



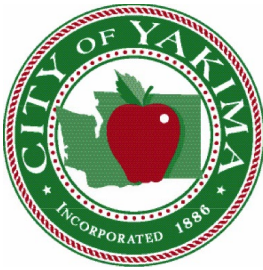
**COMMUNITY DEVELOPMENT DEPARTMENT**

*Code Administration Division*

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

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

**NEW SINGLE-FAMILY  
RESIDENCE  
-OR-  
DUPLEX  
APPLICATION  
PACKET**



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## **Residential Plan Review Checklist**

**1) Completed Building, Plumbing and Mechanical Permit Applications forms (as applicable)**

**2) Two Copies of Each:**

- Site plan (as outlined in the City of Yakima Site Plan Checklist)**
- Foundation Plan**
- Floor construction layout plan w/associated engineering required, if using a manufactured floor system**
- Floor plan (for each floor)**
- Roof/Ceiling construction plan**
- Roof Truss Layout and associated engineering (required, if using manufactured roof trusses)**
- Typical Cross Section through structure from roof through foundation**
- Stair and Rail Detail (tread depth and riser height)**
- Completed Energy Forms**

**Fees must be paid prior to our office commencing review. For questions regarding construction plan submittal and/or building code question, please contact the Office of Code Administration, 509-575-6126 or [codes@yakimawa.gov](mailto:codes@yakimawa.gov).**

**For questions relating to site development and/or zoning requirements, please contact City Planning at 509-575-6183 or [ask.planning@yakimawa.gov](mailto:ask.planning@yakimawa.gov).**



# Building Permit Application

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

Site Address: \_\_\_\_\_ Parcel #: \_\_\_\_\_ Zoning Dist. \_\_\_\_\_

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  
 Will 1 acre or more be cleared or graded?  Yes  No  
 Is this property within the flood area?  Yes  No  
 New land use designation or change of land use designation proposed?  Yes  No  
 Will this project create an Accessory Dwelling Unit per YMC 15.09.045?  Yes  No

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

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## Building Information

Single-Family NEW  Single-Family ALTERATION  Single-Family ADDITION  Multifamily NEW  Multifamily ALTERATION  Multifamily ADDITION  
 Commercial NEW  Commercial ADDITION  New Commercial Tenant  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. I understand that this application will expire within 180 days after the date of filing unless such application has been pursued in good faith or a permit has been issued. An extension may be applied for prior to expiration. An extension fee will apply.**

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_



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**PLUMBING PERMIT APPLICATION Permit# \_\_\_\_\_**

**Permit Fee:** Base Fee (\$50) + Price Per Fixture (\$22) + Plan Review, if necessary (\$60).

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

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

**Property Owner**

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

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

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

**Email:** \_\_\_\_\_

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

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

**Contractor**

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

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

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

**Email:** \_\_\_\_\_

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

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

ITEM	EXISTING QUANTITY	NEW QUANTITY
Atmospheric Breaker		
Backflow Device (RPBA or DCVA) <2"		
Backflow Device (RPBA or DCVA) >2"		
Bar Sink		
Bath tub		
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 (Grease/Oil)		
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**

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- 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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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

Contractor

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

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

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

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

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

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

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

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

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

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

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

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

Mechanical Appliances

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

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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 #s: 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 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**

**Contractor**

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

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

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

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

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

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

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

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

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

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

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

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:**

Have you attached a site plan or aerial photo depicting the proposed location where the sewer main will be tapped and the size and location of the proposed side sewer going from the main line to the structure?  Yes  No

What will the sewer serve (e.g. apartments, duplex, ADU, 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 is required. Excavation Permits are administered through the City's Engineering Division. 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.

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\_\_\_\_\_  
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 above 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.**



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**ALLOWABLE CLEAR SPAN FOR  
CONSTRUCTION GRADE LUMBER**

<b>Member</b>	<b>Spacing</b>	<b>2x4</b>	<b>2x6</b>	<b>2x8</b>	<b>2x10</b>	<b>2x12</b>
Floor joists without ceiling below	12"	N/A	10' 9"	14' 2"	17' 9"	20' 7"
	16"	N/A	9' 9"	12' 7"	15' 5"	17' 10"
	19.2"	N/A	9' 1"	11' 6"	14' 1"	16' 3"
	24"	N/A	8' 1"	10' 3"	12' 7"	14' 7"

<b>Member</b>	<b>Spacing</b>	<b>2x4</b>	<b>2x6</b>	<b>2x8</b>	<b>2x10</b>	<b>2x12</b>
Floor joists with ceiling below	12"	N/A	10' 6"	13' 3"	16' 3"	18' 10"
	16"	N/A	9' 1"	11' 6"	14' 1"	16' 6"
	19.2"	N/A	8' 3"	10' 6"	12' 10"	14' 10"
	24"	N/A	7' 5"	9' 5"	11' 6"	13' 4"

