



## BENTON COUNTY BUILDING DIVISION

### SINGLE FAMILY RESIDENCE- NEW CONSTRUCTION/ ADDITIONS/ REMODELS

**Q. What type of work requires a building permit?**

- A. Generally all types of work including new homes, repairs and additions, remodeling, wood/pellet-stove installations, gas inserts, etc. If you have a question on whether or not you need a permit, please call the Benton County Building Division at (509)735-3500. Structures that are placed on slopes greater than 15% may be required to have noncombustible siding and/or soffits, and decks may be required to have noncombustible skirting. Please contact the Benton County Fire Marshal for further information at (509)735-3500.

**Q. Where to obtain a building permit?**

- A. Benton County Building Division, 102206 E. Wiser Parkway, Kennewick, Monday - Friday, 8:00 am- 12:00 pm and 1:00 pm - 5:00 pm (except holidays).

**Q. How to Submit a building permit?**

- A. Building permits may be submitted via email to [building.department@co.benton.wa.us](mailto:building.department@co.benton.wa.us) or submitted in person.

**Q. What items are required before a permit application may be submitted?**

- A.
1. Complete attached building application form. Tax parcel number can be obtained from tax statement or Assessor's office.
  2. One complete set of construction plans. Digital or no larger than 11"x17" if printed (see attached checklist).
  3. One complete plot plan drawn to scale (see attached sample), 11"x17" maximum size.
  4. Water Availability - If water system is a community well, obtain a letter from the water association stating potable water is available or complete Section B of attached notification. If system is a private well, submit a copy of the well log and attached Water Availability Notification, Sec. C. If you are on city water, you will need a water availability letter from the city. **(Water Availability not required for additions/ remodels for single family residences.) Mitigation Certificate may be required see: <https://bentoncountywa.municipalone.com/pview.aspx?catid=45&id=21075> or check with the Planning Division.**
  5. Septic/ Sewer Approval: **New residence:** copy of septic system permit or an existing system evaluation (ESE) from the health department (permits or final approval shall be one year or less old). If city sewer is available, an availability letter from the city must be submitted. **Additions/ remodels:** ESE required for addition of bedrooms or for lots one acre or less. B-F Health Department recommends septic evaluation for all construction. City sewer availability letter not required.
  6. Approved road approach permit from the Benton County Public Works Department (if existing this may not be required, see road approach application), (509)786-5611 from Prosser or (509)736-3084 from the Tri-Cities. For approach to a state road, contact Washington Department of Transportation at (509)577-1688 or (509)577-1633
  7. Declaration of Access Easement required if road approach is an access easement, form attached. All access roads or private driveways over 150 feet in length that are over 12% grade are to be asphalt. Grades over 15% are not permitted Benton County 3.18.045.
  8. A special inspection may be required prior to permit issuance for fire damage repair. Contact this division for additional information.
  9. Additions to factory assembled structures/manufactured homes may require Department of Labor & Industries approval. Contact L&I for further information.
  10. Declaration of Owner Builder if owner is acting as general contractor, form attached.

- **Flood Elevation Certificate, if applicable. All structures located within a Floodplain are subject to the requirements of BCC 3.26, including certification by a Washington State Registered Surveyor and/or Engineer.**

**Q. How long does the plan review process take?**

A. Ask at the building division for current estimated review time.

**Q. What inspections are required?**

A. Footings, foundation wall, plumbing, mechanical, framing, insulation, wall board and final. Other inspections may be required if needed.

NOTE: Structures that are placed on fill and or placed on or near slopes may require the approval of a Washington State Registered Geo Technical Report.

**INSPECTION REQUESTS:** Call the Kennewick office of the Benton County Building Division at (509) 736-2763. This line will be available 24 hours per day, 7 days per week. A minimum of 24 hours advance notice is required. Inspection requests called in on Fridays after 4:00 pm will be performed within two working days. Inspection requests called in on weekends and holidays will also be performed within two working days. **All information for items 1 thru 6 below must be provided or the inspection cannot be scheduled:**

- 1.Name on permit
- 2.Permit number
- 3.Project address
- 4.Type of inspection
- 5.Date you need inspection
- 6.Name and telephone number of the person requesting inspection.

The above phone number is for inspection requests only. For all other business, please contact the Building Division at 735-3500 during normal working hours, Monday thru Friday, 8:00 am to 12:00 pm and 1:00 pm to 5:00 pm (except holidays).

**Be sure to have the permit posted in a conspicuous place, the approved set of plans on the job site and a temporary address posted during construction. Benton County will keep office copies of single family residence construction plans 90 days past final inspection. It is the responsibility of the owner and/or contractor to verify that a final inspection has been completed.**



# **Conditioned Residential Building Plan Submission Requirements**

## **(effective February 1<sup>st</sup>, 2021)**

- **Fully dimensioned with ceiling heights**
- **Doors and windows with sizes**
- **Roof plan & type including**
  - **Truss layout**
  - **Truss reactions**
- **Foundation plan**
- **Floor framing plan**
- **Energy code credits selected indicated ON plans, Target UA Analysis & Details provided. R406**
  - **Any change in energy code credit selections once permitted will require resubmission. A revised set of plans with change in energy code selection ON revised set of plans will be reviewed and fee required.**
- **Plans shall be Min. 11" x 17" to 24" x 36" Max.**
- **Plans shall be clearly legible**
- **Plans requiring design shall be originals and stamped by a Washington State registered Architect or Engineer**
- **Buildings in Floodplains shall indicate on the plan the method to be used to comply with FEMA requirements**

## **JURISDICTIONS TO BE CONTACTED**

### **BENTON COUNTY BUILDING DIVISION**

Public Services Building - 102206 E Wiser Parkway, Kennewick, WA 99338  
(509) 735-3500

### **BENTON COUNTY PLANNING**

Public Services Building – 102206 E Wiser Parkway, Kennewick, WA 99338  
Prosser Courthouse – 620 Market Street, Prosser, WA 99350  
P.O. Box 910, Prosser, WA 99350  
(509) 786-5612

### **SEPTIC SYSTEMS/WELLS/FOOD SERVICE - BENTON-FRANKLIN DISTRICT HEALTH DEPT.**

7102 W. Okanogan Place, Kennewick, WA 99336  
(509) 460-4205

### **ELECTRICAL PERMIT - DEPT. OF LABOR & INDUSTRIES**

4310 W. 24<sup>th</sup> Avenue, Kennewick, WA 99338  
(509) 735-0100

### **BENTON COUNTY PUD**

2721 West 10<sup>th</sup> Avenue, Kennewick, WA 99336  
(509) 582-2175

### **BENTON COUNTY PUBLIC WORKS**

Public Services Building – 102206 E Wiser Parkway, Kennewick, WA 99338  
Prosser Courthouse - 620 Market Street, Prosser, WA 99350  
(509) 786-5612  
Contact Public Works regarding mailbox requirements.

### **BENTON CLEAN AIR AGENCY**

The Benton Clean Air Agency requires all projects within unincorporated Benton County that disturb the topsoil to submit contact information to their agency, as well as an acknowledgement that they understand their responsibility to control dust and that they have a dust control plan onsite. For more information contact (509) 783-1304 or visit [www.bentoncleanair.org](http://www.bentoncleanair.org).

### **WASHINGTON STATE DEPT. OF COMMERCE**

Contact the Washington State Dept. of Commerce Lead Paint Program at (360) 586-5323 (LEAD), or visit [www.commerce.wa.gov/lead](http://www.commerce.wa.gov/lead), or email the lead program [lbpinfo@commerce.wa.gov](mailto:lbpinfo@commerce.wa.gov) before renovating or remodeling activities in pre-1978 residential buildings or child occupied facilities to ensure your compliance with applicable Washington lead regulations.



# RENOVATION AND DEMOLITION REQUIREMENTS

## Survey Requirements

Prior to commencing a renovation or demolition, the building owner or contractor must obtain a good faith survey for the presence of asbestos performed by an AHERA Building Inspector.

Certain materials may be presumed to be positive and are not required to be sampled by an AHERA Building Inspector.

If the building is an owner-occupied single-family residence and the renovation is being performed by the owner, the owner's assessment of the building meets this requirement, in lieu of the AHERA Building Inspector.

## Notification Requirements

Regardless of the presence of asbestos, the building owner or contractor is required to submit a notification of the renovation or demolition at [www.bentoncleanair.org](http://www.bentoncleanair.org).

When asbestos is not identified in the survey, there is no fee for the notification. If asbestos containing material is identified, the notification must be submitted with the appropriate fees and the appropriate wait period must be observed prior to work commencing.

## AHERA Building Inspector

An AHERA Building Inspector is trained to identify materials suspected of containing asbestos, pull a sample of the materials, and submit them to an approved lab for testing.

A list of AHERA Building Inspectors who perform work in Benton County can be located at [www.bentoncleanair.org](http://www.bentoncleanair.org) in the 'Asbestos' section. The list is not comprehensive and other inspectors may be available.

If you are a contractor who regularly performs renovation or demolition work, it may be beneficial to obtain your AHERA Building Inspector certification. A link to a list of training providers is available under the 'Asbestos' section of our website. The training program is managed by the EPA's Model Accreditation Program.

