

Benton County

Steve Brown
Manager

Building Department
5600 W Canal Dr. Ste. C, Box A-105
Kennewick, WA 99336

Area Code 509
Tri-Cities 735-3500
Prosser 786-5622
Fax 736-2732

Fence Guidelines

Fences over 7 feet in height require a building permit.

To obtain a building permit you will need to complete a building permit application including your tax parcel number. You also need to submit a plot plan (forms/examples included) and one set of building plans.

Provide a listed fencing design per ASTM F537-01 or a design that is stamped by an Architect or Engineer that is registered in Washington State.

Fence posts of wood shall be a wood of natural resistance to decay, or preservative treated.

Fasteners into pressure preservative treated material shall hot dipped galvanized or equivalent.

All field end cuts and holes in treated lumber shall be field treated.

Fence siding boards shall be attached with corrosion-resistive fasteners and constructed of materials approved for this use.

If you have any questions, please call the office Monday-Friday, 8-12 and 1-5 at 509-735-3500.

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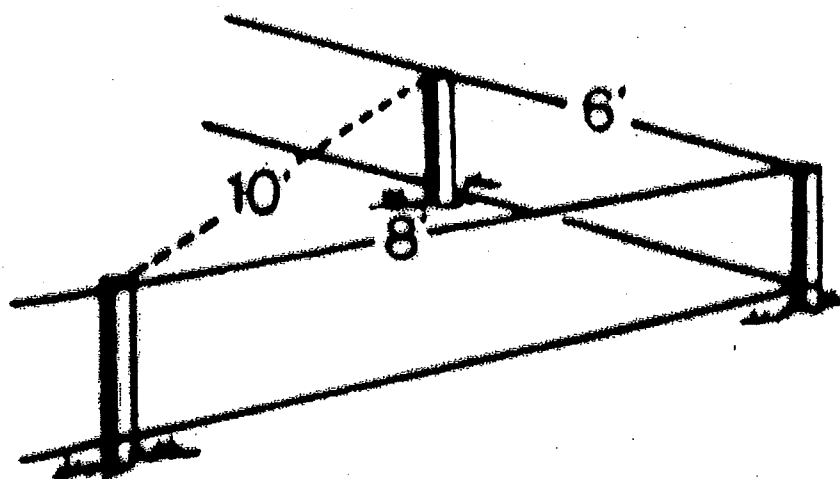
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How To Build A Fence

1. Lay out exact fence line

If the fence is to be situated along your lot line, it is best to discuss the matter with your neighbour(s). If there is a disagreement on where the exact lot line is located, check the survey markers or have your lot surveyed. If you are paying for the entire fence, ensure that the fence is entirely on your property. Run twine along the outside of your proposed fence line. To guarantee a right-angled corner, measure 6' away from the corner in one direction and 8' in the other direction. The corner is square if the distance across the hypotenuse of this triangle is 10'.



2. Treating posts

The most important part of your fence is the part that cannot be seen after construction. This is the part of the post that is below ground. Therefore, pressure treated posts or posts treated with a preservative will assure a lasting firm foundation. It is best to soak untreated posts to a point at least 6" above ground level with a preservative. If you cannot soak the posts in this solution, brushing or spraying two or three liberal coats is next best. Full directions are on each can.

3. Determine post spacing

METHOD 1

Use post spacing as illustrated and shorten your spacing at corners if necessary for the best appearance. (Remember to include gate posts in your calculations.)

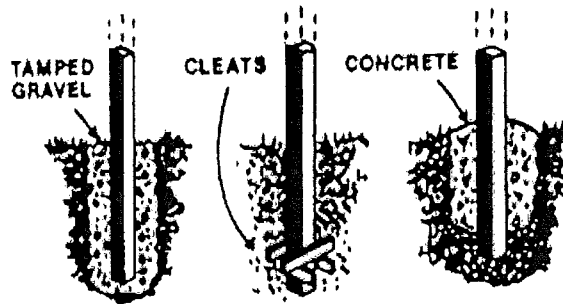
METHOD 2

To determine the spacing of your posts, divide each of the fence lengths into even sections. (Warning: the longer the sections, the greater the tendency for your fence to sag.) Lumber comes in standard lengths, make economical use of your lumber.