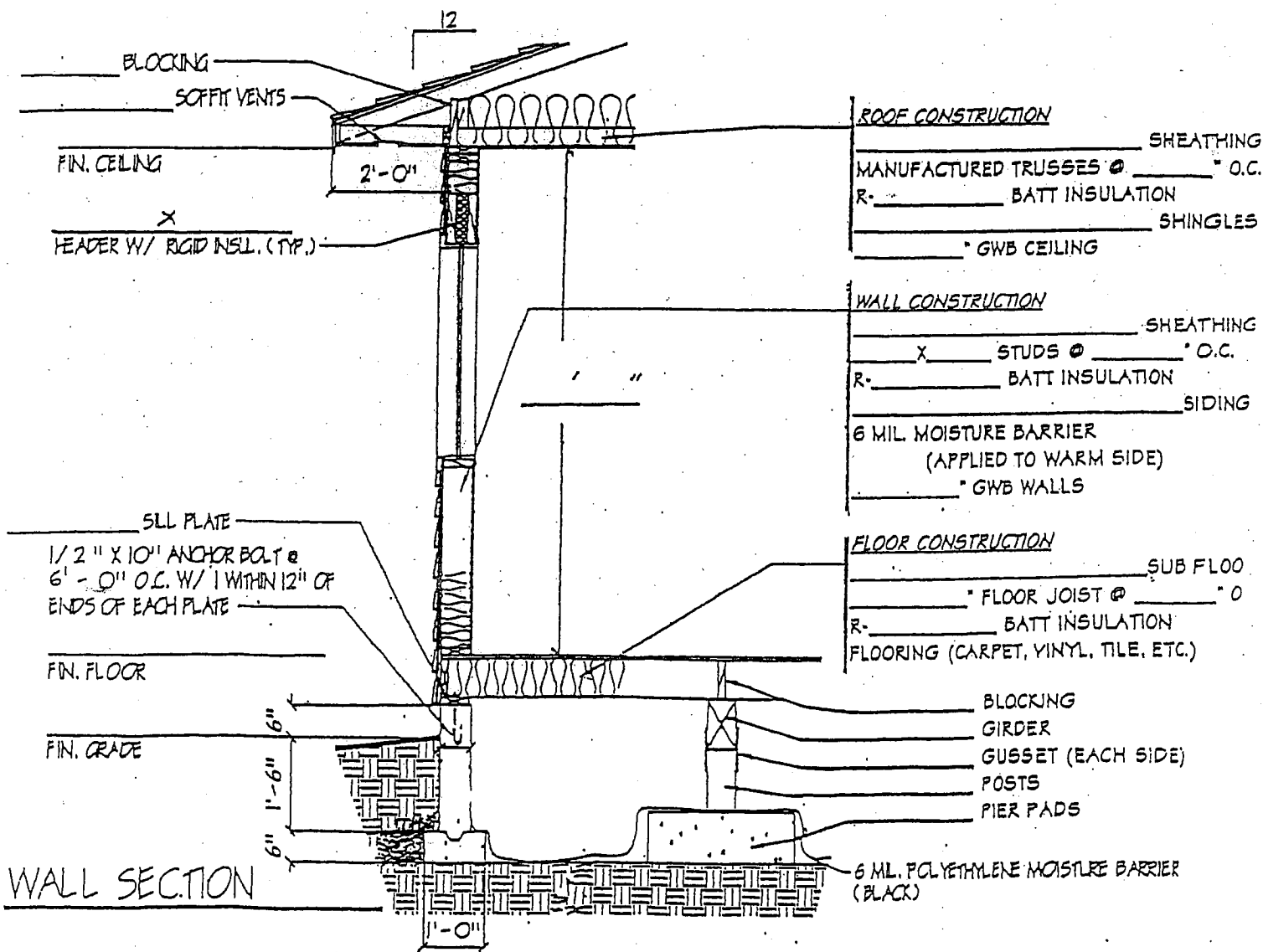
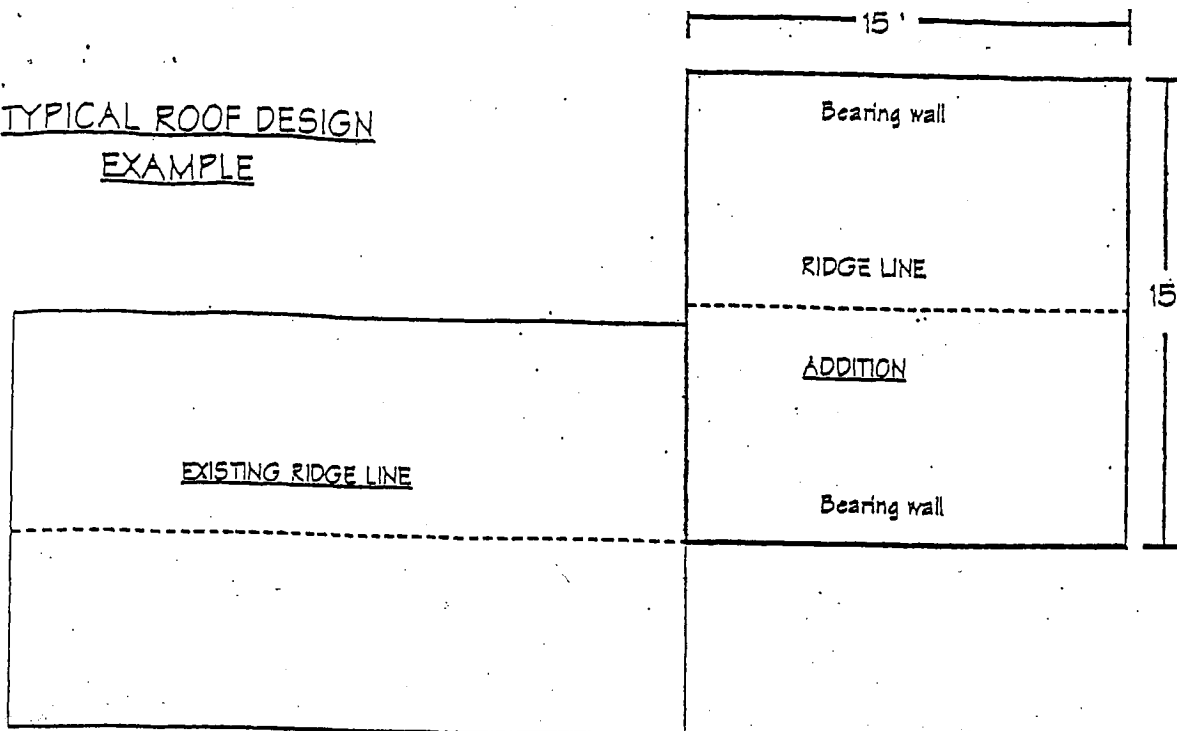
<b>Member</b>	<b>Spacing</b>	<b>2x4</b>	<b>2x6</b>	<b>2x8</b>	<b>2x10</b>	<b>2x12</b>
Ceiling joists with plaster or sheetrock, with no storage	12"	12' 5"	19' 6"	25' 8"	26+	N/A
	16"	11' 3"	17' 8"	23'	26+	N/A
	19.2"	10' 7"	16' 7"	21'	25' 8"	N/A
	24"	9' 10"	14' 10"	18' 9"	22' 11"	N/A

