

# ***COMMERCIAL BUILDING***

## ***Guidelines for Permitting***

### ***NEW CONSTRUCTION***



January 2007

## **SUBMIT TO THE COMMUNITY DEVELOPMENT DEPARTMENT**

**4 sets of plans including the following:**

**Site Plan** must show:

- Drawn to scale with scale bar
- Existing improvements
  - On site
  - On abutting right-of-way
- Major physical features
- Anything that may affect development
- Proposed building location
- Property lines (may require legal survey)
- Setback areas
- Emergency vehicular access
- Hydrant locations
- Utility meter locations

**Parking Plan** must show:

- Ingress and egress
- Parking stalls location and size
- Maneuvering areas
- Landscape plan - including sprinkler system

**Drainage Plan** must show:

- Retainage location and size
- Estimated impervious surface runoff
- Storm pipe layout and size
- Design for 10 yr storm with analysis of 100 yr impact
- Water quality measures to treat the first 1/2" of precipitation

**Site Utility Plan** must show

- Existing utility mains and services with sizes where available
- Proposed utility mains and services with sizes
- Proposed location of any meter
- Proposed location of cross-connection assemblies
- Elevations and slopes of proposed sewer mains and services
- Topographic survey for sewer development

**Building Plan** must show the following:

- May require engineers/architect certification
  - **Floor Plans**
    - Full dimensions as required for layout and construction
    - Room labels
    - Attached structures (garages, carports, porches, decks, balconies, etc.)
    - Location, size and type of all doors, windows and skylights
    - Location and type (masonry, zero-clearance, etc.) of fireplaces
    - Location of plumbing fixtures
    - Location of all appliances
    - Location of all cabinets, counter tops, and other built-in furnishings
    - Location of all stairs, hidden ladders, etc., used for access to other levels
    - Notation as required to adequately describe the conditions shown
  - **Foundation Plans**
    - Location and size of footings, stem walls, piers, grade beams, etc.
    - Including footings and piers for independent structures (carports, decks)
    - Location and size of anchor bolts and hold or tie downs
    - Location and thickness and reinforcing of concrete slabs
    - Location of foundation vents, access openings, doors, etc.

- Location, size and reinforcement for poured concrete or block foundation walls
- Location of differences in elevation for floors
- **Framing Plans**
  - Size, direction and spacing of floor joists
  - Size, direction and spacing of ceiling joists
  - Size, direction and spacing of rafters or trusses
  - Size, direction and location of all beams, girders and headers
  - Location of hips, valleys, ridges, cants, crickets, scuppers, roof drains, etc.
- **Exterior Elevations**
  - Complete elevations representing all sides of the building
  - Grade lines and finish floor lines
  - Door and window locations
  - Finish and trim materials with adequate annotation
  - Roof pitches, overhangs, eaves, etc. and roofing materials
  - Foundation and roof vents where visible
- **Cross Sections and Details**
  - At least one complete cross section through the building
  - All foundation conditions with adequate dimensions
  - All floor framing connections to foundations and walls
  - All ceiling and roof framing connections to walls and beams
  - Any critical or unusual connections or combinations of materials
  - Stair construction, including landings, headroom, tread & riser, handrails, etc.
- **Mechanical and Plumbing plans** (may be separate or shown on other plans)
  - Any motorized equipment, fans, vents (sizes)
  - Location of electrical service panels
  - Location of heating and cooling equipment
  - Location of water heating system
  - Combustion air calculations (size of openings per BTU rating)

#### - **Specifications**

The drawings must contain, as part of the general notes or in a separate format, appropriate specifications to describe the materials and/or workmanship required. The specifications must include the following:

- Description of exterior wall construction
- Reference to applicable codes
- Requirements for concrete strength
- Requirements for grade and type of lumber, including laminated beams and sheathing
- Finish materials for typical interior surfaces

### **WSEC Non-Residential Energy Compliance**

### **IN ADDITION SUBMIT TO PLANNING DEPARTMENT**

#### **Floodplain Certification**

- Elevation of first floor if within a floodplain

#### **State Environmental Policy Act (SEPA) required if:**

- New building construction is 12,000 sq. ft. or greater
- An addition that brings the building over 12,000 sq. ft.
- Over 20 dwelling units
- Proposed construction is within a designated critical area
- More than 40 parking spaces
- Construction requires a zone change
- Demolition of building over 12,000 sq. ft.
- Excavation or fill of 500 cu. yd. or greater
- Storage tanks of 10,000 gal capacity
- Emissions to the air

- Discharges to water where a license or permit is required
- Agricultural structure over 10,000 sq. ft. used for commercial use
  - Loafing shed
  - Produce storage or packing structure
  - Farm equipment storage building
  - Barn, etc.

