



Community Development Department

Director: Lauren Prentice

310 W. Poplar Street, Suite 200 | Walla Walla, WA 99362

Main: commdev@co.walla-walla.wa.us | 509-524-2610

https://www.co.walla-walla.wa.us/government/community_development/

Complete Application Guide

* Application fees and plan review fees are due at the time of submittal and must be paid for an application to be complete. Please review the [building](#) and [planning](#) fee schedules. If you have had a [TRC meeting](#) on your proposal within the previous 12 months, deduct that fee from your total.

Residential Building Permits

An "X" in a box means that document must be submitted for a complete application.

	Single Family Home	Manufactured Home	Accessory Structure	Accessory Dwelling Unit	Remodel/Repair	Addition	Demolition ¹	Reroof	Siding/Windows	Swimming Pool/ Hot Tub	Solar Array
Residential Building Application	X	X	X	X	X	X	X	X	X	X	X
Site Plan	X	X	X	X		X	X			X	X ²
Building Plans ³	X	X ⁴	X	X	X	X					X
Energy Code Worksheets	X		X	X	X	X			X	X	X
Access Permit Application ^{5,6}	X	X		X							
Grading Plans ⁷	X	X	X	X		X	X			X	X
Water Availability	X	X		X							
Septic ⁵ /Sewer	X	X		X		X ⁸				X ⁸	
Installation Manual		X								X	X
Addressing ⁵	X	X		X							
Contractor Requirements ⁹	X	X	X	X	X	X	X	X	X	X	X
Land Use Application				X							

¹ Demolition of structures built before 1978 requires asbestos survey and abatement certificate in application package.

² Site plan not required for roof mounted solar array.

³ Structures over 4,000 square feet or that do not follow the prescriptive building code must be stamped by a design professional registered in the State of Washington (architect or engineer).

⁴ Only foundation plans.

⁵ Application document submitted to the department in the header, not Community Development.

⁶ Access Permit Application required when the proposal does not have existing access or is proposing separate access.

⁷ Grading over 49 cubic yards requires a permit/plans. Grading over 5,000 cubic yards must be designed by a civil engineer.

⁸ When usage increases above existing designed capacity.

⁹ Any work performed by a contractor must have this form.

Commercial Building Permits

An “X” in a box means that document must be submitted for a complete application.

	New Commercial Structure	Remodel/Tenant Improvement	Accessory Structure	Change of Use/Occupancy ¹	Addition	Repair	Communication Tower	Sign	Demolition ²	Reroof	Solar Array
Commercial Building Application	X	X	X	X	X	X	X	X	X	X	X
Site Plan	X		X		X		X	X	X		X ³
Building Plans⁴	X	X	X		X	X	X	X			X
Energy Code Worksheets	X	X	X		X						X
Access Permit Application^{5,6}	X						X				
Grading Plans⁷	X		X		X		X	X	X		X
Water Availability	X				X						
Septic⁵/Sewer	X				X						
Narrative⁸							X				
Addressing⁵	X	X	X				X				
Contractor Requirements⁹	X	X	X	X	X	X	X	X	X	X	X

¹ Change in Use/Occupancy may need additional document submittals such as building plans – this will be determined during review.

² Demolition of structures built before 1978 requires asbestos survey and abatement certificate in application package.

³ Site plan not required for roof mounted solar array.

⁴ Structures over 4,000 square feet or that do not follow the prescriptive building code must be stamped by a design professional registered in the State of Washington (architect or engineer).

⁵ Application document submitted to the department in the header, not Community Development.

⁶ Access Permit Application required when the proposal does not have existing access or is proposing separate access.

⁷ Grading over 49 cubic yards requires a permit/plans. Grading over 5,000 cubic yards must be designed by a civil engineer.

⁸ Narratives should address all items as required by the relevant code section.

⁹ Any work performed by a contractor must have this form.

Land Use - Environmental

An “X” in a box means that document must be submitted for a complete application.

	SEPA Checklist	Critical Areas Report	JARPA ¹	Elevation Certificate	Traffic Impact Analysis ^{1,2}	Floodplain Development Permit	Preliminary Liquefaction Assessment ³
Agricultural Structures over 30,000 sq ft	X						
Parking Lots over 40 spaces	X						
Commercial Structures over 12,000 sq ft	X						
Grading over 500 cubic yds ⁴	X						
5 or more Residential Units	X						
200 ft or less from Waterbody ⁵	X	X	X				
Critical Aquifer Recharge Area ⁶		X					
Frequently Flooded Areas				X		X	
Wetlands		X					
Fish & Wildlife Habitat		X					
Geologically Hazardous Areas		X					X
20+ trips per hour or 101+ trips per day					X		

¹ Application document submitted to the department in the header, not Community Development.

² Three levels of analysis are detailed in the guidelines.

³ Preliminary Liquefaction Assessment is used to determine whether a full Critical Areas Report will be required in moderate to high or high liquefaction potential soils.

⁴ If the project is otherwise SEPA exempt, grading over 500 cubic yards does not require SEPA review.

⁵ 200 feet for the Snake River, Mill Creek, Walla Walla River, Columbia River, Touchet River, Yellowhawk Creek, and Bennington Lake. All other waterbodies are 100 feet.

⁶ Critical Area Reports are not required for [residential uses in CARAs](#).

Land Use - Zoning

	Accessory Dwelling Unit	Winery/Brewery	Conditional Use Permit	Home Occupation ¹	Variance	Medical Hardship Unit ²
Land Use Application - Zoning	X	X	X	X	X	X
Site Plan		X	X	X	X	X
Current Survey/Plat Map			X		X	
Current Deed	X		X	X	X	
Access Application ^{3,4}		X	X			X
Water Availability						X
Septic ³ /Sewer						X
Narrative ⁵		X	X	X	X	X
Floor Plan				X		
Residential Building Permit Application	X					X

¹ Both [Type 1](#) and [Type 2](#) have the same submittal requirements.