<b>Member</b>	<b>Spacing</b>	<b>2x4</b>	<b>2x6</b>	<b>2x8</b>	<b>2x10</b>	<b>2x12</b>
Roof rafters without finished ceiling	12"	7' 1"	10' 5"	13' 2"	16' 1"	18' 8"
	16"	6' 2"	9'	11'	13' 11"	16' 2"
	19.2"	5' 7"	8' 3"	10' 5"	12' 9"	14' 9"
	24"	5' 0"	7' 4"	9' 4"	11' 5"	13' 2"

<b>Member</b>	<b>Spacing</b>	<b>2x4</b>	<b>2x6</b>	<b>2x8</b>	<b>2x10</b>	<b>2x12</b>
Roof rafters with drywall ceiling	12"	7' 1"	10' 5"	13' 2"	16' 1"	18' 8"
	16"	6' 2"	9'	11' 5"	13' 11"	16' 2"
	19.2"	5' 7"	8' 3"	10' 5"	12' 9"	14' 9"
	24"	5'	7' 4"	9' 4"	11' 5"	13' 2"

The above dimensions are figured using #2 and better Douglas Fir only. If any other type or grade lumber is used, contact the Office of Code Administration at 509-575-6126 for the allowable span.

TYPICAL ROOF DESIGN  
EXAMPLE





# 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 sitedcreening ([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.