## Asbestos Abatement

Typically, asbestos abatement must be completed by a contractor licensed to perform such work by the WA Department of Labor & Industries. However, the owner of an owner-occupied single family residence may do his/her own abatement.

## Common Asbestos Materials

There are over 4,000 known asbestos containing building materials. However, the following materials are commonly present:

- Insulation on piping, boilers, or furnace ducts
- Resilient floor coverings (vinyl asbestos, asphalt, and rubber), the backing on sheet vinyl flooring, and adhesives used for flooring
- Cement sheet, millboard, and paper used as insulation around furnaces and woodstoves
- Soundproofing or decorative textures troweled on walls and ceilings
- Patching and joint compound for walls and ceilings
- Cement asbestos board siding and roofing
- Window caulking or putty
- Roof felt or built up asphaltic roofing
- Stucco or other textured sidings
- Loose, blown-in insulation, such as vermiculite

## Applicable Rules

Benton Clean Air Agency Regulation I, Article 8 Asbestos

40 CFR 61, Subpart M Asbestos National Emission Standards for Hazardous Air Pollutants (Asbestos NESHAP)

Washington Department of Labor & Industries also regulates renovation and demolition work as it pertains to asbestos, separate of the Benton Clean Air Agency. Please consult WA Department of L&I for more information.

## Asbestos Hazards

Asbestos was widely used in many building products because of its tensile strength and chemical and thermal resistance. However, asbestos is extremely hazardous to those exposed to it. Asbestos is a carcinogen that causes asbestosis, lung cancer and mesothelioma.

Due to this hazard, laws have been enacted to prevent asbestos exposure. These laws require surveying and the safe handling and disposal of asbestos containing materials.

Benton Clean Air Agency

[www.bentoncleanair.org](http://www.bentoncleanair.org)

(509)783-1304

526 S. Steptoe St., Kennewick, WA 99336

# Hiring A Contractor Or Remodeler

What you should know



*While the law provides some protection from fraudulent or incompetent contractors, it doesn't guarantee honest transactions or perfect performance. If you're planning to hire a contractor or remodeler, shop smart.*

What does the law require?

In Washington, contractors must register with the Department of Labor and Industries, post a bond and carry general liability insurance coverage.

A general contractor must maintain a \$6,000 bond. A specialty contractor, such as a painter, must maintain a \$4,000 bond. Dissatisfied consumers may pursue restitution by taking civil action against a contractor's bond in Superior Court.

All registered contractors must carry general liability insurance coverage (\$20,000 property damage and \$100,000 public liability or \$120,000 combined single limit).

Contractors must also possess a current unified business identifier (UBI) number and an employer identification number (EIN). (An EIN is optional for a sole proprietorship with no employees.)

**Informed, cautious consumers can better protect their financial investment. This brochure tells you what to look for and avoid, if you're planning to hire a contractor or remodeler.**

## Get answers

Call Labor and Industries' local service centers, call the toll-free contractor registration hotline or check our website to learn:

If a contractor is currently registered.

How long the contractor has been registered.

If action against the contractor's bond is pending or has been taken in the past.

The name of the contractor's insurance company, if you want to verify coverage.

If you're not sure whether the work you're contemplating requires a registered contractor, call the hotline. In general, work that "adds to or subtracts from real estate" requires a registered contractor.

Businesses that provide services such as gutter cleaning, pruning, lawn care, or window washing do not need to be registered.

Look for the contractor registration number in advertisements for contractors. The law requires this number to be included in all advertisements, including the Yellow Pages.

## Avoid lien problems

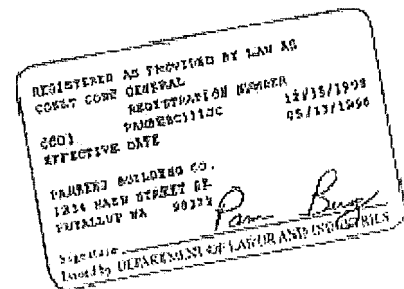
Before starting work, a contractor must provide you with a disclosure statement that advises consumers about lien releases. This requirement applies to projects that have a combined cost of labor and materials in excess of \$1,000.

Understanding lien releases is very important because a contractor's \$4,000 or \$6,000 bond may not be enough to cover a claim if one arises on your job. If any supplier of materials, worker or subcontractor is not paid, a lien may be filed against your property to force you to pay. You could pay twice for the same work. Or worse, an unpaid lien could lead to foreclosure. (For remodeling projects, liens can only be filed for the amount left unpaid to the general contractor).

Liens can be avoided. If during your project you receive a "notice of intent" to file a lien on your property, you may ask your general contractor to provide you with lien release documents from the supplier or subcontractor who has sent this notice. You can make the check payable to both the contractor and the material supply house.

The contractor is required to provide you with more information about lien release documents if you request it.

**If you have requested lien release documents, avoid making final payment until you have received a lien release from suppliers & contractors.**



## Smart consumers ask questions, track progress

### Before you hire a contractor or remodeler:

1. Plan your project carefully. If you know what you want done and can clearly explain it, you're less likely to misunderstand instructions or encounter cost overruns.
2. Try to interview several qualified contractors and solicit written bids. Bids that are significantly lower than all others should be questioned.
3. Make sure the contractor or remodeler is properly registered and bonded. Ask them to show you their L & I contractor registration card.
4. Ask for references. Then check them out.

5. Be wary of contractors who ask you to pick up the building permit. In most instances, the contractor is required to take out the permits. Permits are your protection. Make sure they are in place as work progresses and that your contractor or remodeler is named on the permit.

6. Try to anticipate problems and inconveniences, such as cost overruns or clean up, and come to agreement with your contractor on how they will be handled before he or she begins work.

### **Once you have hired a contractor or remodeler:**

7. Obtain a written contract that includes price, sales tax and, if applicable, permit fees. Specify the work to be performed, materials used, start and completion dates and payment schedules.

8. Make sure you understand the terms before you sign anything.

9. When advancing money for materials, it may be possible to make checks payable to both the contractor and the supply house. Be very cautious about paying for work not yet completed.

10. Put all change orders in writing. Ask questions as work progresses. If you do not like an answer or don't understand it, stop the work until you do.

11. Make frequent inspections and consult your local building department. Be sure that all permits are in place and that inspections are in order.

**It is illegal for contractors to advertise, submit bids or perform work without a valid contractor registration.**

For more information, call an L & I service center listed in this brochure or the statewide toll-free hotline: 1-800-647 - 0982.

#### **Call one of these L& I service centers for contractor information**

##### **Region 1**

Bellingham 360-647-7300, Everett 425-290-1300, Mt. Vernon 360-416-3000

##### **Region 2**

Bellevue 425-990-1400, Seattle 206-281-5400, Tukwila 206-248-8240

##### **Region 3**

Bremerton 360-415-4000, Port Angeles 360-417 -2700, Tacoma 253-596-3800

##### **Region 4**

Aberdeen 360-533-8200, Longview 360-577-2200, Tumwater 360-902-5799, Vancouver 360-896-2300

##### **Region 5**

East Wenatchee 509-886-6500, Kennewick 509-735-0100. Moses Lake 509-764-6900, Okanogan 509-826-7345, Walla Walla 509-527-4437, Yakima 509-454-3700

##### **Region 6**

Colville 509-684- 7417, Pullman 509-334-5296, Spokane 509-324-2600

# BENTON COUNTY BUILDING PERMIT APPLICATION

102206 E. WISER PARKWAY, KENNEWICK, WA 99338 / PHONE (509)735-3500

APPLICATION # \_\_\_\_\_

*Please complete in full and legibly. Incomplete information may slow down the review process.*

**BUILDING OWNER** \_\_\_\_\_ **PHONE (HM)** \_\_\_\_\_  
**MAILING ADDRESS** \_\_\_\_\_ **PHONE (WK)** \_\_\_\_\_  
**LEGAL PROPERTY OWNER** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**MAILING ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_  
**TAX PARCEL NUMBER 1-** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
**CONTACT PERSON** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**EMAIL (Legible)** \_\_\_\_\_  
**PROJECT LOCATION:** \_\_\_\_\_ **CITY** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_  
**CONTRACTOR** \_\_\_\_\_ **MAILING ADDRESS** \_\_\_\_\_  
**PHONE** \_\_\_\_\_ **L&I LICENSE #** \_\_\_\_\_ **EXP. DATE** \_\_\_ / \_\_\_ / \_\_\_  
**LENDING FIRM** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**MAILING ADDRESS** \_\_\_\_\_  
**BUILDING USE:** RESIDENTIAL \_\_\_\_\_ AGRICULTURAL (USE) \_\_\_\_\_ COMMERCIAL \_\_\_\_\_  
**CLASS OF WORK:**  NEW  ADDITION  REPAIR  MOVE  DEMO  OTHER  
**SPECIFIC USE OF BUILDING:** \_\_\_\_\_  
**DESCRIPTION OF PROJECT:** \_\_\_\_\_

