



**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**

## **PERMIT PROCESS GUIDELINES**

- 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/>.
- **Building Permit Applications:** Application packets and submittal requirements are available on our website: <http://www.yakimawa.gov/services/codes/permits/>. *NOTE: Projects that involve the clearing/grading of 1+ acres require an Erosion Control Inspection prior to the issuance of permits.*
- **Plumbing Permit Applications:** (For commercial uses, please indicate if water closets will be tank or flush valve type.) Also, if you plan on using existing plumbing fixtures, please provide a list that distinguishes between existing and new fixtures. *NOTE: A City of Yakima Side Sewer Installer license is required pursuant to 11.44 of the Yakima Municipal Code for individuals or corporations who engage in the business of installing or contracting to install, repair or alter side sewers.*
- **Mechanical Permit Applications:** – Submitted along with two sets of gas schematic drawings (if applicable) that indicates size of 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. *NOTE: A Heating Journeyman license is required pursuant to 11.32 of the Yakima Municipal Code for those who install and/or service heating or comfort-cooling appliances within the City of Yakima.*
- **Fire Permit Applications:** Submitted with two sets of fire alarm, suppression systems, sprinkler and/or fire line plans.
- **Sign Permit Applications:** Submitted with two sets of plans. *NOTE: In addition to a City of Yakima General Business License, a Sign Company License is required pursuant to 11.08 of the Yakima Municipal Code for sign companies who erect, remove, service or maintains signs within the City of Yakima.*
- **Excavation /Streetbreak Applications:** Are required for projects within the public right-of-way. Please contact the Utilities and Engineering Division at (509) 575-6111 to confirm application, insurance, bond and/or permit fees or website: <http://www.yakimawa.gov/services/engineering/>.
- **Civil Plans**, i.e., sanitary sewer, storm drainage, water, irrigation, roadway improvements, etc. are a ***separate submittal from the building construction plans***. Please see the Utilities and Engineering Division's website: [http://www.yakimawa.gov/services/engineering/files/Procedures\\_Manual\\_5-8-13.pdf](http://www.yakimawa.gov/services/engineering/files/Procedures_Manual_5-8-13.pdf) and <http://www.yakimawa.gov/services/engineering/files/2012/06/private-projects-application.pdf> or (509) 575-6111 for application and plan submittal requirements.

- Applicable **City of Yakima - Water and/or Wastewater Connection** fees are a separate permit and will be determined during the building plan review process. If connecting to the City Water system, those connection fees must be paid before or at the time the building permit is issued. If this project involves a change of use of an existing building, please contact Julia Cruz, Permit Technician, [julia.cruz@yakimawa.gov](mailto:julia.cruz@yakimawa.gov) or (509) 576-6658 for possible additional wastewater connection fees. **If your project will be served by Nob Hill Water Association, please contact Kirsten Ford, GIS/Engineering Tech, 6111 Tieton Dr., (509) 966-0272.**
- 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. Questions regarding sampling port requirements may be directed to the Wastewater Pretreatment Supervisor, (509) 575-6077. The application form and submittal requirements are available online: <https://www.yakimawa.gov/services/codes/permits/>
- **Stormwater Permit:** Projects that involve construction of more than 5,000 square feet of new or hard surfaces, require a completed “Application for Private Development” and 3-copies of civil 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 Permit:** Projects that clear or grade 1 acre or more require a Large Project – Stormwater Permit Application Permit. Please refer to our webpage for the application form and requirements: <https://www.yakimawa.gov/services/codes/permits/> **NOTE:** A building permit will not be issued without first passing an Erosion Control inspection. A Stormwater Maintenance Agreement must be completed and submitted to Randy Meloy, Surface Water Engineer. After necessary City staff signatures are obtained, the Agreement must be picked up, recorded at the Yakima County Auditor’s office and proof that it has been recorded provided to Randy Meloy (509) 576-6606, **prior to final inspection/issuance of the Certificate of Occupancy.** There is no fee for this review/permit.
- 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).
- 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) or to Lisa Maxey, Permit Project Coordinator - [lisa.maxey@yakimawa.gov](mailto:lisa.maxey@yakimawa.gov) / (509) 576-6669.*

*Specific code requirement questions can be directed to: Glenn Denman, Building Official - [glenn.denman@yakimawa.gov](mailto:glenn.denman@yakimawa.gov) / (509) 575-6268. Code Administration Permit Applications can be found at: <http://www.yakimawa.gov/services/codes/permits/>*

*We look forward to working with you!*