

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.