**VALUATION OF WORK:** \_\_\_\_\_ **LOT SIZE:** \_\_\_\_\_  
**SQUARE FOOTAGE:** MAIN FLOOR: \_\_\_\_\_ UPPER FLOOR: \_\_\_\_\_ GARAGE: \_\_\_\_\_  
**BASEMENT:** \_\_\_\_\_ **HEATED:**  YES  NO **OTHER:** \_\_\_\_\_  
**NUMBER OF:** STORIES \_\_\_\_\_ BEDROOMS \_\_\_\_\_ BATHROOMS \_\_\_\_\_  
**IS AN ADDRESS POST ON SITE?**  YES  NO **CONTACTED BENTON CLEAN AIR AGENCY?**  YES  N/A  
**WITHIN 50' OF POWER LINE?**  YES  NO

## PLUMBING (NEW ONLY)

QTY.	TYPE OF FIXTURE OR ITEM	QTY.	TYPE OF FIXTURE OR ITEM
	WATER CLOSET (TOILET)		HOSE BIBBS (2 MIN)
	SHOWER		WATER HEATER
	BATHTUB		FLOOR DRAIN OR FLOOR SINK
	SINK OR WASH BASIN		CLOTHES WASHER
	KITCHEN SINK & DISPOSAL		LAUNDRY TRAY/SINK
	DISHWASHER		OTHER

## MECHANICAL (NEW ONLY)

QTY.	TYPE OF FIXTURE OR ITEM	QTY.	TYPE OF FIXTURE OR ITEM
	HEATER-FURNACE		GAS FIXTURES
	EXHAUST FAN		PROPANE TANK
	DRYER		FIREPLACE(S)

I hereby certify that I have read and examined this application to know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. All structures located within a floodplain are subject to the requirements of Chapter BCC 3.26 of Benton County Code, including certification by a Washington State Registered surveyor and/or Engineer as it may be required.

**SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

STATE OF WASHINGTON )  
County of Benton )

**To be completed by property/building owner.  
Please initial applicable items where marked "INT" and  
complete bottom signature area in full.**

**1. DECLARATION OF OCCUPANCY USE (Accessory buildings only, i.e., garages, shops, barns, etc.)**

INT \_\_\_\_\_ I **agree** that the structure for which a building permit is requested does not permit the occupancy of the structure for any use other than what was approved/permitted, or that does not comply with the requirements for the zone which it is placed per Title 11 BCC, unless approved by the Benton County Planning Division or by Conditional Use Permit. This structure will not be used or occupied for any use not permitted in accordance with the adopted International Residential and/or Building Codes. Violations will result in **five hundred dollar (\$500.00) infraction(s) for the first violation; a second or subsequent violation of the same provision, any person or contractor shall be found guilty of a misdemeanor. [BCC 3.04.065 and/or BCC 11.43.170]**

**A misdemeanor is a crime punishable by a fine of not more than one thousand dollars, or by imprisonment in a county jail for not more than ninety days, or by both such fine and imprisonment. [RCW 9A.20.010 (2)]**

**2. DECLARATION OF ACCESS CONSTRUCTION AND MAINTENANCE  
(NOT REQUIRED for accessory buildings)**

INT \_\_\_\_\_ Said structure is served by perpetual non-exclusive access easement, auditor's file number \_\_\_\_\_, a private driveway in excess of 200' or an unimproved county right of way (contact B.C. Public Works for construction details) and the responsibility for construction and maintenance of this access to the location that the building will be constructed on shall be vested with the property owner and not Benton County.

INT \_\_\_\_\_ Said structure is served by an access easement, private driveway or unimproved county right of way not reflected by an auditor's file number, but one of the following applies.  
**(Initial one statement only)**

INT \_\_\_\_\_ The following access easement, unimproved country right of way or private driveway has been granted a trail access permit to utilize the unimproved county right of way (access permit attached): \_\_\_\_\_

INT \_\_\_\_\_ The following access easement or private driveway is or will be graded and compacted with two (2) inches of base course crushed surfacing; the base course (1 1/2" minus) is to be in accordance with the specifications set forth in Standard Specifications for Road, Bridges and Municipal Construction published by the Washington State Department of Transportation. A minimum improved Fire apparatus turn around shall be provided for private driveways in excess of 150'. BCC 3.18.045: \_\_\_\_\_

INT \_\_\_\_\_ The following access easement or private driveway is or will be graded and compacted with two (2) inches of base course crushed surfacing; the base course (1 1/2" minus) is to be in accordance with the specifications set forth in Standard Specifications for Road, Bridges and Municipal Construction published by the Washington State Department of Transportation: \_\_\_\_\_

3. INT \_\_\_\_\_ Is your property accessed across a private bridge: YES \_\_\_\_\_ NO \_\_\_\_\_

**4. DECLARATION OF OWNER BUILDER**

INT \_\_\_\_\_ There will not be a general contractor (required to be registered) performing any work on the structure. The owner will verify Sub-contractor(s) license registration.

I, \_\_\_\_\_, certify under penalty of perjury under the laws of  
(PRINT NAME)

the State of Washington that the foregoing initialed statement(s) for the structure is (are) true and correct.  
Property parcel number \_\_\_\_\_ for proposed structure location.

\_\_\_\_\_  
Signature of property/building owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State (where signed)

# BENTON COUNTY ADEQUATE WATER SUPPLY DETERMINATION FORM

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Each applicant for a building permit of a building necessitating potable water shall provide evidence of an adequate water supply for the intended use of the building. Evidence may be in the form of a water right permit from the Department of Ecology, a Benton County Mitigation Certificate, a letter from an approved water purveyor stating the ability to provide water, or another form sufficient to verify the existence of an adequate water supply. An application for a water right or mitigation certificate shall not be sufficient proof of an adequate water supply.

**COMPLETE ONE OF THE APPLICABLE WELL TYPE SECTIONS BELOW**

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**A. GROUP A - COMMUNITY/PUBLIC WELL** *(To be completed by the water purveyor)*

The Public Water System \_\_\_\_\_ (system name),  
State I.D. number \_\_\_\_\_ is capable of and will supply water to the  
\_\_\_\_\_ building project for \_\_\_\_\_ connection(s) located at (tax parcel number)  
\_\_\_\_\_.

The above Public Water System is approved for \_\_\_\_\_ service connection(s) and currently serves  
\_\_\_\_\_. The water system facility necessary to adequately provide service to this site has been designed,  
approved and installed per WAC 248-54. Connection to the system must be completed within two years of  
the below date or this Availability Notification is void.

Purveyor's Signature \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

**GROUP B - SHARED WELL**

The Group B System, Well I.D. number \_\_\_\_\_, State I.D. number  
\_\_\_\_\_ is capable of and will supply water to the \_\_\_\_\_  
building project for \_\_\_\_\_ connection(s) located at (tax parcel number)  
\_\_\_\_\_.

*Office use only: System compliance verified* \_\_\_\_\_

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**B. STATE ISSUED WATER RIGHT WELL**

Parcel # \_\_\_\_\_ Use of water for this  
building is authorized by Water Right Permit/Certificate # \_\_\_\_\_ which has not been  
canceled or relinquished. *\*Please attach a copy of the Water Right Permit or Certificate.*

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**C. INDIVIDUAL PRIVATE WELL**

Parcel # \_\_\_\_\_ Well I.D. number \_\_\_\_\_  
The water supply for this building will be obtained from a source which does not require a State issued  
water right permit.

**COMPLETE ONE OF THE APPLICABLE RURAL WATER SUPPLY PROGRAM SECTIONS BELOW**

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**A. Please complete the following if the well is NOT located within the boundaries of the Mitigation Area for the Benton County Rural Water Supply Program, BCC Title 15:**

Please initial and complete **only one** applicable statement:

\_\_\_\_\_ The above well is newly constructed. It was drilled by \_\_\_\_\_ a licensed well driller. Less than 5,000 gallons per day of water will be used from the well and less than one-half acre will be irrigated from the well.

*\*Please attach a copy of the well log.*

\_\_\_\_\_ The above well has been in existence and use since \_\_\_\_\_. Less than 5,000 gallons per day of water will be used from the well and less than one-half acre will be irrigated from the well.

*\*Please attach a copy of the well log if one is available. For wells drilled after 1993, add the Notice of Intent # if a well log is not available: \_\_\_\_\_. Contact the Dept. of Ecology at (509) 575-2639. Have available the section, township, range, quarter-quarter section and the name of the person who owned the property at the time the well was drilled.*

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**B. Please complete the following if the well IS located within the boundaries of the Mitigation Area for Benton County Rural Water Supply Program, BCC Title 15.18:**

Please initial and complete **only one** applicable statement:

\_\_\_\_\_ The above well is newly constructed. The well was drilled by \_\_\_\_\_, a licensed well driller. Use of water from this well is authorized by a valid Benton County Mitigation Certificate, # \_\_\_\_\_.

*\*Please attach a copy of the Mitigation Certificate and well log.*

\_\_\_\_\_ The above well has been in existence and use since \_\_\_\_\_. Use of water from this well is authorized by valid Benton County Mitigation Certificate, File # \_\_\_\_\_.

