



Benton County Public Services

Civic Access – Apply for Permits

How to Begin a Permit Application?

- Click Apply and Select Permits
- Click Categories on the upper left side
- Select the type of Permit Application to submit

1. Type a plan name or keyword into the search bar to begin.

You may also browse using the permit type buttons or select **All** to view everything. Use **Show Categories** to filter applications by category or department.

Application Assistant

Search for application names and keywords

Dashboard Home Public Works Planning Division Suppl. Docs Rural Water Supply Program Building Division My Work Today's Inspections **Apply** Map Pay Invoices Search Calendar

Application Assistant

Search for application names and keywords

Home All Trending My History **PERMITS** PLANS

< Hide Categories

- All
- PERMITS
- Building Division
- Fire
- Planning
- Public Works
- PLANS

Residential - Deck

Category Name: Building Division

Description: Use this application for all residential decking projects.

Apply

Commercial - Addendum

Category Name: Building Division

Description: This application should be used in cases where any changes need to be made to a commercial building project that has previously had a permit issued but has not yet had final inspections.

Apply

Commercial - Agricultural Structure Repair or Addition

Category Name: Building Division

Description: Use this application for repairs and/or additions to agricultural structures that are for commercial use.

Apply

Commercial - Demolition

Category Name: Building Division

Description: Use this permit for commercial demolition projects

Apply

Commercial - Grading

Category Name: Building Division

Description: Use this application for commercial grading, excavation and landfill projects

Apply

Commercial - Mechanical Alteration / Repair / Addition

Category Name: Building Division

Description: Use this application for alterations, repairs or additions to existing mechanical systems in commercial buildings.

Apply

Once you find the permit you need, click **Apply**.

2. Locations

Log in to Civic Access if you have not already done so. Then select your project location by clicking the plus sign on the blue card and waiting for the map to load. Search by address or parcel number, and choose the correct property from the results

Apply for Permit - Encroachment Permit *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

Type: Location
102206 E WISER PKWY,
Kennewick, WA 99338

Main Address ☒

Parcel Number
111882012958003

Main Parcel ☒

Remove

Location

Add Location

Create Template Save Draft **Next**

You may also designate whether the address serves as the billing address, home, project location, mailing address, or shipping address.

Add Address As Location ☒ Billing ☐ Home ☐ Location ☒ Mailing ☐ Shipping ☐

SEARCH ENTER

102206

Address

102206 E WISER PKWY

102206 TATUM BLVD

Click **Next** to Proceed to type

3. Type

Plan type is locked because it was selected in the apply screen. If you need to apply for a different plan proceed to make your way to the apply tab and if you are unsure, please contact us. **You will need to enter a description of the project, please be detailed/specific.**

Note: You can save the application as a draft.

Apply for Permit - Encroachment Permit *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

PERMIT DETAILS

Description Box:

Describe the encroachment to be placed in the right of way.

- Provide a brief but comprehensive description of the planned encroachment (e.g., "Installation of a new water line," "fencing" etc.).

Examples of Items That May Require an Encroachment Permit in Benton County:

1. Temporary or Permanent Structures:
 - Utility connections (e.g., private sewer or water connections), particularly if done by private individuals, require an encroachment permit.
 - Fencing, mailboxes, or landscaping features placed in the ROW.
 - Truck or recycling containers temporarily placed in the ROW for community use.
2. Temporary Road Closures:
 - A temporary road closure where no construction or active work is being done in the ROW may require an encroachment permit. This would apply if, for instance, a community event requires a street to be blocked off temporarily without changing the street itself.
3. Encroachment That Requires No Work but Impacts the ROW:
 - Mailboxes, planters, or scaffolding used temporarily or permanently within the ROW.
 - Temporary event structures, such as tents or booths, used for things like festivals or markets, where no permanent changes are made to the ROW.
4. Water and Sewer Lines:
 - Water lines or sewer connections that are placed in the ROW either temporarily or permanently may require an encroachment permit, as well as a ROW construction permit.
5. Traffic Control Devices for Events:
 - Temporary barricades, traffic cones, or road signs placed for events or detours that do not require physical changes to the roadway.

* Permit Type Encroachment Permit

* Description

Back Create Template Save Draft **Next**

Click **Next** to Proceed to Contacts.

4. Contacts

The first contact card auto-fills with the applicant's information. A property owner contact may also be required. Add any additional contacts as needed and be sure to select the correct contact type.

Apply for Permit - Encroachment Permit *REQUIRED

✓

✓

3

4

5

6

7

LocationsTypeContactsMore InfoAttachmentsSignatureReview and Submit

CONTACTS

Provide a list of contacts associated with this permit.

Required contacts at time of application:
Applicant, Preferred contact person, Property Owner

Not required at time of application but can be provided at a later time if needed:
Contractor, Other

Applicant



Address: 7122 W Okanogan
PI Building E, Kennewick, WA.,
99336

Preferred Contact Person

Add Contact

+

REQUIRED

Property Owner

Add Contact

+

REQUIRED

Applicant

Add Contact

+

Back

Create Template

Save Draft

Next

Click **Next** once contacts have been added.

5. More info

Where we gather information unique to each application type.

Apply for Permit - Encroachment Permit *REQUIRED

✓

✓

✓

4

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LocationsTypeContactsMore InfoAttachmentsSignatureReview and Submit

MORE INFO

Encroachment Permit

An **encroachment permit** in Benton County is a legal authorization that allows an individual, organization, or entity to place something in the county's unused portion of right-of-way (ROW), without permission for active construction work. This type of permit is used when the applicant does not have a franchise agreement with the county that already grants them such permissions. Encroachment permits apply to both **temporary** and **permanent** or **long-term** placements of objects or structures in the ROW, but do not authorize any construction activities, which would require a separate ROW construction permit.