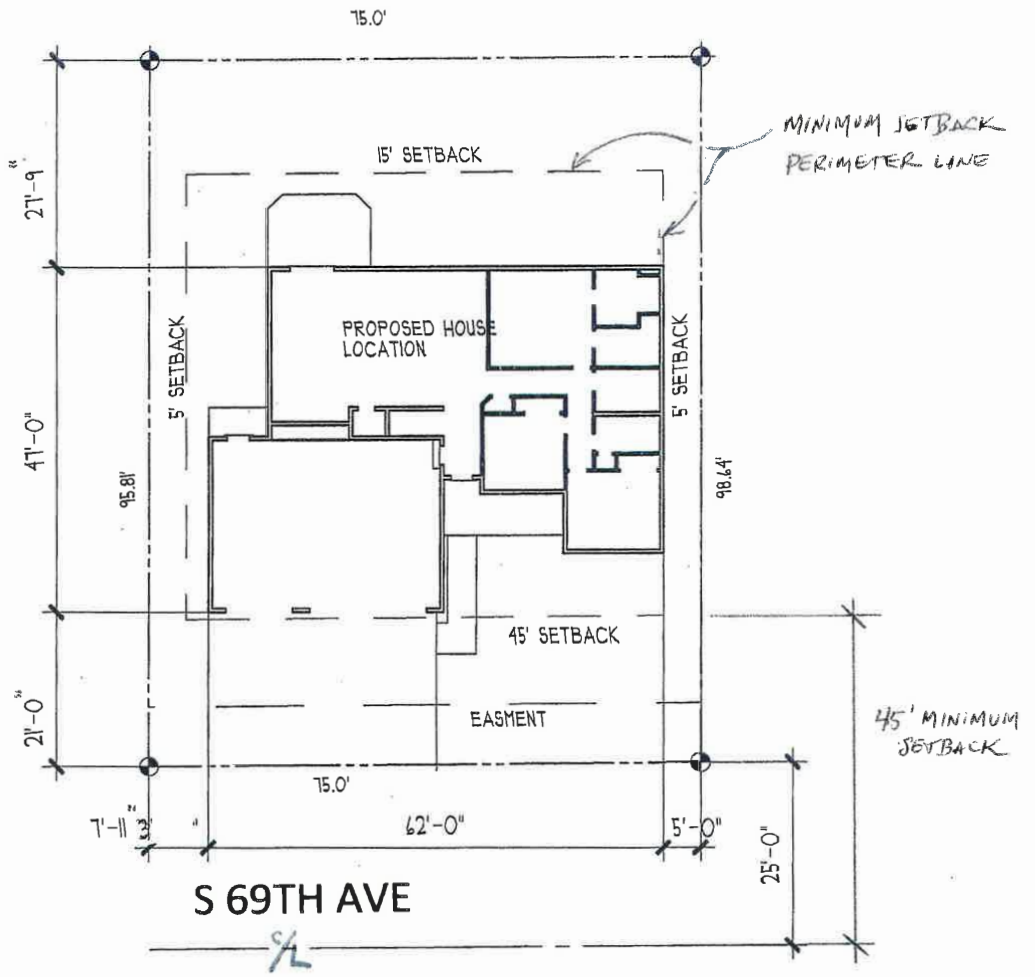
*Additional information may be requested. Projects requiring work in the public right-of-way or involving city water main lines or sewer main lines will be required to submit civil plans to the Engineering Division for review.*



REQUIRED ATTACHMENT:  
**SITE PLAN**

Note: Producing the site plan from this template is preferred, however, the template can be substituted for your own medium. (computer aided is acceptable.)

**SAMPLE SITE PLAN  
NEW SINGLE  
FAMILY RESIDENCE**



**SAMPLE USE ONLY**

**LOT COVERAGE CALCULATION**

a) Footprint(s) of Existing Structure(s)	18100	SQ. FT
b) Building Addition/New Structure(s) Footprint(s)	700	SQ. FT
c) Paved Area(s) (Driveways, Walkways, patios, etc.) Total		SQ. FT
d) Proposed Paved Area(s)		SQ. FT
e) Total Impervious Surface (a+b+c+d = e)	2560	SQ. FT
f) Lot Size	7435	SQ. FT
g) Lot Coverage (e/f x 100 = g)	34	%

**PARKING CALCULATION** (Reference Table 6-1 of the Urban Area Zoning Ordinance)

a) <u>3</u> space(s) required
b) <u>3</u> space(s) provided

**LOT INFORMATION**

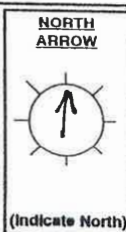
Parcel #(s) 191618-44493  
 Site Address 129 N 2nd St.  
 Zoning R-1  
 Legal Description (brief) NE 1/4 Section 34, T2N, R1E, S1W, Blue Addn

**BACKGROUND INFORMATION**

Applicant Name John Doe  
 Site Address 129 N 2nd St  
 Mailing Address PO Box 800 Yakima WA 98901  
 Contact Person John Doe Contact Phone: 509 911-XXXX  
 Applicant Signature John Doe

**MAP SCALE** (Please use the given scale, however, in some circumstances a different scale may work better.)  
**CHECK ONE**

- Preferred Scale: 1 inch on the map = 20 feet on the ground  
 Custom Scale: 1 inch = 20'  
 \* Template tie marks are 1 inch apart



Produced by (print) John Doe  
 Date: 9-1-16