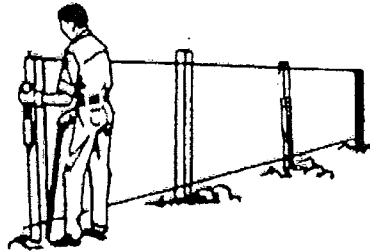
4. Setting the posts

A good rule of thumb is that approximately two thirds of the fence post is above ground and at least one third of the post is in the ground. Dig the post hole about 6" deeper than the desired depth of the post and fill in the base of the hole with gravel or small stones. This will drain any moisture away from the post and help prevent the post from rotting. If using concrete to set the posts, ensure that the bottom end of the post extends down past the concrete to keep moisture from collecting around the post. Make the bottom of the post hole wider than the top to provide a solid base and to prevent frost from heaving the post if concrete is used. Setting the post below the frost line will also help prevent frost heaving. Use a plumb line or level to ensure the post is vertical while filling in the hole. To add extra rigidity to particularly a corner post, nail cleats onto the post. Brace posts until the concrete has set.

After setting the corner posts, the intermediate posts may be set.



Stretch twine between the main posts at the top and bottom. Using the twine in conjunction with a level will ensure a vertical post.



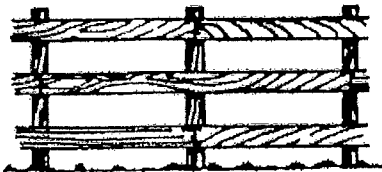
5. Attaching rails & boards

Once the posts have been set, the rails can then be nailed into place. The bottom rail should be fastened to the posts at least 6" above the ground. This serves two purposes. (1) It keeps the boards away from the ground and moisture. (2) It allows for easy grass cutting underneath the fence. Fasten lower rail in desired position, ensuring that both ends are the same height off the ground. Measure from the bottom rail to the desired height on posts and nail top rail in position. Cut posts to correct height before nailing if using the top overlap method. Ensure that the top and bottom rails are parallel. With all fences, except the Vertical Louvre, the Patio and the Glenora II, you can now nail the boards onto the rails. These three fences require the boards to be fastened to a frame which, in turn, is fastened to the rails.

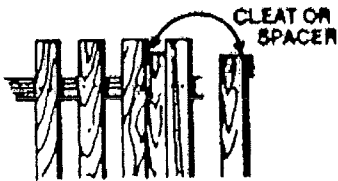
6. Finishing your fence

Use 2 or 3 coats of a good quality paint or stain. Many people paint the posts, rails and boards prior to assembly to ensure that all pieces have a complete coating of paint.

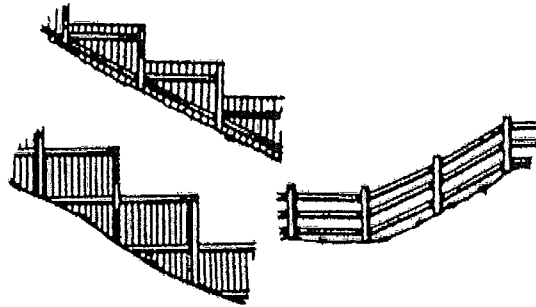
Tips for good fence construction



1. When nailing rails or boards horizontally, do not have all the joints on one post. Your fence will be stronger if you stagger the joints.
2. When assembling a large number of boards with equal spacing, ensure that the first board is straight and use a spacer or cleat to ensure equal spacing of the boards.



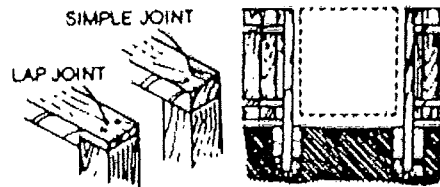
3. Use 3-1/2" nails for nailing 2x4's to posts, 2-1/4" nails to fasten 1" boards or pickets. Drive nails at least 1" from end of board to prevent splitting. Use galvanized nails or equivalent to prevent staining your finished fence.
4. Cut all boards to length before nailing rails to posts. Often boards must be cut to a nominal length to ensure square corners and smooth ends. If this is the case, rails should be spaced according to board lengths.