Key Points:

- **Encroachment Permit:** Allows placement of items in the ROW without physical work or alterations.
- **ROW Construction Permit:** Required for actual construction or work in the ROW (e.g., digging, paving, or altering infrastructure).
- **Franchise Agreement:** Entities with a franchise agreement do not need an encroachment permit but will still need a ROW construction permit for construction work.

Conditions for Encroachment Permits in Benton County:

- **Temporary Use:** Some encroachment permits are issued for **temporary** placement and have specific **start and end dates** (e.g., road closures, event-related structures).
- **Permanent or Long-Term Placement:** Permits may also be issued for **permanent** encroachments, such as utility connections (e.g., sewer lines or water connections).
- **Public Notice:** For certain temporary encroachments, such as road closures, a **public notice** is required to inform the community of the change.

County Section, Range & Township

Tip | Main Menu

Utility Type

☐ Cable

☐ Gas

☐ Other

☐ Phone

☐ Power

☐ Sewer

☐ Storm

☐ Water

Click **Next** once all fields have been filled out.

6. Attachments

Upload documents for plan review (see Drawings for Permit Plan Review- Naming Convention). Add supporting documents that may be needed to support the application.

Applying for Permit - Encroachment Permit

Locations **Type** **Contacts** **More info** **Attachments** **Signatures** **Review and Submit**

Attachments

When submitting an encroachment permit application through EncrGov, applicants are required to upload two specific files: **Permit Special Conditions**, **Site Plan in ROW**. Below is a breakdown of each file and its requirements:

- Permit Special Conditions**
 - Description:** The **Permit Special Conditions** file outlines the terms and conditions for the encroachment in the ROW.
 - Source:** This document can be downloaded from the Boston County website.
 - Requirements:**
 - The property owner must sign the **Permit Special Conditions** form to acknowledge and agree to the terms.
 - The signed document must be uploaded as part of the permit application.
- Site Plan in ROW**
 - Description:** The **Site Plan in ROW** provides a detailed map or diagram of the proposed encroachment within the ROW.
 - Requirements:**
 - Location:** The site plan must clearly show the exact location of the encroachment within the ROW.
 - Scope:** The site plan should detail the proposed encroachment or modification within the ROW.
 - Infrastructure and Utilities:** If applicable, the plan should include any infrastructure or utilities involved in the project (e.g., water, sewer, gas lines).
 - Dimensions and Boundaries:** The plan must show accurate measurements and boundaries of the encroachment area.
 - Level of Detail:** Ensure the plan is detailed enough to understand the full scope of work, including the location of any affected structures or utilities.

Permit Conditions **Site Plan in ROW** **Attachments**

Add Attachment **Add Attachment** **Add Attachment**

Required **Required .pdf** **Required .pdf**

REQUIRED **REQUIRED** **REQUIRED**

Back **Create Template** **Save Draft** **Next**

Click **Next** once documents have been uploaded.

7. Signature

Type your initials, then sign in the box either by drawing your signature or by selecting “Enable Type Signature.”

If you choose “Enable Type Signature,” type your name in the field to the right and it will appear in the signature box.

Apply for Permit - Encroachment Permit REQUIRED

Locations ☒ Type ☒ Contacts ☒ More Info ☒ Attachments ☒ **Signature** ☒ Review and Submit ☐

SIGNATURE

* Please type your name as consent to electronically sign this application.

Enable Type Signature ☐

June, 09 2026

X Draw Signature Here

[Clear](#)

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

Click **Next** once signature has been added.

8. Review and Submit

You should see all green checks. If you missed something you will be prompted to fix it. Before submitting scroll all the way down and verify all information.

Apply for Permit - Encroachment Permit REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

[Submit](#)

Locations

Location	102206 E WISER PKWY, Kennewick, WA 99338
Parcel Number	111882012958003

Basic Info

Type	Encroachment Permit
Description	Test
Applied Date	06/09/2026

Contacts

Applicant	[REDACTED]
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Address: 7122 W Okanogan PI Building E, Kennewick, WA, 99336

Click **Submit** once all information has been verified.

If the application was submitted correctly, you should see a success screen like the one below.

✔ **Your application was successfully submitted!**

Thank you for your application. Please allow 10 business days for review. If you have any questions please contact Public Works at (509) 786-5611 or pwpermits@co.benton.wa.us.

[Continue to permit](#)

Click **Continue to Permit**

Permit Number: ROW-2026-000129

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Encroachment Permit	Status: Submitted - Online	Project Name:
IRB Number: 100534	Applied Date: 06/09/2026	Issue Date:
District:	Assigned To:	Expire Date:
Finalized Date:		
Description: Test		

[Summary](#) | [Locations](#) | [Fees](#) | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Sub Records](#) | [More Info](#)

Progress

0% Completed

Completed
In Progress
Not Started

Fees

\$0.00

[View Details](#)

Workflow

- ☐ Confirm application complete
- ☐ Encroachment Review
- ☐ Assign task for County Engineer/Designer for permit approval
- ☐ Issue Permit
- ☐ Miscellaneous Item Inspection
- ☐ Pre-Placement/Preliminary Inspection
- ☐ Final Encroachment Inspection

Available Actions

No Actions

You can now see your plan application and all related workflow, attachments, invoices, fees owed and fees paid along with other pertinent information on your dashboard on Civic Access.