*\*Please attach a copy of the Benton County Mitigation Certificate and well log if one is available. For wells drilled after 1993, add the Notice of Intent # if a well log is not available: \_\_\_\_\_. Contact the Dept. of Ecology at (509) 575-2490. Have available the section, township, range, quarter-quarter section and the name of the person who owned the property at the time the well was drilled.*

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I hereby declare under the penalty of perjury that the above representations are true and correct and that the water supply serving this building is potable (suitable for drinking). I understand that the potability of water from a single family well is the sole responsibility of the well owner. It is recommended that your well be tested for bacteriological quality on an annual basis.

Owner's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date \_\_\_\_\_

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

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

## Community Development Department

Prosser Office:  
620 Market Street, 1<sup>st</sup> Floor  
Prosser, WA 99350  
www.co.benton.wa.us



## Building Division

102206 E. Wiser Parkway  
Kennewick, WA 99338  
Phone: (509) 735-3500  
www.co.benton.wa.us

### INFORMATION REQUIRED ON PLOT PLAN

One complete scaled drawing on 8 1/2" x 11" sheet of paper showing the following:

1. Property lines and dimensions
2. Direction of North
3. The proposed structure and all existing buildings
4. Setback of proposed structure from all property lines
5. Indicate main driveway location and distance from centerline of the driveway at the property line to nearest property corner. For parcels that are accessed through an adjacent property or a private road easement, indicate the route from the property line to the public road that will be used for access
6. All road names
7. Existing easements and any adjacent utility/access easements
8. Location of septic tank, drain field or sewer lines
9. Well location
10. Property address
11. Tax parcel number
12. Specify scale
13. Describe adjacent properties ground cover (sagebrush, pasture grass, weeds, etc.)
14. Identify all slopes greater than 10%
15. Date and signature of person drawing plot plan
16. Canals, streams, or drainage easements that your driveway must cross
17. Any proposed permanent or temporary structure including, but not limited to: buildings, signs, fences, etc. within 20 ft. of any PUD facility, such as power lines, power poles, and transformers, require prior approval from the PUD

# of acres - Sagebrush (13)

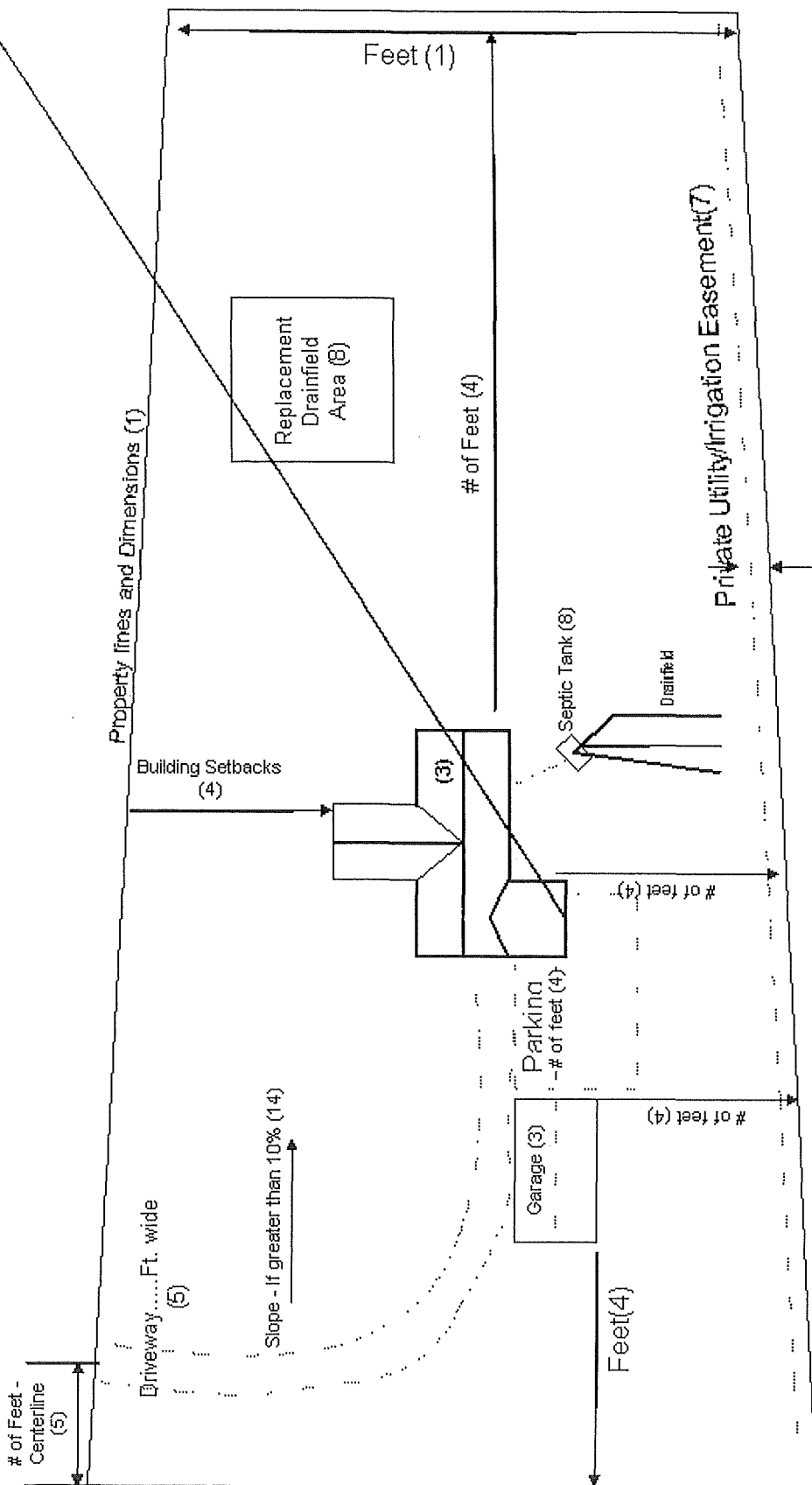
Parcel # (11)  
Name and  
Street Address (10)

# SAMPLE PLOT PLAN

Street or Road Name (6)



North Arrow (2)



# of acres - Sagebrush (13)

Drawn to Scale - Note Scale on plot plan " " = \_\_\_\_\_' (12)

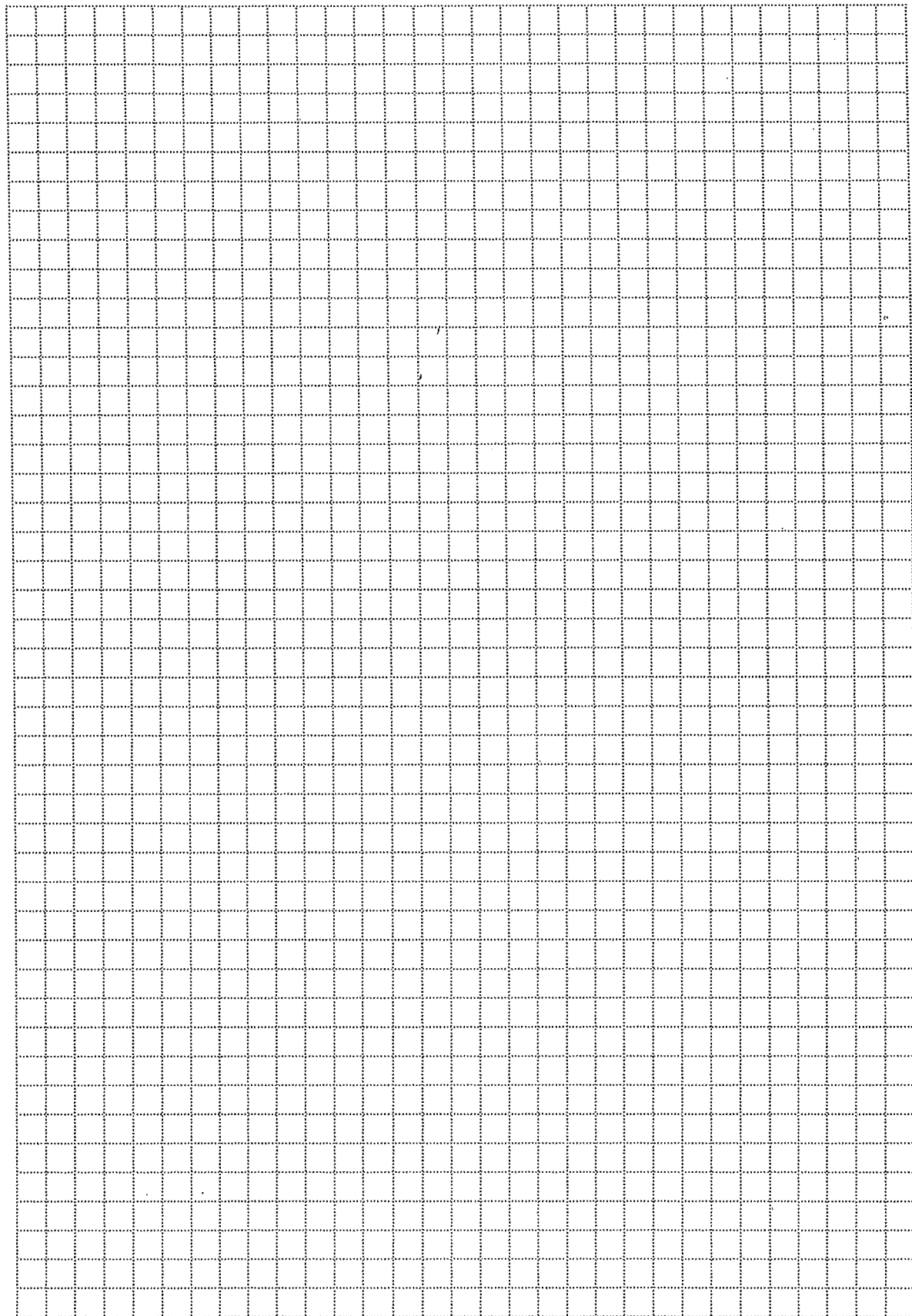
**NOTE!!** All Easements must be shown and identified.

