

## CITY OF PULLMAN PERMIT CHECKLIST

- **Permit Application**
  - Completed application and required plans submitted to the City of Pullman
  - Applicant will be notified for any required changes to application or plans
- **Plan Submittal**
  - A site visit by Stormwater Services may be requested by applicant prior to plan submittal.

ACCEPTABLE PLAN SIZES :

<b>Planning:</b>	Required #*	Minimum Size:	Maximum Size:	Minimum Scale:
Plot Plan	1	8 1/2" x 11"	24" x 36"	1/8" = 1'
<b>Protective Inspections:</b>	Required #*	Minimum Size:	Maximum Size:	Minimum Scale:
Single-family or duplex	2	11" x 17"	24" x 36"	1/4" = 1'
Multi-family (triplex or larger)	3	24" x 36"	30" x 42"	1/8" = 1'
Industrial structures	3	24" x 36"	30" x 42"	1/8" = 1'
Commercial structures	3	24" x 36"	30" x 42"	1/8" = 1'
<b>Stormwater:</b>	Required #*	Minimum Size:	Maximum Size:	Minimum Scale:
Erosion Control/ SWPPP	1	8 1/2" x 11"	24" x 36"	1/8" = 1'

\*Additional plans may be requested

Design Criteria: See Pullman City Code Chapter 2.15, <http://www.pullman-wa.gov/city-code>

- **Permit Issuance**
  - Approvals: Planning, Protective Inspection, Stormwater and Fire (if applicable)
    - Stormwater inspection; initial erosion and sediment control.  
The construction stormwater permit and the Erosion and Sedimentation Control (ESC) Plan or Stormwater Pollution Prevention Plan (SWPPP) must be approved by Stormwater Services and all Best Management Practices (BMPs) installed before land disturbing activities begin.
  - Fees charged after plans approval
- **Inspections**
  - Schedule all required inspections with Public Works

**TO SCHEDULE INSPECTIONS PLEASE CALL: (509) 338-3220**  
**Same-day inspection must be scheduled before 9:00 am**  
**Inspections requested after 9:00 a.m. will be scheduled for the next working day**
  - Applicant will be notified by Protective Inspections Staff for any changes and follow-up inspections will be scheduled until compliance is met. Failure to meet compliance will significantly delay the process.
  - If 2 inspections have been failed, a re-inspection fee will be charged at a minimum of \$100 per site visit.
- **Water/Sewer Service Requirements**
  - Sanitary sewer dye test – can be completed as soon fixtures are operational (i.e. toilet installed)
  - Backflow device (if applicable)
- **Final Inspection or Certificate of Occupancy Requirements**
  - Approvals: Planning, Protective Inspection, Stormwater, Fire, Public Works & Finance (if applicable)
  - Energy Compliance
    - Duct Leakage Test Results
      - Completed form filled out by contractor or HVAC installer and returned to Public Works Office
      - Washington State Energy Code (WSEC) - Residential Energy Compliance Certificate
        - 2 forms – 1 Required to be posted on property & 1 returned to City of Pullman for record
        - Visit <http://www.energy.wsu.edu/Documents/2012%20Res%20Energy.pdf> for more information
  - Stormwater Certificate of Completion
    - Construction and stabilization of all stormwater drainage facilities shall be completed prior to the issuance of a stormwater certificate of completion. Applicants may provide a performance surety, in lieu of completed improvements, when completion of improvements prior to issuance of a permanent certificate of occupancy is impractical, per Pullman City Code Chapter 10.32.
  - Final Electrical Inspection
  - Final Inspection
- **Updating Utility Billing Contact**
  - Utility billing form to change applicant/property owner to persons responsible for all fees and usage charges for services provided by the City of Pullman resulting from permit application.