



City of
Pasco

Inspection Services | Building Division

525 N 3rd Ave, Pasco, WA 99301

P: 509.543.5726

www.pasco-wa.gov | permittech@pasco-wa.gov

FOR STAFF USE ONLY

Permit #

Commercial Construction Permit Application

Permit Type (check one): ☐ New Building ☐ Addition ☐ Tenant Improvement ☐ Sign (s) ☐ Change of Occupancy ☐ Demolition ☐ Other (use description line below)		
Site Address:	Parcel No.:	Project/Construction Value:
Applicant is (check one): ☐ Owner ☐ Contractor ☐ Architect ☐ Other:		
Applicant Contact Name:	Phone#:	Email:
Legal Property Owner:	Phone #:	
Mailing Address:	Email:	
Contractor:	Phone#:	
Mailing Address:	Email:	
State Contractors License#:	City of Pasco Business License #:	
Architect/Engineer:	Phone #:	
Mailing Address:	Email:	
Detailed Description of Work:		
Whole Building Square Footage: _____ Sq.Ft. of area being Modified: _____	#of Stories: _____ # of Units: _____	Construction Type: ☐ IA ☐ IB ☐ IIA ☐ IIB ☐ IIIA ☐ IIIB ☐ IV ☐ VA ☐ VB Occupancy Type: _____
Select the dust control method that will be used. The approved methods of dust control are as follows: ☐ Hydro-seed ☐ Chemical/Physical Soil Binder ☐ Sprinklers ☐ Contract with _____ for water truck Select the litter control measures that will be in place for the duration of construction: ☐ Onsite Container through _____ ☐ Contract with BDI ☐ Will provide own trailer/ haul daily as needed		

I certify the information furnished by me is true and correct and that I am the owner of the subject property or I have been given express permission by the owner of the subject property, to submit this application for permit. I will comply with all provisions of law, code and ordinances governing this type of construction work, including state contractor registration laws. I understand that once accepted, this application is valid for 30 days. If the permit is not obtained within 30days, the permit application and all submitted building and site plans will be destroyed.

Applicant Name (please print) _____

Applicant Signature _____ Date _____

4/2023



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Utility Service Connection Application

If this property is within city limits, this application would be in addition to the Building Permit Application.

Property & Owner Information:

Site Address: _____ Parcel: _____

Legal Property Owner Name: _____

Lot Width: _____ feet Lot Depth: _____ feet

If lot is irregular shaped, provide lot square footage: _____ sq.ft.

Site/Field Contact:

Name: _____ Phone/Email: _____

Utility Billing Information:

Billing Name: _____

Billing Address: _____

City, State & Zip: _____

Services Requested:

☐ Water ☐ Sewer ☐ Irrigation

*Selecting the desired services does not guarantee availability of those services.

Water Meter Size Requested: _____ inches

When the water meter is set, do you want to defer the activation of the account by having it locked off? Yes ☐ No ☐

Locked Meter: Selecting this option means that, once the water meter is installed, you will only be billed for storm drain and irrigation (if applicable) utility base fees while the meter is locked. However, please be aware that to access services, you will need to submit a written request to Utility Billing to unlock the meter and the account will be assessed a \$15 service fee.

Unlocked Meter: Opting for an unlocked meter installation means that any applicable services, such as water, sewer, stormwater, ambulance, and irrigation, which are tied to the meter and the final use of the parcel, will be billed upon the installation of the water meter. This ensures immediate access to services without any additional steps.

If your water meter is being used for irrigation purposes the meter will be locked automatically.

Utility Connection Acknowledgement

The applicant's signature is accepted understanding applicant has permission from the record owner of the property to make this application and is acting in the property owner's interest.

Applicant further agrees to conform to all ordinances, rules, and regulations now in existence and as hereafter amended or supplemented governing the Water/Sewer utilities.

Applicant further agrees that the City of Pasco shall have the right to shut off the water supply at any time without prior notice for repairs, extensions, nonpayment of rates, or for other good cause, and that the City of Pasco shall not be responsible for any damage caused by breaking, bursting or collapsing of any boilers, pipes or fixtures or by the stoppage or interruption of the water supply, the shutting off of the water as a condition precedent to receiving water service.

Applicants for water service who are converting to the city utility from well service must disconnect their well water to their residence prior to connection of city water service to prevent contamination of the city water supply.

Name of Applicant (print): _____

Signature of Applicant: _____ Date _____



Plan Review and Inspection Fee Application

The Department of Community and Economic Development oversees the plan review and inspection of all Public Works improvements made by private developers. The City of Pasco charges fees for these services, which are separate from and in addition to fees charged by the Building Division.

All plan review and inspection fees are based on the prevailing engineering hourly rate set by the City of Pasco (PMC 3.35.180).

Plan Review

A deposit of up to **\$3,000** is required at the time of application for plan review. The actual deposit amount may be adjusted at the discretion of the Community and Economic Development Director. The total cost for plan review will be determined upon completion of the review. All outstanding plan review fees must be paid in full before the City will grant plan approval.

Construction Inspection

A separate deposit of up to **\$3,000** is required at or before the preconstruction meeting. The actual deposit amount may be adjusted at the discretion of the Community and Economic Development Director. Final costs for inspection services will be determined at the completion of construction. All outstanding inspection fees must be paid in full before the City will issue project acceptance or a Certificate of Occupancy.

Any timelines for project review/approval defined by the Revised Code of Washington (RCW) or the Pasco Municipal Code (PMC) do not begin until this form is completed and returned to the City of Pasco.

Delinquency and Payment Requirements

Payment of all applicable fees is a condition of approval.

- For plan review, all outstanding fees must be paid in full prior to the City granting plan approval or issuing a Notice to Proceed.
- For construction inspection, all outstanding fees must be paid in full before the City will issue project acceptance or a Certificate of Occupancy.

Acknowledgement (Complete all contact information on page 2)

By signing below, you acknowledge and agree to the fees outlined above and understand that you are responsible for all fees associated with your development. Failure to pay required fees may result in the withholding of approvals or final project sign-off. Non-payment may also subject the responsible party to additional collection efforts, which may include placing a lien on the improvements and/or developed property in accordance with applicable law.

Responsible Party: _____

Date: _____

SIGNATURE



City of
Pasco

**COMMUNITY AND ECCONOMIC DEVELOPMENT
ENGINEERING - DEVELOPMENT (509)545-3441**
PO Box 293/525 North 3rd Ave. Pasco, WA 99301/www.pasco-wa.gov

The Responsible Party will be financially liable for all costs associated with plan review and inspection fees detailed above. Please provide the following information:

Responsible Party: _____

Parcel Number(s): _____

Project Address: _____

Phone Number: _____

Email: _____

Engineer of Record: _____

Phone Number: _____

Email: _____