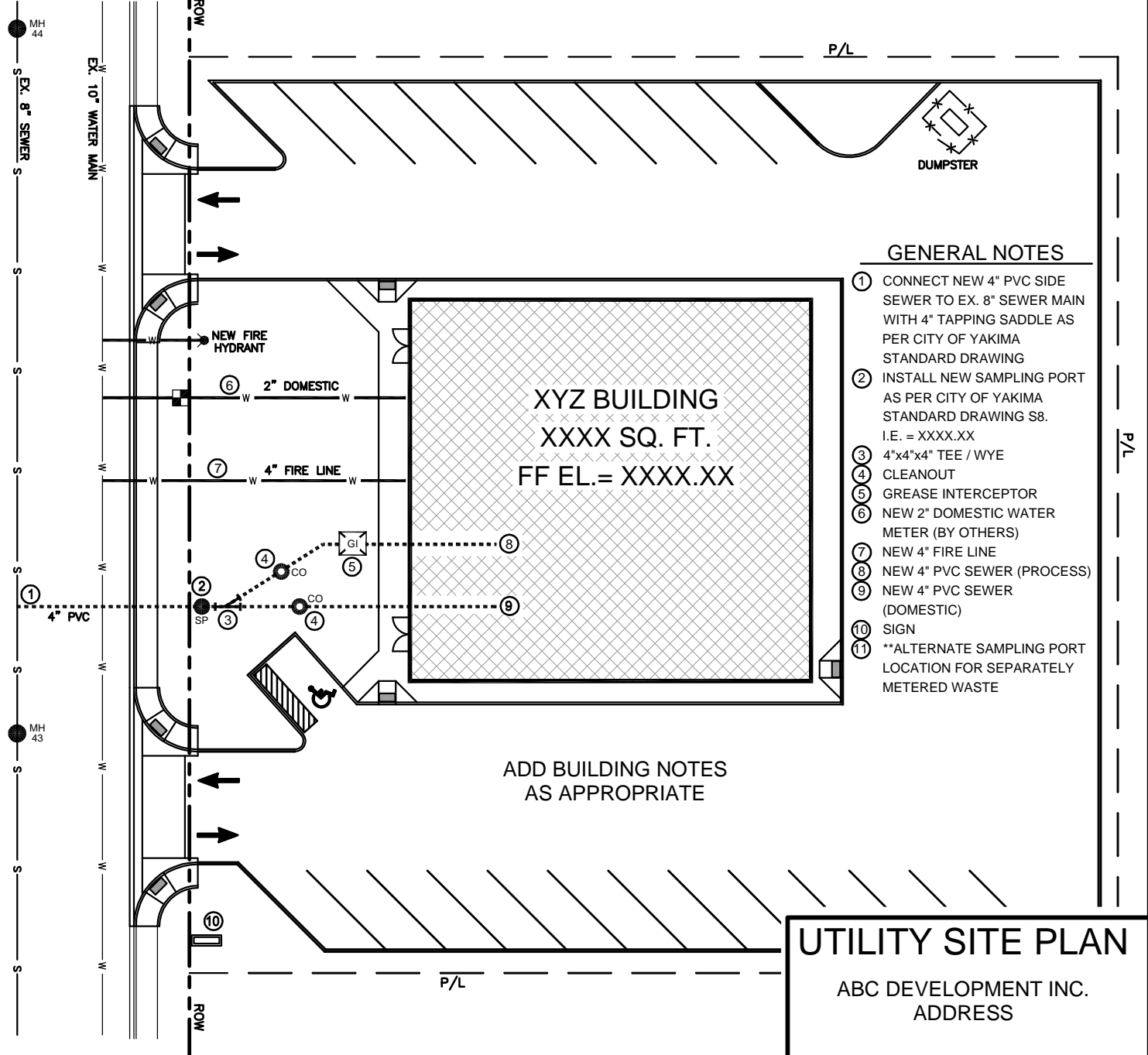


## \* NOTE \*



IF PROCESS WATER IS METERED SEPARATELY FROM DOMESTIC WATER, OR IF THE PROCESS WASTE WATER IS SEPARATELY METERED, RELOCATE SAMPLING PORT AS SHOWN ABOVE.

