



Benton-Franklin Health District
Environmental Health Division
 7102 W. Okanogan Pl. • Kennewick, WA 99336
 (509) 460-4205 or (800) 814-4323
 www.bfhd.wa.gov

For Office Use Only
App Accepted By:

School Pre-Occupancy Inspection Application

SECTION 1: CONTACT INFORMATION

Note: District Main Office Mailing Address will be the "Address of Record" for all communication mailed from this Department.

Date of Application	Application must be approved before an on-site inspection is scheduled		
School District Name	Telephone Number () ()	Fax Number () ()	
District Main Office Mailing Address	City	State	Zip Code
Billing and Invoice Contact Name & Title	Telephone Number () ()	Email Address	
Billing Address	City	State	Zip Code
School Name	Telephone Number () ()	Fax Number () ()	
School Physical Address	City	State	Zip Code
School Project Manager Name & Title	Telephone Number () ()	Email Address	
Mailing Address	City	State	Zip Code

SECTION 2: SCHOOL INFORMATION

Note: If School Facilities Have an On-site Septic System or On-site Well, Please Submit Necessary Approval Documents

Type of School <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Charter <input type="checkbox"/> Other: _____	Grades Served <input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High <input type="checkbox"/> K-12 <input type="checkbox"/> Other: _____		
Projected Enrollment	Maximum Occupancy	Sewage Disposal <input type="checkbox"/> Public Sewer <input type="checkbox"/> On-site Septic System <input type="checkbox"/> Other: _____	
Water Supply <input type="checkbox"/> Public Water <input type="checkbox"/> On-site-well <input type="checkbox"/> Other: _____		Date of last sanitary survey, if applicable: _____	

SECTION 3: TYPE OF INSPECTION

Select the Requested Application Type

Occupancy Inspection – New Construction	<input type="checkbox"/> Request
Occupancy Inspection – Remodel/ Modification	<input type="checkbox"/> Request
Occupancy Inspection - Playground Installation	<input type="checkbox"/> Request
Occupancy Inspection – Playground Modification	<input type="checkbox"/> Request
Occupancy sign-off – Portable/Modular Building addition (complete section 4)	<input type="checkbox"/> Request

SECTION 4: PORTABLE OR MODULAR BUILDING SIGN-OFF

An on-site inspection is not required for portable or modular buildings that meet the following requirements. Select all that apply to affirm the new or remodeled portable/ modular building meets these requirements:

Portable building specifications	Selection
Portable building plans have been reviewed and approved by the BFHD School EH&S Program	<input type="checkbox"/> Yes <input type="checkbox"/> No
New/remodeled portable buildings will be used for general classroom instruction	<input type="checkbox"/> Yes <input type="checkbox"/> No
New/remodeled portable buildings are "dry" and do not contain restrooms or handwashing sinks	<input type="checkbox"/> Yes <input type="checkbox"/> No
No specialty instruction will occur in the new/remodeled portable buildings: science laboratory, visual or performing arts, CTE (shop/ maker's spaces, etc.).	<input type="checkbox"/> Yes <input type="checkbox"/> No
All portable buildings have been constructed/ installed according to manufacturer specifications.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Answering NO to any of the above conditions means an on-site inspection of the new/remodeled portable buildings is required prior to occupancy. If all the above conditions are true, BFHD will issue a written sign-off in-lieu of on-site pre-occupancy inspection. Sign-off can be expected in writing within approximately three business days of submitting this form.*

SECTION 5: SIGNATURE

I certify that I grant permission to allow the Health Officer and/or representatives to enter this school at their discretion for the purposes of application, evaluation, pre-operational inspection, routine inspections, or any subsequent inspections or investigations. I understand that review of these plans is based upon the rules and regulations of the State Board of Health for Environmental Sanitation for Primary and Secondary Schools, WAC 246-366.

Note: It is the applicant's responsibility to ensure compliance with all other applicable state, county, and city agencies before opening the school listed on this application.

Applicant Signature

Date

Applicant Printed Name

Phone Number