SITE PLAN FOR \_\_\_\_\_

Scale 1" = 50' or 1" = 100'

Please specify

PLEASE INDICATE NORTH



**Benton County Building Division**  
Construction Plan Information Required

- I. One set of original plans showing the following:
- a. Foundation Plan
    - 1. Fully dimensioned
    - 2. Crawl space vents-size and location
    - 3. Wall and footing size
    - 4. Floor framing (i.e.: joist and beam size and spacing)
    - 5. Pier location and size
  
  - b. Floor Plan
    - 1. Fully dimensioned
    - 2. Room Use (i.e.: bedroom)
    - 3. Window size and type (may be shown on elevations)
    - 4. Indicate all bearing header sizes
    - 5. Provide energy code compliance report
    - 6. Wall plate height in each area
  
  - c. Elevations
    - 1. Attic ventilation - size and location
    - 2. Elevation view of each side
  
  - d. Cross Section
    - 1. Foundation size, reinforcement, etc.
    - 2. All framing members - size and spacing
    - 3. Floor construction details
    - 4. Roof construction details
    - 5. Wall construction details
    - 6. Stair construction details
    - 7. Insulation details
  
  - e. Roof Framing and/or Manufacturer's Truss Plan
    - 1. One complete set fully dimensional roof framing plans (indicate size, grade & species)
    - 2. One complete set of manufacturer's or engineers truss layout and reactions
  
  - f. As determined by the nature of the project, the following information may be required:
    - 1. Structural calculations
    - 2. Specifications
    - 3. Fireplace details

**BENTON COUNTY CROSS SECTIONAL  
REQUIREMENTS FOR SINGLE STORY RESIDENCE**

Specify Type & Size of Roof Framing  
(Trusses, Stick Frame, etc.)

3/8" Plywood sheathing or equal

Roofing Installed Per Mfg. Specs. No  
wood shakes or shingles are allowed

Attic Ventilation:  
1/150 of area  
1/300 if vents upper & lower

Soffit Vent

**EXAMPLE  
ONLY not to  
scale**

Specify Size  
Type of Wall &  
Roof Sheathing

R-49 Ceiling Insulation  
R-38 in Vaulted Ceilings  
Sheetrock per mfg. specs.

Glazing sha  
comply with  
current WSEC  
Requirements

R-21 Insulation  
4 ML. Poly or Equal  
1/2" Sheetrock

Indicate size and  
spacing of wall  
framing.

Specify all Header &  
Floor Beam Sizes

**ATTIC ACCESS:**

Provide a 22" x 30" opening in  
ceiling of garage or hall. Must  
have 30" minimum of headroom  
above opening

**AIR LEAKS:**

All doors, windows, skylights  
and openings enclosing a  
heated space exposed to  
exterior or unheated areas shall  
be weatherstripped or caulked.

Size and Spacing of Joists

Pressure Treated  
Mud sill

R-30 Insulation in contact with floor

**UNDER FLOOR ACCESS:**

Minimum 18" x 24". Shall  
provide access to entire crawl  
area with no obstructions at  
opening.

1/2" x 10" Bolts-8' O.C. with 2"  
plate washers

1/2" Rebar 4' O.C. Vertical with hooks  
6 ml. Poly ground cover overlap  
joints 12"

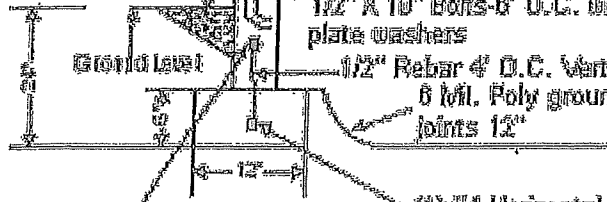
**CRAWL SPACE  
VENTILATION:**

1 Sq. Ft. of vent for every 150  
sq ft. of floor area. Located  
close to corners and position to  
create cross ventilation.

Ground Level

(1) #4 Horizontal within  
12" of Top

(1) #4 Horizontal Min.



# CATCHING RAIN: Low Impact Development — Protecting Our Waters

1

Low Impact Development (LID) is one way we can help keep our waterways, as well as the surrounding land, healthy and safe. This is a beautiful place to live, so it is no wonder that an additional 1.9 million people are expected to move here by 2040. As we grow, we replace forests and prairies with rooftops and pavement, thereby increasing stormwater runoff and the associated pathogens and chemicals it carries to our waterways. The health of humans and our ecosystems is threatened.

## What's the problem with stormwater?

Stormwater is created by precipitation (rain or snowmelt) that doesn't soak into the earth but instead creates puddles and runs off. This stormwater can pick up pollution and carry it directly into storm drains, streams, rivers, lakes, inlets, and bays.

*Some consequences of stormwater pollution and increased surface runoff include:*

- Pollutants such as motor oil, yard chemicals, and pet wastes contaminate local waterways, threatening human health and wildlife health.
- Numerous beaches are too polluted to harvest shellfish.
- Several fish species face the threat of extinction.
- Groundwater is not replenished, decreasing drinking water supplies and drying out streambeds.
- Winter rain quickly runs off paved surfaces and into streams, leading to the scouring of stream channels.

## What is Low Impact Development and how can it help?

LID seeks to manage stormwater onsite—either by encouraging it to soak into the ground or using plants to transpire it back to the atmosphere. LID helps keep pollution out of our waterways. It focuses on recreating or protecting existing natural landscape features to minimize the amount of impervious (hard) surfaces. Stormwater is then treated with soils that have been amended with compost, vegetation, and other techniques.

LID strategies can be used in virtually every situation—residential homes or commercial businesses, in rural or urban settings. Some benefits include:

- Creates more beautiful and easily managed landscapes.
- Encourages water to soak into the ground, replenishing drinking water supplies.
- Reduces contamination of local waterways, including recreational and shellfish growing areas.
- Preserves or restores trees and other vegetation, attracting birds, butterflies and other wildlife.
- Can reduce development costs (decreased infrastructure and land clearing costs) as well as stormwater management costs.

## Vegetation Preservation and Restoration

During site development, clearing and grading should be minimized as much as possible. This will protect native soils and vegetation while also preventing compacted soils that do not allow water to soak in as readily. Mature trees are not easy to replace and their contribution to managing stormwater run off and preventing erosion is invaluable. When clearing land, small native plants can be removed and saved for replanting once development is complete.

Reducing lawn sizes and replacing that space with native or water-wise plants reduces maintenance and watering needs and may reduce the need for fertilizers and pesticides.

Look for the other helpful fact sheets in this series:

- ✓ 1. Low Impact Development
2. LID Stormwater Regulations
3. LID Development Process
4. Pavement Maintenance
5. Rain Garden Maintenance
6. Rain Garden Construction Checklist
7. Rain Garden Construction Sequencing



Green roof, Portland, OR. Photo: Erica Guttman

# CATCHING RAIN: Washington's New LID Stormwater Regulations

2

Washington State has new rules for how cities and counties manage stormwater runoff. Washington cities and counties under a Municipal Stormwater Permit have a legal obligation to prevent pollution from rainwater that washes over roofs, driveways and developed areas. The new rules will require many future developments to incorporate certain Low Impact Development (LID) techniques.

LID techniques imitate the natural processes that help rainfall absorb into the ground, instead of running into pipes and large holding ponds that drain to streams and water bodies. LID measures, such as rain gardens, bioretention facilities, and permeable pavements, treat and retain stormwater at the source. These practices help preserve fish and wildlife by keeping natural waters clean.

Washington State Municipal Stormwater Permits, administered by the Department of Ecology, govern how cities and counties manage stormwater runoff. Three separate permits covering different parts of the state were recently updated, and LID requirements were added. The Phase I permit applies to Tacoma, Seattle, and the four most populous counties in Western Washington. The Phase II permit for Western Washington covers 80 cities and the urban portion of four counties. The Phase II permit for Eastern Washington covers 18 cities and urban areas of six counties.