STREET NAME



## GENERAL NOTES

- ① CONNECT NEW 4" PVC SIDE SEWER TO EX. 8" SEWER MAIN WITH 4" TAPPING SADDLE AS PER CITY OF YAKIMA STANDARD DRAWING
- ② INSTALL NEW SAMPLING PORT AS PER CITY OF YAKIMA STANDARD DRAWING S8. I.E. = XXXX.XX
- ③ 4"x4"x4" TEE / WYE
- ④ CLEANOUT
- ⑤ GREASE INTERCEPTOR
- ⑥ NEW 2" DOMESTIC WATER METER (BY OTHERS)
- ⑦ NEW 4" FIRE LINE
- ⑧ NEW 4" PVC SEWER (PROCESS)
- ⑨ NEW 4" PVC SEWER (DOMESTIC)
- ⑩ SIGN
- ⑪ \*\*ALTERNATE SAMPLING PORT LOCATION FOR SEPARATELY METERED WASTE

ADD BUILDING NOTES AS APPROPRIATE

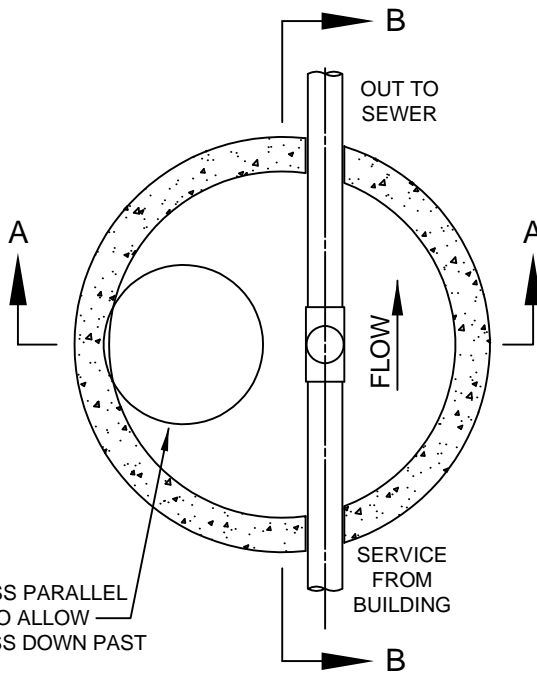
UTILITY SITE PLAN

ABC DEVELOPMENT INC.  
ADDRESS

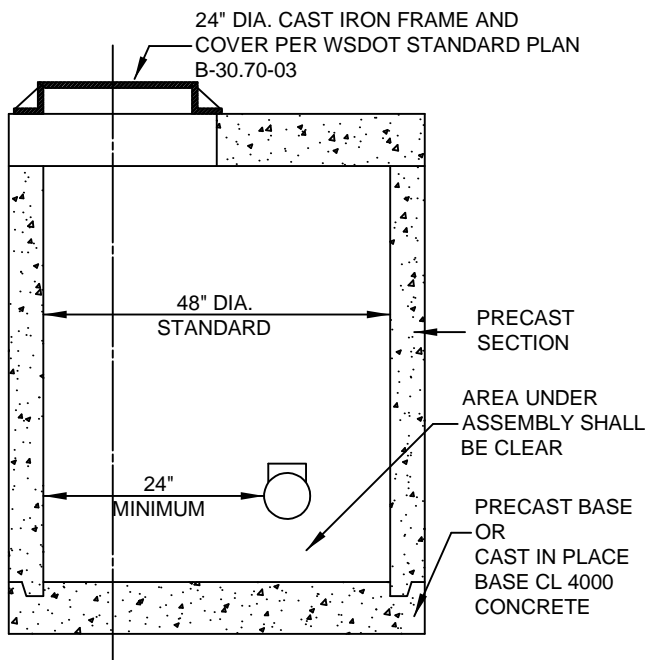
## NOTES

1. MANHOLES SHALL BE STANDARD REINFORCED CONCRETE SECTIONS 48" I.D. x 4'-0". IF MORE THAN ONE SECTION IS USED, INSTALL RAMNEK AT JOINTS.
2. INSTALL RAMNEK SEAL UNDER COVER FRAME ENTIRELY AROUND MANHOLE.
3. SAMPLING PORT IS TO BE LOCATED IN A LOCATION WHERE IT CAN BE ACCESSED AT ANY TIME. LOCATION AS APPROVED BY 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 SHALL BE CAST IRON ONLY AS APPROVED BY THE CITY ENGINEER.

