



RESIDENTIAL CONSTRUCTION SUBMITTAL CHECKLIST

You may apply for a residential building permit [online](#). Once you have registered for an account, login and select apply, then select the type of permit for which you are applying and follow the prompts. If you need assistance, please contact us at (509)942-7794 or permittech@ci.richland.wa.us.

All applicable submittal documents listed below will need to be attached to your online application to be considered a complete application. All attachments must be in PDF format.

- ☐ **Benton County Clean Air - [Proof of Contact](#)** form required for any construction that produces soil destabilization (dust control) or any demolition or renovation (asbestos) projects.
- ☐ **Plot Plan** - (see page 2 for details). Please be aware that special geotechnical engineering is required on lots which have slopes exceeding 15 percent. If the geotechnical engineering requires special foundation designs, additional engineering will also be required.
- ☐ **One Complete Set of Construction Plans to include Energy Credit Compliance forms per 2021 IRC 406.2** - See page 2 for details.
- ☐ **Beam Calculations**
- ☐ **Floor Joist** - Plans and specifications for engineered floor systems (BCI, TJI, or other manufacturers drawings).
- ☐ **Truss Layout**
- ☐ **Truss Drawings to include Reactions, Profiles** - if your structure is using pre-manufactured trusses. If not, the construction plans must show the roof framing layout.
- ☐ **One Set of Engineering Calculations** - if your proposed building(s) does not follow the conventional construction provisions of the IRC, or if geotechnical engineering and/or foundation engineering was required as noted above.
- ☐ **Badger Mountain South MACR Level 1** – only applicable to projects being built in Badger Mountain South
- ☐ **Badger Mountain South** – approved site and dwelling plans – only applicable to projects being built in Badger Mountain South.
- ☐ **Septic Approval** – For projects on sites served by septic, Benton Franklin Health District Septic Approval is required.
- ☐ **Elevation Certificate** – required for projects in the floodplain.
- ☐ **Water Availability** – required for projects served by a well.

New dwellings installing fire sprinkler systems are required to complete a Fire-Sprinkler System application online; under Permits, select Fire, Fire-Sprinkler System. The Fire-Sprinkler System application will require submittal of the fire sprinkler plans.

CITY OF RICHLAND - CHECKLIST FOR RESIDENTIAL PLANS

www.ci.richland.wa.us

Plot plan drawn to scale (1" = 20 feet and must fit on 8 1/2" X 11" paper) with the following information:

- ☐ Does the lot slope more than 15%? If yes, slope shall be shown on elevation.
☐ YES _____ ☐ NO _____ (please initial - if you are unsure, a topographic survey may be required.)
- ☐ Lot, block number, subdivision name, address, and Benton County tax parcel number.
- ☐ Dimensions of all lot lines, names of all streets (public & private) and north arrow.
- ☐ Setback dimensions of front, rear, and side yards; dimensions of all existing and proposed easements.
- ☐ Locations and dimensions of all existing/proposed buildings, covered patios, porches and retaining walls.
- ☐ Location and dimensions of new driveways and approaches.
- ☐ Location and size of required parking spaces if in other than a legal carport or garage.
- ☐ Location of electrical service meter, propane tank(s), well(s), septic system, and replacement drainfield area, and travel distance from nearest fire hydrant (not required in recorded subdivisions).
- ☐ Show all water/sewer/power connections and all easements. If existing utilities are present on the property but not encompassed by an easement, an accurate depiction of the utility shall be provided on the site plan.

Exterior elevations of each side of the building/addition (1/8" or 1/4" = 1'-0" scale) showing:

- ☐ Roof pitch (4/12, 8/12, etc.), and roofing type by size or weight.
- ☐ Locations of windows and doors with sizes noted.
- ☐ Finish floor level and finish grade at exterior of building.
- ☐ Exterior finishes by note and specifications.

Floor plan drawn to scale (1/8" or 1/4" = 1'-0") providing the following data:

- ☐ Floor plan of each level - label room use and size, include square footage for each floor level.
- ☐ If you plan an addition, submit a plan of rooms in existing areas adjacent to the addition.
- ☐ Provide the location of: crawl space access, smoke detector and exhaust fan sizes (CFM).
- ☐ Direction and size of all ceiling/roof framing members. If the project proposes pre-manufactured trusses, the floor plan or a separate roof framing plan must show the layout of the trusses.
- ☐ Doors and windows by size/type (eg, single hung, slider) location of all bearing and non-bearing walls.
- ☐ Area in square feet of proposed residence and area of any new addition.
- ☐ Ceiling height, height and location of soffits or sloped ceilings.
- ☐ Location of mechanical/plumbing equipment (including, but not limited to, water heater and water softener, furnace, humidifier, etc.).

Foundation plan drawn to scale (1/8" or 1/4" = 1'-0") providing the following data:

- ☐ Location and size of all independent footings/piers.
- ☐ Location and details of stepped footings, if applicable.
- ☐ Direction and size of all floor joists, girders, and posts.
- ☐ Plans and specifications for engineered floor systems (BCI, TJI, or other mfr's drawings).

Details and sections drawn to an appropriate scale showing:

- ☐ Sections through exterior wall showing details of construction from footing to highest point of roof and designating all materials and members by size, type, grade, thickness, spacing, and finishes.
- ☐ Sections through stem walls, depressed slab footings, grade beams, indicating reinforcing requirements.
- ☐ Roof framing details as needed to fully describe construction (include location of attic access).
- ☐ Sections and connection details of all critical construction points or special structural items (include fireplaces, skylights, post-to-beam, post-to-footing/stem wall, roof framing members to beams, ridge boards, wall plates, interior bearing points, etc.)
- ☐ Beam Calculations and Truss drawings to include reactions, profiles and layout. (At framing inspection these drawings must be stamped by licensed engineer).
- ☐ Energy Credit Compliance per 2021 IRC Section R406 to include cut sheets, heating system sizing worksheet, and fenestration worksheet as applicable.