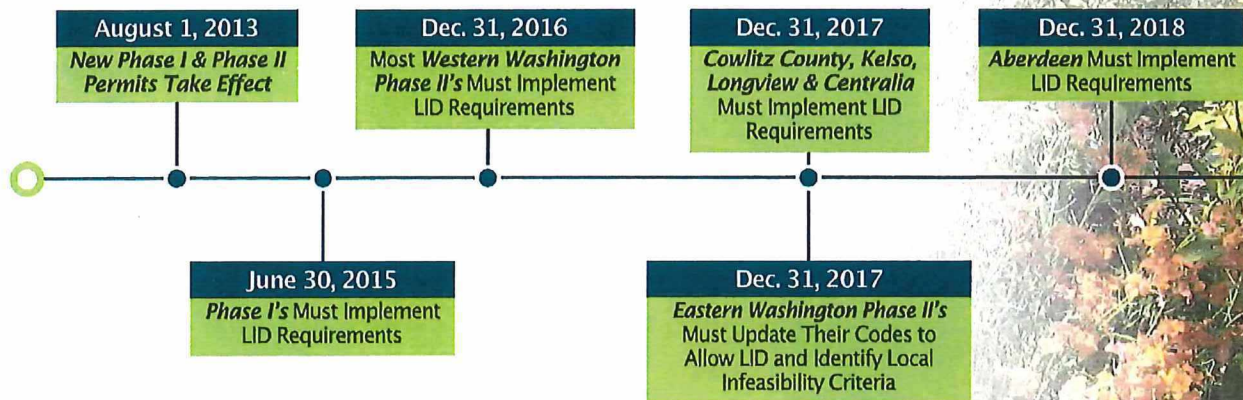
Look for the other helpful fact sheets in this series:

1. Low Impact Development
- ✓ 2. LID Stormwater Regulations
3. LID Development Process
4. Pavement Maintenance
5. Rain Garden Maintenance
6. Rain Garden Construction Checklist
7. Rain Garden Construction Sequencing

## Local Development Codes will be Revised to Include LID Measures

The new permits require Phase I cities and counties to enact codes incorporating LID measures by June 30, 2015, and most Phase II jurisdictions in Western Washington must follow suit by the end of 2016. The Stormwater Manual for Western Washington, revised in 2012, contains the LID design details. The Eastern Washington permittees must update their codes, if needed, by December 31, 2017. The Department of Ecology, in collaboration with Eastern Washington permittees, is still developing a stormwater manual with LID practices for the east side of the state.

## Timeline for New LID Requirements in Washington State



The permits for eastern and western portions of the state take substantially different approaches, because the soil, climate and geology vary substantially between the two regions, and these factors have a major influence on how stormwater runoff behaves. The LID measures for Eastern Washington are less developed, requiring only that initial steps be taken to implement LID techniques. For example, new developments in Eastern Washington will be required to retain runoff on-site or in regional stormwater facilities. Most Eastern Washington cities and counties covered by the permit already meet this requirement; the others can develop criteria for when LID measures are not feasible. LID measures must be allowed in Eastern Washington, but will not be required.

Continued >

## Amending Soils

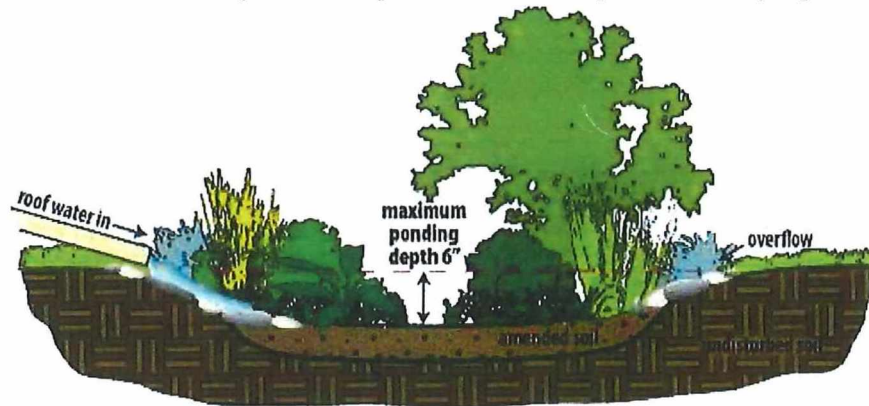
Healthy soil grows healthier plants, allows stormwater to soak in, stores water for plants in the summer, and reduces the need for chemicals such as pesticides and fertilizers.

Where soil must be disturbed, breaking up compaction, replacing topsoil or tilling in compost is very beneficial.

## Rain Gardens

Rain gardens are a landscape amenity that also serves to treat polluted runoff and manage drainage by using natural processes: plants and soils work together to filter and absorb water from streets, rooftops, driveways and other hard surfaces.

This landscaping technique is beautiful and inviting to birds and butterflies. Using native plants and amended soils can reduce maintenance needs. Rain gardens can be constructed in many different shapes and can be landscaped with a variety of plants.



## Managing Water on Roofs

### Green Roofs:

Green roofs are a great way to absorb and slow down roof runoff. They improve aesthetics to the residence or business as well as reduce noise and lower heating and cooling costs. Unlike conventional roofs, green roofs have less UV degradation, so they last much longer—it is recommended that after 50 years the waterproof membrane be replaced, but all other components can be reused on the same roof!

### Directing Downspouts:

If green roofs are not an option, water can be directed from downspouts to areas such as a rain garden or planted area (versus pavement), where it can soak into the ground.

### Rainwater Harvesting:

Rainwater harvesting combines two important LID goals: reduce flows from rooftops, and conserve water that comes from drinking-water supplies. Rainwater can be collected in rain barrels or cisterns where it can be stored. The collected water can then be used for a variety of things such as watering and cleaning jobs around the outside of homes.



Compost in landscapes filters and slows rainwater and results in healthier soils and plants. Photo: Erica Guttman



A rain garden is an attractive way to manage polluted runoff on site. Photo: Erica Guttman



Photos: Erica Guttman, Nora Moloney





Ribbon driveway, steppable plants with stones, permeable concrete & permeable pavement.  
 Photos: Curtis Hinman, Erica Guttman, Interlocking Concrete Pavement Institute



## Options to Reduce Hard Surfaces

Driveways and walkways often account for a large amount of impervious area surrounding homes. Several LID solutions allow stormwater runoff to soak into the earth, preventing pollution from entering waterways and decreasing possible flooding risks.

### **Driveways and Parking Lots:**

Many beautiful and functional materials and strategies allow rainwater to soak into driveways and parking lots. Reducing the length and width of driveway and parking areas is a perfect way to start reducing impermeable surfaces. Some style and material alternatives include the ribbon driveway, broken-concrete mosaic, permeable pavers, grid aggregate containment systems, pervious concrete and porous asphalt.

### **Walkways, Patios, and Decks:**

Traditional concrete or mortared patios and walkways can be replaced with a variety of LID options. Raised decks made from recycled plastics are an excellent alternative. Walkways and patios can be constructed using stones or broken concrete with plantings in the gaps between stones to absorb water. Pervious systems, including stone pavers and interlocking plastic grids are great options as well.

## Foundations

When planning new construction or an addition to a home or business, a key strategy is to disturb soils as little as possible. Two LID techniques include:

### **Small Footprint:**

A building's footprint can be reduced by decreasing the amount of space taken up all together or by creating two stories instead of a large one-story.

### **Minimal-excavation Foundation:**

A minimal-excavation foundation dramatically limits soil disturbance over traditional grading and foundation installation.



