



Non-Residential Project Information & Checklist

Form # BFS0007 A
Revised: 6-30-15

Building & Fire Safety Division – Yakima County Public Services

A BUILDING PERMIT is required prior to Construction, Alteration, Repair, Change of Use, Demolition or Relocating structures.

Typical Application Submittal Requirements (Will vary as applicable to your project)

- Application for Construction (completed)
- Non-Residential Checklist.
- Site Plan (See “Site Plan Requirements”).
- Plans (2 complete sets) 1 set will be returned to you at time of permit issuance.
- Non-Residential Energy Code Compliance Form (NREC) See Washington State Energy Code website <http://www.energy.wsu.edu/>
- Zoning Application & Narrative. Please see Planning Division for appropriate Land Use Application(s).

Additional Information That May Be Of Assistance

- Tax parcel information - <http://yakimap.com/>
- Washington State Department of Labor & Industries - (509) 454-3760
- Yakima Regional Clean Air Authority - (509) 834-2050
- Yakima Health District – Help Desk (509) 249-6508 or 575-4040

Typical review and approvals associated with a commercial project

- ⌚ Timeframe: Upon receipt of a “complete application”, the process to obtain a building permit for a **commercial structure** generally takes about six to eight weeks. This timeframe is dependent on the complexity of your project, the information you provide, and the reviewing staffs’ workload at the time of application.
- ~ Fire Code review
- ~ Septic Clearance from Yakima Health District OR approval from the Sewer Purveyor (as applicable).
- ~ Flood hazard determination if a portion of your parcel is within the floodplain or floodway.
- ~ Road approach and / or address from Yakima County Transportation Division. (Washington State Department of Transportation if your access is from a state highway.
- ~ Structures over 4,000 square feet require a registered design professional to stamp the plans.
- ~ Upon review of your actual application, plans, and site plan, additional comments / reviews may be forthcoming.
- ~ Land Use and / or SEPA review.
- Environmental Zoning review – If placement of the proposed structure is within a Critical Area / Shoreline buffer zone.



Non-Residential Checklist

Building & Fire Safety Division – Yakima County Public Services

Office Use Only
BLD

Property Owner:	Day Phone:	
Contact Person:	Day Phone:	
My project is for a: <input type="checkbox"/> New structure <input type="checkbox"/> Addition <input type="checkbox"/> Alteration		
<i>Two (2) complete sets of plans with *associated engineering and calculations are required for plan submittal</i>		
YES	N/A	Submittal Items
<input type="checkbox"/>		Application for Construction & Narrative.
<input type="checkbox"/>		Site Plan (See "Site Plan Requirements" Handout).
<input type="checkbox"/>		General Information sheet providing Code Study: <input type="checkbox"/> Construction Type <input type="checkbox"/> Occupancy Group <input type="checkbox"/> Occupant Load <input type="checkbox"/> Snow Load <input type="checkbox"/> Wind Exposure <input type="checkbox"/> Seismic <input type="checkbox"/> For storage areas, specify what is being stored (flammable, non-flammable), container size, etc. <input type="checkbox"/> Use of ALL spaces in the structure, etc. <input type="checkbox"/> Elevation Certificate (If applicable)
<input type="checkbox"/>		Square Footage per Occupancy Group: Occupancy Group: _____, Square Footage: _____ Occupancy Group: _____, Square Footage: _____ Occupancy Group: _____, Square Footage: _____ Occupancy Group: _____, Square Footage: _____
<input type="checkbox"/>		Floor Plan (Indicating room use for each room and each floor).
<input type="checkbox"/>	<input type="checkbox"/>	Floor Framing Layout: (Manufactured floor system [ie: BCI or TJI] requires engineering & layout)
<input type="checkbox"/>	<input type="checkbox"/>	Cross Section – With a typical cut from roof through foundation.
<input type="checkbox"/>	<input type="checkbox"/>	Roof / Ceiling Framing Plan. Engineered Truss requires Layout & Individual Stamped Truss Sheets.
<input type="checkbox"/>	<input type="checkbox"/>	Elevation Drawing (one for each side of structure).
<input type="checkbox"/>	<input type="checkbox"/>	(NREC) Non-Residential Energy Code Compliance Form. (see: http://www.energy.wsu.edu/)
<input type="checkbox"/>	<input type="checkbox"/>	Planning / Land Use – Land Use Decisions that may be associated with project.