



Checklist for Level 1 & Level 2 Reviews & Inspections

LEVEL 1 REQUIREMENTS

Level 1 approval is required before applying for a building permit through the City of Richland

- ☐ **ALL PLANS MUST BE SUBMITTED IN PDF FORMAT**
- ☐ Submit plans to the following (allow at least 1 week for approval):

All phases at Badger Mountain South
Darrin Sweeney: bmsplanapproval@gmail.com
- ☐ Information required for Level 1 reviews:
 - Floor Plans
 - Elevations
 - Dimensioned plot plan that shows overall lot dimensions, front, side yard, garage, and rear setbacks based on neighborhood type outlined in the LUDR section 3. Here is a link to the LUDR on the City of Richland website:
<https://www.ci.richland.wa.us/departments/development-services/planning/plans-reports/badger-mountain-subarea-plan>
 - All plans are dated and include builders name, phase and lot, & address.

You will receive a MACR and Approval Letter once your plans are approved. If your Approval Letter is conditional, the letter will also include the requirements and checklist for the level 2 inspection. **YOU WILL NO LONGER RECEIVE A SEPARATE LEVEL 2 CHECKLIST.** The checklist will be part of the Approval Letter and will be used for the Level 2 Checklist.

Submit the MACR, Approval Letter, and BMS Stamped plans along with your building permit submission to the City of Richland.

LEVEL 2 REVIEW & FINAL INSPECTION REQUIREMENTS

Level 2 review and inspection are required before the City of Richland will issue a Certificate of Occupancy.

- ☐ Submit landscaping plans to the same plan reviewer (see above) for approval. The landscape plans can be submitted as early as they are available. Include builder name, lot number, address with the landscaping plan. The landscape plan must comply with the minimum requirements in the CCRs and LUDR.

Once landscape plans are reviewed, you will receive a stamped landscape plan

Once you have received the stamped/approved landscaping plan, the final inspection needs to be scheduled at bmsplanapproval@gmail.com. Please make sure your home and landscaping are 100% complete and the items on the Approval Letter Checklist are completed before scheduling your inspection.

- ☐ Schedule the Level 2 inspection at bmsplanapproval@gmail.com

Please be respectful and schedule the Level 2 inspection ahead of time. Inspections are typically done in the mornings, so please give us a couple days to get the inspection scheduled.

***Just a reminder that Badger Mountain South no longer requires fire suppression systems in the houses. Additionally, the City of Richland will no longer require a certificate for Green Built or Energy Star.**