Photo: PIN Foundations

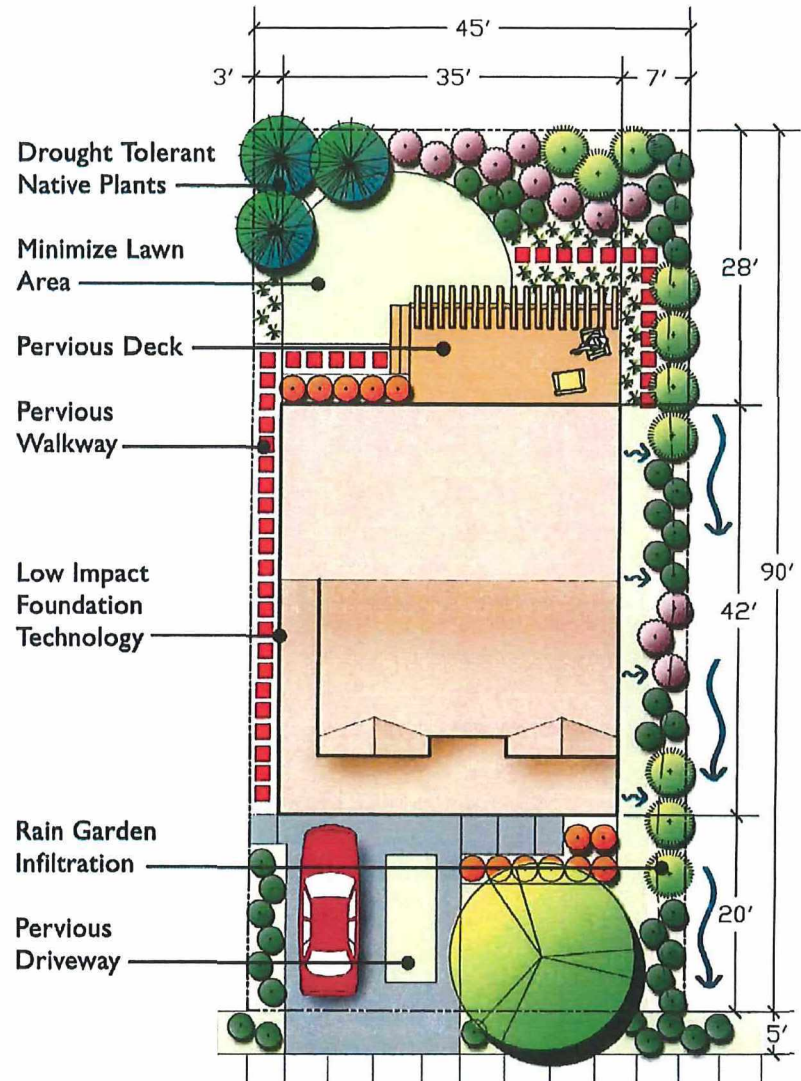


## Residential Area with LID Features

LID practices may be incorporated around homes and businesses in countless ways. Just a few methods can be used or an entire lot can be designed and developed using LID techniques for everything from building design to landscape design. These techniques create beautiful homes and yards, keeping the sites safer from flooding risks. Utilizing LID methods helps to absorb polluted water into the earth, which protects water bodies, wildlife, and human health.



Pervious pavers filter and manage water on site.  
Photo: Interlocking Concrete Pavement Institute.



### Resources:

Washington Stormwater Center: <http://www.wastormwatercenter.org/>  
 Washington Department of Ecology: <http://www.ecy.wa.gov/programs/wq/stormwater/>  
 Puget Sound Partnership: <http://www.psp.wa.gov/stormwater.php>  
 Municipal Research and Services Center of Washington: Local Stormwater Programs and Regulations  
<http://www.mrsc.org/subjects/environment/water/sw-local.aspx>  
 EPA Low Impact Development: <http://water.epa.gov/polwaste/green/>  
 WSU Rain Garden Website: <http://raingarden.wsu.edu>

### Online Publications and Videos:

2012 Stormwater Management Manual for Western Washington  
<http://www.ecy.wa.gov/programs/wq/stormwater/manual.html>  
 Low Impact Development Technical Guidance Manual for Puget Sound  
[http://www.psp.wa.gov/LID\\_manual.php](http://www.psp.wa.gov/LID_manual.php)  
 Building a Raingarden: Keeping our Pacific Northwest Waters Clean Video: <http://vimeo.com/21474307>  
 Raingarden Handbook for Western Washington Homeowners  
[http://county.wsu.edu/mason/nrs/water/Documents/Raingarden\\_handbook.pdf](http://county.wsu.edu/mason/nrs/water/Documents/Raingarden_handbook.pdf)



WASHINGTON STATE UNIVERSITY  
EXTENSION



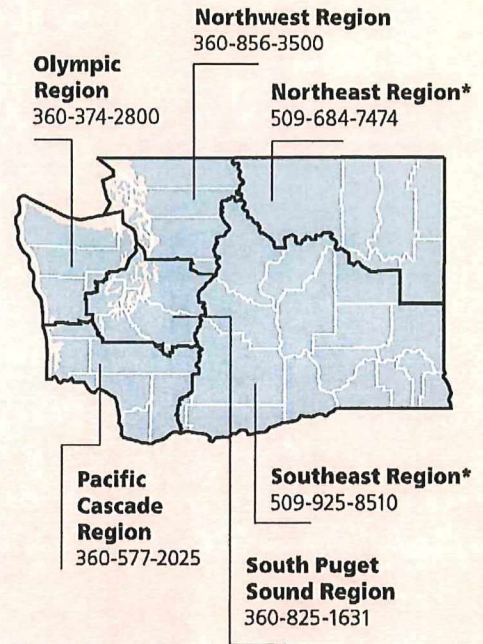
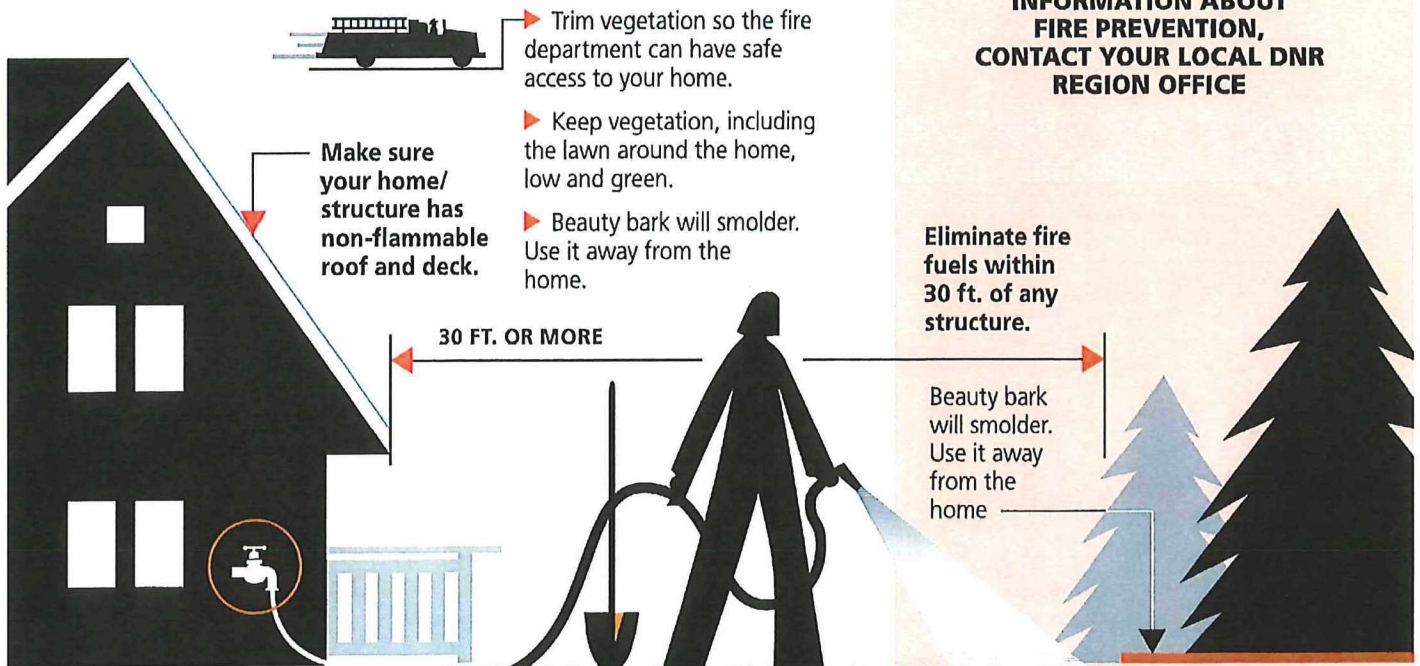
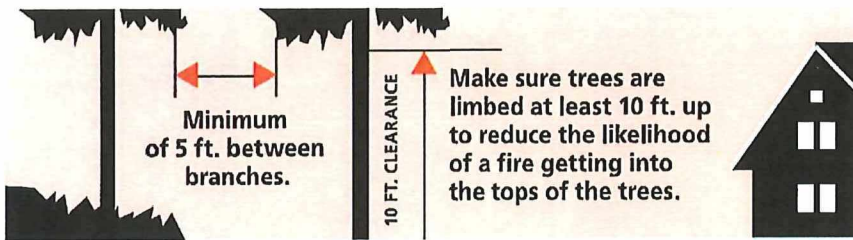
WASHINGTON STATE DEPARTMENT OF  
**Natural Resources**  
Peter Goldmark - Commissioner of Public Lands

# Fire Prevention

## Defend Your Home from Wildfire

### NO COST EVALUATION

\* If you live in DNR's Northeast Region, 509-684-7474 or DNR's Southeast Region, 509-884-3472, DNR foresters can come out and assess your home at no cost.