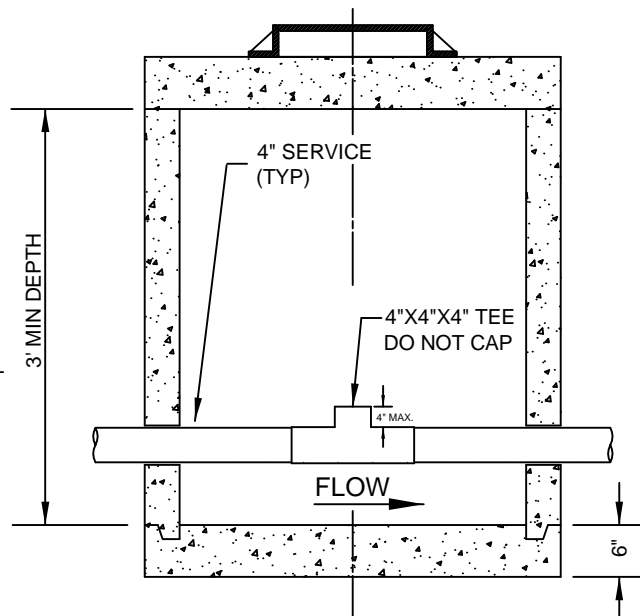
PLACE MANHOLE ACCESS PARALLEL TO THE SERVICE PIPE TO ALLOW SAMPLER CLEAR ACCESS DOWN PAST THE SERVICE.



PLAN VIEW



SECTION A-A



SECTION B-B



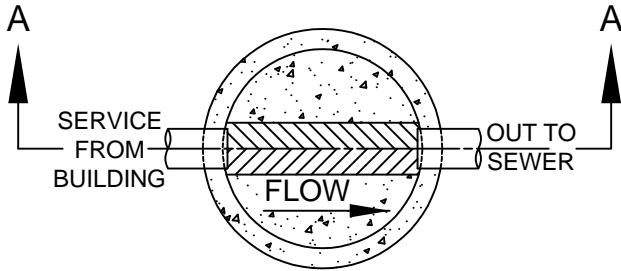
City Of Yakima  
Engineering Division

129 North Second Street  
Yakima, Washington

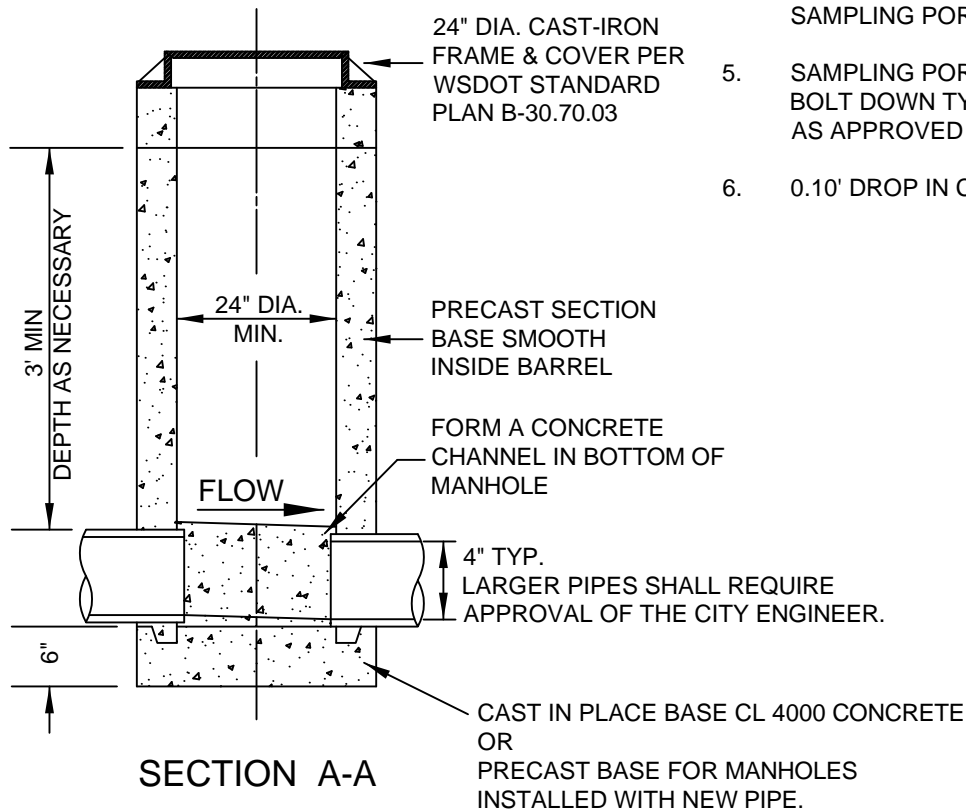
City of Yakima - Standard Detail

# SHALLOW SAMPLING MANHOLE S9

NOT TO SCALE  
Revision 6-2017



PLAN VIEW



#### NOTES

1. MANHOLES SHALL BE STANDARD REINFORCED CONCRETE SECTIONS 24" I.D. x 4'-0". IF MORE THAN ONE SECTION IS USED, INSTALL RAMNEK AT JOINTS.
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  
**SAMPLING MANHOLE**

NOT TO SCALE  
Revision 6 - 2017

S8