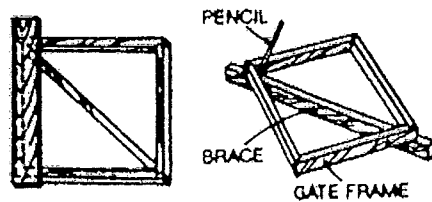
When your fence runs up a hill, build it in a step fashion or follow the contour of the land as illustrated.

How to build a fence gate

A gate opening should be at least 36" wide with the posts on both sides of the gate firmly set in the ground. The actual gate frame should have lapped corners and a diagonal brace to ensure strength and rigidity. The vertical rails on the frame should be sawn to fit between the horizontal rails. Always make the frame 1" narrower than the distance between the inside of the two gate posts to allow the gate to swing freely. Measure this distance at the top, middle and bottom of the gate opening before constructing the frame.



These measurements will verify the squareness of your opening. Nail the first board in place flush with the edge of the vertical rail on the hinge side of the gate frame, continue across with additional boards until full width of gate is reached. Fit gate to opening and trim excess material until the gate fits the opening properly. Finally, attach hinges and latch. If a stop is required, nail a piece of fencing material on the latch post.



BENTON COUNTY BUILDING PERMIT APPLICATION

5600 W. CANAL DRIVE, SUITE C
 KENNEWICK, WA 99336
 FROM TRI-CITIES (509) 735-3500 FROM PROSSER (509) 786-5622

APPLICATION # _____

Please complete in full and legibly. Incomplete information may slow down the review process.

BUILDING OWNER _____ **PHONE (HM)** _____
MAIL ADDRESS _____ **PHONE (WK)** _____
LEGAL PROPERTY OWNER _____ **PHONE** _____
MAILING ADDRESS _____ **CITY** _____
TAX PARCEL NUMBER 1- _____
CONTACT PERSON _____ **PHONE** _____ **EMAIL** _____
PROJECT LOCATION: _____ **CITY** _____
DIRECTIONS TO JOB SITE _____
CONTRACTOR _____ **MAIL ADDRESS** _____
PHONE _____ **L&I LICENSE #** _____ **EXP. DATE** _____
LENDING FIRM _____ **PHONE** _____
MAIL ADDRESS _____
DESCRIPTION OF WORK: _____

VALUATION OF WORK: _____ **LOT SIZE:** _____
SQUARE FOOTAGE: MAIN FLOOR: _____ UPPER FLOOR: _____ GARAGE: _____
 BASEMENT: _____ HEATED: YES NO OTHER: _____
NUMBER OF: STORIES: _____ BEDROOMS: _____ BATHROOMS: _____
WINDOWS: TYPE: _____ UA VALUE: _____ TOTAL AREA: _____
DOORS: TYPE: _____ UA VALUE: _____ TOTAL AREA: _____
INSULATION R-VALUE: WALLS: _____ FLOOR: _____ SLAB: _____ OTHER: _____
 BASEMENT WALL: _____ CEILING: FLAT: _____ VAULTED: _____
HEATING: TYPE: _____ MODEL #: _____ TONNAGE/KW: _____ HSPF RATING: _____ AFUE RATING: _____
 IS THERE AN EXISTING ADDRESS POST ONSITE? YES NO

PLUMBING (NEW ONLY)

NO.	TYPE OF FIXTURE OR ITEM	NO.	TYPE OF FIXTURE OR ITEM
	WATER CLOSET (TOILET)		HOSE BIBBS
	SHOWER		WATER HEATER
	BATHTUB		FLOOR DRAIN OR FLOOR SINK
	LAVATORY (WASH BASIN)		CLOTHES WASHER
	KITCHEN SINK & DISPOSAL		LAUNDRY TRAY
	DISHWASHER		OTHER
	OTHER		OTHER

MECHANICAL (NEW ONLY)

NO.	TYPE OF FIXTURE OR ITEM	NO.	TYPE OF FIXTURE OR ITEM
	HEATER-FURNACE		GAS FIXTURES
	EXHAUST FAN		PROPANE TANK
	DRYER		OTHER

I hereby certify that I have read and examined this application to know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. All structures located within Floodplains are subject to the minimum requirements of the ordinance, including certification by a Washington State Registered Surveyor and/or Engineer.