**FOR MORE INFORMATION ABOUT FIRE PREVENTION, CONTACT YOUR LOCAL DNR REGION OFFICE**

[dnr.wa.gov](http://dnr.wa.gov)

**TO REPORT A FIRE, PLEASE CALL 1-800-562-6010**



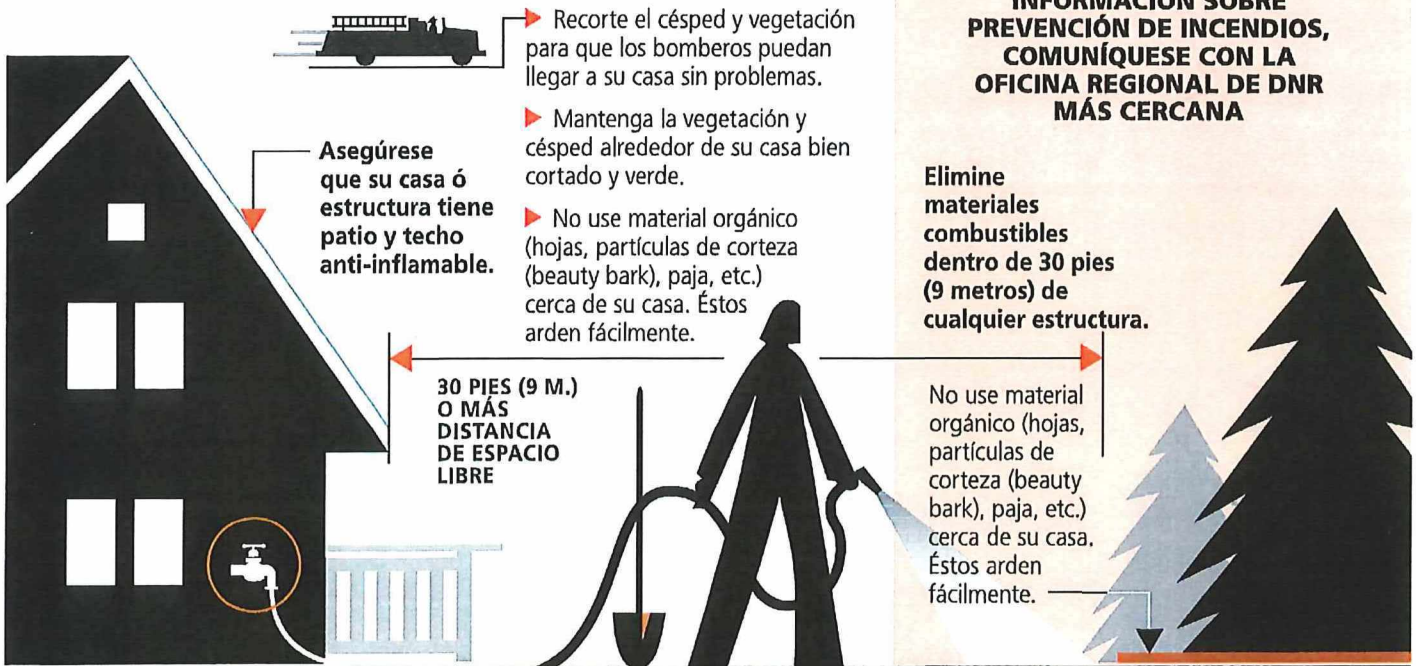
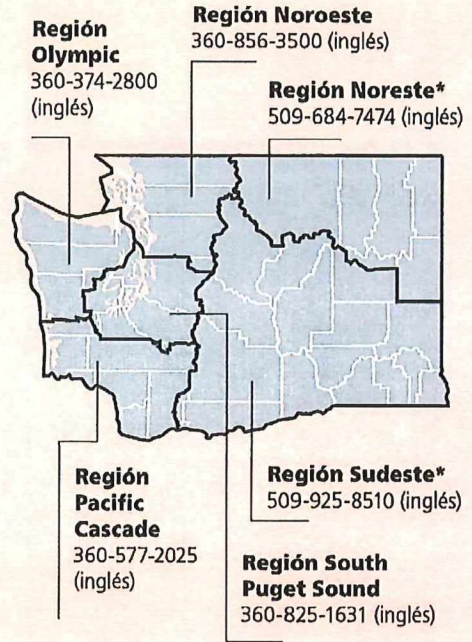
WASHINGTON STATE DEPARTMENT OF  
**Natural Resources**  
Peter Goldmark - Commissioner of Public Lands

# Prevención de Incendios

## Defienda Su Casa de Incendios Forestales

### EVALUACIÓN GRATIS

\* Si vive en la **Región Noreste de DNR (Departamento de Recursos Naturales)**, **509-684-7474** (inglés) o en la **Región Sudeste de DNR**, **509-925-8510** (inglés), y no está seguro de cuan segura es su casa contra incendios, personal de DNR puede venir a evaluar su casa sin costo alguno.

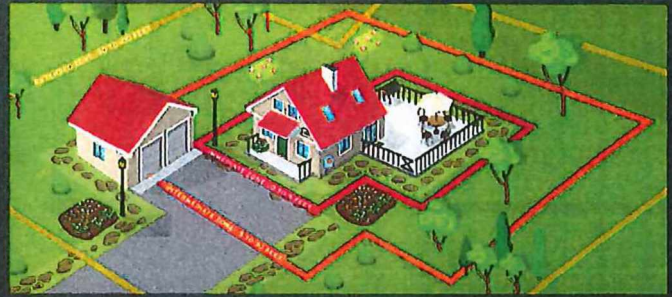


**PARA MÁS INFORMACIÓN SOBRE PREVENCIÓN DE INCENDIOS, COMUNÍQUESE CON LA OFICINA REGIONAL DE DNR MÁS CERCANA**

 [dnr.wa.gov](http://dnr.wa.gov)

**PARA REPORTAR UN INCENDIO, POR FAVOR LLAME AL 1-800-562-6010 (INGLÉS)**

# HOW TO PREPARE YOUR HOME FOR WILDFIRES



WILDFIRE RISK REDUCTION STEPS THAT CAN MAKE YOUR HOME SAFER DURING A WILDFIRE

## VEGETATION MANAGEMENT

### 1. HOME IGNITION ZONES

Limiting the amount of flammable vegetation, choosing fire-resistant building materials and construction techniques, along with periodic exterior maintenance in the three home ignition zones - increases the chances your home will survive a wildfire when exposed to embers and/or a surface fire. The zones include the **Immediate Zone**: 0 to 5 feet around the house; **Intermediate Zone**: 5 to 30 feet; and the **Extended Zone**: 30 to 100 feet.

### 2. LANDSCAPING AND MAINTENANCE

To reduce ember ignitions and fire spread, trim branches that overhang the home, porch and deck and prune branches of large trees up to (depending on their height) 6 to 10 feet from the ground. Remove plants containing resins, oils and waxes and ensure mulches in the **Immediate Zone** (0 to 5 feet around the house) are non-combustible options like crushed stone and gravel. Maintain vegetation annually.

## FIRE RESISTIVE CONSTRUCTION

### 3. ROOFING AND VENTS

Class A fire-rated roofing products offer the best protection. Examples include: Composite shingles, metal, concrete and clay tiles. Inspect shingles or roof tiles and replace or repair those that are loose or missing to prevent ember penetration. Box-in eaves, but provide ventilation to prevent condensation and mildew. Roof and attic vents should be screened to prevent ember entry.

### 4. DECKS AND PORCHES

Never store flammable materials underneath decks or porches. Remove dead vegetation and debris from under decks/porches and between deck board joints.

### 5. SIDING AND WINDOWS

Embers can collect in small nooks and crannies and ignite combustible materials; radiant heat from flames can crack windows. Use fire-resistant siding such as brick, fiber-cement, plaster or stucco and dual-pane tempered glass windows.

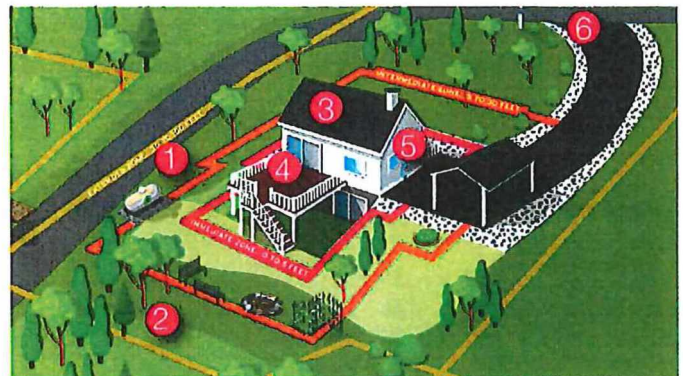
### 6. EMERGENCY RESPONDER ACCESS

Ensure your home and neighborhood has legible and clearly marked street names and numbers. Driveways should be at least 12 feet wide with a vertical clearance of 15 feet, for emergency vehicle access.

## BE PREPARED

Develop, discuss and practice an emergency action plan with everyone in your home. Include details for pets, large animals and livestock. Know two ways out of your neighborhood and have a pre-designated meeting place. Always evacuate if you feel it's unsafe to stay – don't wait to receive an emergency notification if you feel threatened from the fire.

Conduct an annual insurance policy check-up to adjust for local building costs, codes and new renovations. Create/update a home inventory to help settle claims faster.



## OTHER CONSIDERATIONS

- Store firewood away from the home
- Mow the lawn regularly
- Prune low-hanging tree branches
- Landscape with fire-resistant plants
- Create small fuel breaks with hardscaping features

**TALK TO YOUR LOCAL FORESTRY AGENCY OR FIRE DEPARTMENT TO LEARN MORE ABOUT THE SPECIFIC WILDFIRE RISK WHERE YOU LIVE.**



**FIREWISE USA™**  
RESIDENTS REDUCING WILDFIRE RISKS

**VISIT FIREWISE.ORG FOR MORE DETAILS**

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Order a Reducing Wildfire Risks in the Home Ignition Zone checklist/poster at [Firewise.org](http://Firewise.org)