² See [WWCC 17.16.014\(A\)\(1\)](#). A doctor's note must also be submitted.

³ Application document submitted to the department in the header, not Community Development.

⁴ Access Application required when the proposal does not have existing access or is proposing separate access.

⁵ Narratives should address all items as required by the relevant code section.

Land Use – Subdivision

	<u>Preliminary Subdivision</u>	<u>Final Subdivision</u>	<u>Planned Unit Development</u>	<u>Large Lot Subdivision</u>	<u>Binding Site Plan</u>	<u>Boundary Line Adjustment</u>	<u>Legal Lot Determination¹</u>	<u>Development of Illegally Divided Land</u>
<u>Land Use Application – Subdivisions</u>	X	X	X	X	X	X	X	X
Current Survey/Plat Map	X	X	X	X	X		X	X
Proposed Survey/Plat Map	X	X	X	X	X	X		
Title Report within 30 days	X	X	X	X	X	X	X	
Current Deed	X	X	X	X	X	X	X	
<u>Water Availability</u>	X		X	X	X		X	
Irrigation Determination	X		X	X	X			
Narrative ²	X	X	X	X	X	X	X	X
<u>Health Dept. Land Division Application³</u>	X		X	X	X			
<u>Public Works Construction Plan Review³</u>	X		X	X	X			

¹ Legal lot determination supporting documents should include all previous surveys/plats,

² Narratives should address all items as required by the relevant code section.

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Site Plan Checklist

This checklist is for the applicant's informational purposes. All items are required to be shown on plans unless they do not exist on the site.

**Notice: All on-site items depicted must include dimensions.*

- Parcel Number
- Site Address
- North Arrow
- Scale, 1" = 20', 1" = 50', or 1" = 100' – inset to be used when site is over 2 acres
- Elevation, contours at 5' intervals
- Property boundaries
- Roads, public/private, labelled
- Driveways, existing/proposed
- Easements
- Existing structures including use
- Proposed structures including use
- Setbacks for and distances between all structures, allowed and existing/proposed
- Any non-structure permanent equipment
- All existing utility lines
- Proposed new utility locations
- Existing/proposed wells and 100' protection radii
- Existing/proposed on-site septic and drain field, future replacement drain field
- Existing/proposed stormwater facilities
- Existing/proposed non-structure hard surfaces, including paved/graveled parking
- Existing/proposed fencing
- Wetlands and buffers
- Habitat Conservation Areas and buffers
- Geologic Hazard Areas and buffers
- Flood Hazard Areas
- Critical Aquifer Recharge Areas
- Waterbody ordinary high-water mark



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Building Application – Commercial

Submit application and all supporting documents to permits@co.walla-walla.wa.us. Please use the site parcel number as the subject line. If any file is larger than 25 MB, email and request the link to our file transfer site. We cannot accept links to external file transfer sites such as Dropbox.

**Notice:* All fields required unless they are not applicable. If your application is not completely filled out with required supporting documents, it will be returned to you as incomplete.

Permit Type

Check all that apply.

- | | | | | |
|--|--------------------------------------|--|--------------------------------------|----------------------------------|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Addition | <input type="checkbox"/> Tenant Improvement | <input type="checkbox"/> Demolition | <input type="checkbox"/> Repair |
| <input type="checkbox"/> Change of Use | <input type="checkbox"/> Remodel | <input type="checkbox"/> Communication Tower | <input type="checkbox"/> Solar Array | <input type="checkbox"/> Re-Roof |
| <input type="checkbox"/> Sign(s) | <input type="checkbox"/> Other _____ | | | |

Project Information

Parcel Number: _____

Site Address: _____

Project Description: _____

Project Cost: _____

Lending Institution (required by [RCW 19.27.095](#)) _____

Area in Sq. Ft. of Whole Building: _____ Main Level: _____

Upper Level: _____ Basement Level: _____

Other Levels: _____ Exterior Covered Areas: _____

Building Height: _____

Parking Spaces: _____ # Employees: _____

Construction Type: Type I Type II Type III Type IV-A Type IV-B Type IV-C Type IV-HT Type V

Occupancy Type: A B E F H I M R S U

Are Plumbing Mechanical Fire Suppression System part of the project?

Contact Information

Applicant/Primary Contact Name: _____

Email: _____ Phone: _____

Mailing Address: _____

Property Owner Name: _____
Email: _____ Phone: _____
Mailing Address: _____

Contractor Business Name: _____
Email: _____ Phone: _____
Mailing Address: _____
Contractor's Registration Number: _____

Architect of Record Name: _____
Email: _____ Phone: _____
Mailing Address: _____
WA State License Number: _____

Engineer of Record Name: _____
Email: _____ Phone: _____
Mailing Address: _____
WA State License Number: _____

By signing this application form, the owner/authorized representative attests:

1) That the information provided herein, and in all supporting documents, is true, accurate, and correct to the best of their knowledge. Any material falsehood or any omission of a material fact made by the owner/authorized representative with respect to this application packet may result in this permit being null and void.

2) That they are the owner (or authorized representative of the owner) of the above-referenced property. They agree to provide access and right of entry to Walla Walla County Community Development Department and its employees, representatives, or agents for the sole purpose of application review and any required later inspections. Staff's access and right of entry will be assumed unless the applicant informs the Department in writing at the time of application that they request prior notice.

3) If signing as authorized representative, they certify under penalty of perjury that the owner(s) of the property have given full authority to submit this application and act on the owner's behalf with regard to this application.

Signature

Date