SIGNATURE OF OWNER/AUTHORIZED AGENT: _____

DATE: _____

An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing

FOR OFFICE USE ONLY

PERMIT FEE

SQUARE FT. VALUATION/PLUMBING/MECHANICAL:

PLUMBING FEE

MECHANICAL FEE

OTHER FEES

PLAN REVIEW FEE

SUBTOTAL

PROCESSING FEE

ADDRESS POST

MISC FEES

STATE BLDG CODE FEE

TOTAL

TOTAL VALUATION:

SPECIAL CONDITIONS/ADDITIONAL INFORMATION:

DATE RECEIVED:

ACCEPTED BY:

PLAN CHECK/APPROVED BY & NOTIFIED DATE:

STATE OF WASHINGTON)
County of Benton)

**To be completed by property/building owner.
Please initial applicable items where marked "INT" and
complete bottom signature area in full.**

1. DECLARATION OF OCCUPANCY USE (Accessory buildings only, i.e., garages, shops, barns, etc.)

INT _____ I understand the structure for which a building permit is being requested does not permit the occupancy of the building for any use that does not comply with the requirements for the zone in which it is placed (unless approved by Conditional Use Permit # _____, if applicable). This structure will not be used or occupied for any use not permitted as outlined in the **2015 International Residential Code Section R105 Permits**. Violations will result in a **\$500.00 civil citation** as outlined in **Benton County Code 3.04.065 Violations-Penalties**, including but not limited to applicable building permit fees.

2. DECLARATION OF ACCESS CONSTRUCTION AND MAINTENANCE (NOT REQUIRED for accessory buildings)

INT _____ Said structure is served by perpetual non-exclusive access easement, auditor's file number _____, a private driveway in excess of 200' or an unimproved county right of way (contact B.C. Public Works for construction details) and the responsibility for construction and maintenance of this access to the location that the building will be constructed on shall be vested with the property owner and not Benton County.

Said structure is served by an access easement, private driveway or unimproved county right of way not reflected by an auditor's file number, but one of the following applies.
(Initial one statement only)

INT _____ The following access easement, unimproved county right of way or private driveway has been granted a trail access permit to utilize the unimproved county right of way (access permit attached): _____

INT _____ The following access easement, or private driveway is graded and compacted with two (2) inches of base course crushed surfacing; the base course (1 1/2" minus) is to be in accordance with the specifications set forth in Standard Specifications for Road, Bridges and Municipal Construction published by the Washington State Department of Transportation. A minimum improved turning radius of 45' is provided for private driveways in excess of 200'. BCC 3.18.045: _____

INT _____ The following access easement, or private driveway will be graded and compacted with two (2) inches of base course crushed surfacing; the base course (1 1/2" minus) is to be in accordance with the specifications set forth in Standard Specifications for Road, Bridges and Municipal Construction published by the Washington State Department of Transportation: _____

3.

INT _____ Is your property accessed across a private bridge? YES _____ NO _____

4. DECLARATION OF OWNER BUILDER

INT _____ There will not be a general contractor (required to be registered) performing any work on the structure. Sub-contractor(s) license registration will be verified by the owner.

I, _____, certify under penalty of perjury under the laws of
(PRINT NAME)
the State of Washington that the foregoing initialed statement(s) for the proposed structure is (are) true and correct.

Property parcel number _____ for proposed structure location.

Signature of property/building owner

Date

City, State (where signed)

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Manager

INFORMATION REQUIRED ON PLOT PLAN

One complete scaled drawing on 8 1/2" x 11" sheet of paper showing the following:

1. Property lines and dimensions
2. Direction of North
3. The structure proposed structure and all existing buildings
4. Setback of proposed structure from all property lines
5. Indicate main driveway location and distance from centerline of the driveway at the property line to nearest property corner. For parcels that are accessed through an adjacent property or a private road easement, indicate the route from the property line to the public road that will be used for access
6. All road names
7. Existing easements and any adjacent utility/access easements
8. Location of septic tank, drainfield or sewer lines
9. Well location
10. Property address
11. Tax parcel number
12. Specify scale
13. Describe adjacent properties ground cover (sagebrush, pasture grass, weeds, etc.)
14. Identify all slopes greater than 10%
15. Date and signature of person drawing plot plan
16. Canals, streams, or drainage easements that your driveway must cross