**Underground Storage Tanks**, state:

- Quantity
- Materials
- Total tank capacity of 10,000 gal or more require SEPA review

**SUBMITTED PLANS are routed to:**

**Fire Department** looks for:

- Hydrant location and sizes
- Fire sprinkler system
- Fire escape routes
- Emergency vehicle access
- Fire alarm system
- Knox box (key box) requirement

**Public Works Department** looks for:

- Water, sewer, and storm main extensions
- Location of water and sewer services
- Location and width of driveways
- Irrigation system cross-connection assemblies
- Waste water pretreatment
- Existing or new curb, gutter & sidewalk within right-of-way

**Energy Services Department** looks for:

- Availability of service, location of existing facilities

**Energy Conservation Services** looks for:

Possible rebates for the builder and/or owner

**Utility Permits**

**Water Service - Public Works**

- Cross-connection application
  - Irrigation system
  - Fire systems
- Copy of plot plan showing:
  - Existing main location
  - Proposed mains, services and desired meter locations
- Civil Engineers plans
- Cost varies depending on:
  - Size and number of meters
    - Each meter requires a permit
  - Location and availability of water mains
  - Whether the property has paid its share of the existing main
- If no main extension is required:
  - With permit payment the City Water Department will install:
    - Service from main to property line
    - Meter and meter box at property line
  - Contractor responsible for:
    - Service from meter to building

- If main extension is required then:
  - Civil Engineers plans must be submitted
  - Developer constructs new mains and services to meter location
  - Public works permit required to cover the cost of:
    - Plan review
    - Inspection and testing of new lines
  - With permit payment the City Water Department will install:
    - Meter and meter box

### **Sewer Service - Public Works**

- Cost varies depending on:
  - Size of water meters
  - Location and availability of sewer main
  - Number of buildings to be connected
  - Whether the property has paid its share of the existing main
- If no sewer stub to property line the following is required:
  - Copy of plot plan showing:
    - Existing main location
    - Proposed service location
    - Elevation and slope of new service
  - Contractor responsible for:
    - Service from building to sewer main
    - Notify City Sewer Department for inspection
    - Exposing main for City Sewer Department to make tap
    - Trench backfill and surface restoration
- If main extension is required:
  - Civil Engineers plans must be submitted
  - Developer constructs new mains and services to property
  - Public works permit required to cover the cost of
    - Plan review
  - Inspection and testing of new lines

### **Natural Gas Service – Energy Services**

- Application for gas service and main extension
- Copy of plot plan indicating proposed service line and meter location
  - Subject to approval by City Gas Division
- Prior to hook-up:
  - Mechanical Inspector approval
  - Modular units require WA St. Dept. of Labor & Industry Approval
  - Utility billing account opened
- Cost estimate will be provided
- Onsite trenching to be provided by owner/operator (see trenching diagram)

### **Electrical Service - Energy Services**

- Application for electrical service and temporary power
- Copy of plot plan showing:
  - Location of panels and meters on building
    - Subject to approval of City Light Department
- Cost estimate will be provided based on type and length of service
- On site trenching to be provided by owner/operator if required (see trenching diagram)
- State electrical permit must be taken out and approved by the
  - Department of Labor & Industries prior to hook-up

### **Fire Department**

- Applicable permits

## **MISCELLANEOUS**

**Public Works Permit** required for work within street right-of-way:

- Street improvements
- Road construction
- New curb & gutter construction (unless deferred)
- New sidewalk construction (unless deferred)
- New driveway curb cuts
- Removal of unused existing curb cuts
- Existing sidewalk repair or replacement
- Utility improvements
  - Water, sewer, or storm main extensions
- Drainage system improvements
- Submit engineered plans for any of the above improvements
- Cost varies depending upon the extent of construction

**Utility Billing Account** - Finance Department

- Set up billing account
  - Sign for utility service
  - Pay deposit if applicable

**Planning Commission and City Council** required for:

- Annexations
- Zone changes

**Planning Commission** required for:

- Conditional use

**Design Review** required:

- All new construction

**Down Town Task Force** required for:

- Sign designs within C-C and C-C II zones

**City Arborist** required if:

- Trees to be removed within city right-of-way

**Board of Adjustment** required if:

- Variance request

**Underground Injection Wells**, applicant shall be responsible for coordinating and complying to the Washington State Department of Ecology's Underground Injection Control Program, Dept. of Ecology, PO Box 47600, Olympia WA 98504-7600 (360) 407-6143.