



# Public Services

128 North Second Street • Fourth Floor Courthouse • Yakima, Washington 98901

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*LISA H. FREUND – Director*

## **Yakima County Public Services Issues Contractor Guidelines In Response to Governor's Memorandum on Essential Building Permits**

**FOR IMMEDIATE RELEASE: THURSDAY, March 26, 2020**

**Contacts:** Jacob Clay, Administrative Supervisor & Public Information Officer  
(509) 574-2300

For Reference:

Governor's [Proclamation 20-25 Stay Home - Stay Healthy](#)

Governor's [Memorandum to Proclamation 20-25](#)

YAKIMA, WA – In response to Governor Inslee's Memorandum restricting building permits to essential construction, the Yakima County Public Services Building Division has modified its procedures for customer application and permit processing during this mandate. Although **only building permits for essential construction** can be issued at this time, application intake and processing will continue for all project types. Customers are encouraged to continue with their projects, following the guidelines, below.

Please Note: “Essential Projects” (agricultural-related structures, emergency repairs and similar) will take priority over all other projects. Non-essential permits will not be issued until the Governor lifts the construction restrictions, slated for April 8<sup>th</sup>.

1. To submit a new application: Go online for our applications and instructions  
<https://www.yakimacounty.us/1406/Forms-and-Information>. Drop off applications and plans at our secure drop box immediately inside the Yakima County Courthouse front entrance, 128 N. 2<sup>nd</sup> Street, Yakima, WA 98901, or mail them to attn: Yakima County Public Services to that address.
  - a. After we receive your application, we will call with any questions and guide you through the payment process. For your convenience, both checks and credit card payments are available.
  - b. Call 574-2300 between 8am and 4pm to talk to a project coordinator or Planner
2. Existing Applications – We will continue to process existing applications; however, please remember that essential construction projects have priority. Again, non-essential permits will not be issued at this time. While we are doing our best to respond promptly, responses may be delayed.

3. Inspections – Please call (509) 574-2370 between 8:00 am and 4:00 pm to schedule an inspection. **NOTE: We are not inspecting structures that are currently being lived in (e.g., addition to home, interior remodel etc.)**

Yakima County has deemed commercial construction for Agriculture purposes to be essential. When the Governor suspends his proclamation, we will issue those permits that are ready for what has been deemed as non-essential construction.

Questions? Call (509) 574-2300 between 8am and 4pm to talk to a project coordinator. Or drop us an email at [PSWebContacts@co.yakima.wa.us](mailto:PSWebContacts@co.yakima.wa.us).

For the latest information on COVID-19 in Yakima County visit the Yakima Health District's web page [here](#).

#### **Mailed in Submittal Instructions:**

A complete application consists of:

- General Application for Construction.
- 2 complete sets of plans including (as applicable) Engineering and Calculations.
- Energy Forms and any associated specs. (New Residences and some Residential Additions)
- Complete site plan (maximum size 11 x 17) as per Yakima County Site Plan Requirements.
- Additional information and forms are available on our [website](#)
- Please provide an E-mail address for the designated primary contact person on the application.
- Potential additional fees but not limited to: Flood Prone Development, Plumbing, Mechanical, Fire Code, YCWRS Domestic Well, \*Septic Clearance, \*Planning/land use permits, \*Transportation (Road Approach/Address), \*Electrical, etc.
- If applicable, projects that are subject to any Code Enforcement stop work or violation, will assess a double fee of the permit (not plan check nor SBCC). (Additional Code Enforcement fees may also be assessed).
- Payment via mail instructions: Upon receipt of your invoice please print and mail along with a check or money order payable to “Yakima County” at the address below (reference the case number or parcel # on the check/Money Order):

**Yakima County Building & Fire Safety Division**

**128 N 2<sup>nd</sup> Street, 4<sup>th</sup> floor**

**Yakima WA 98901**

**\*\*If you are provided an estimate prior to submittal it is only an estimate and is subject to change based on actual plans submitted, and undisclosed information brought forth may differ from description the fee estimate was based on, therefore, the estimate will become invalid. \*\***