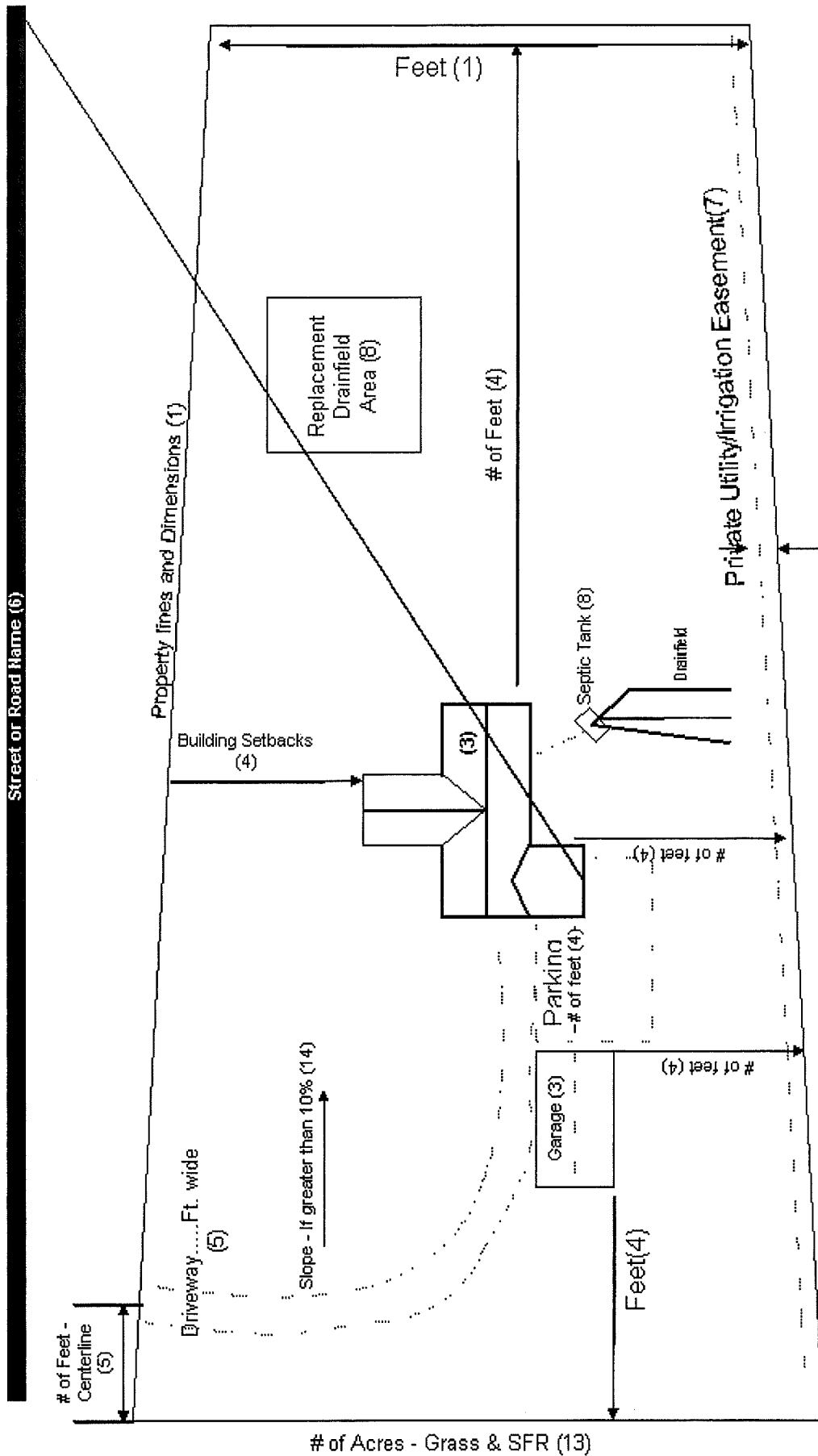


North Arrow (2)

SAMPLE PLOT PLAN

Parcel # (11)
Name and
Street Address (10)

of acres Sagebrush (12)
of acres - Sagebrush (13)



of Acres - Grass & SFR (13)

of acres - Sagebrush (13)

Drawn to Scale - Note Scale on
plot plan " " = " (12)

NOTE!! All Easements
must be shown and
identified.

SITE PLAN FOR _____

Scale 1" = 50' or 1" = 100'

Please specify

PLEASE INDICATE NORTH

