

Commercial New Construction

Information for new commercial structures, multi-family residential projects, or a commercial alteration project, which includes additional exterior work, structural changes or increase in the building footprint.



Getting Started

A building permit is required for any new commercial structure or multi-family residential project or a commercial alteration project, which includes additional exterior work, structural changes or increase in the building footprint.

Depending on the scope of work, your project may also require electrical, plumbing or mechanical permits.

Applying For My Permit

ARCHITECTURAL PLANS (Minimum scale of plans to be 1/8"=1'. Single line drawings are not acceptable except as noted– plans must be drawn to show wall thickness)

- ❑ Foundation plans including all dimensions, construction details and references
- ❑ Building elevations reflecting exterior appearance of the building, exterior finish materials and height of the building above grade
- ❑ Floor plans indicating the use of all areas, complete dimensions and construction details and references
- ❑ Building sections with sufficient details to indicate necessary construction information

SITE PLAN (Scale site plans to most appropriate scale, e.g. 1"=10' or 1/4"=1')
Minimum acceptable scale is 1" = 10'

- ❑ Property lines with dimensions, adjacent street names, easements, vicinity map, north arrow and lot area
- ❑ Property address
- ❑ All site related improvements including grading, erosion control and storm water drainage
- ❑ Existing and/or proposed grade elevations at property corners and corners of structure(s)
- ❑ Where a structure has a door, person gate or garage entry within five feet of a public street right-of-way, also include:
 - Proposed finish floor elevations of doors, person gates and garage entries
 - Elevations at top of the existing curb and back of the existing sidewalk and property line (perpendicular along the right-of-way)

- ❑ All new and existing structures on the site with distances from property lines and other structures. Include area (in square feet) of any existing buildings.
- ❑ Show basements that extend under public right-of-way.
- ❑ Utilities that include gas lines, power poles, street lights and all new and existing water meters and water piping (fire, domestic and irrigation) with points of connection to the City water system and related sizes.
- ❑ All new and existing backflow valve installation locations.
- ❑ All new and existing public and private sanitary and storm sewers and easements with points of connection and discharge.
- ❑ Locations of all new and proposed fire hydrants (if none on-site, provide distance to nearest).
- ❑ Parking layout plan with dimensioned accessible parking spaces /aisles.
- ❑ Driveways, width of adjacent right-of-way, public sidewalk, planting strip and/or tree wells, curb or edge of pavement.
- ❑ Location, dimensions and area (in square feet) of all existing and proposed paving.
- ❑ Landscaping, proposed and existing, to include both on-site information and street trees.
- ❑ All easements and all supporting documentation and/or calculations.

MECHANICAL PLANS

HVAC plans should indicate the locations for shafts, corridors, occupancy separations or other fire rated construction, the routing of duct work, locations for fire and smoke dampers at the penetrations through the fire rated construction and design criteria for outside air. Indicate locations for mechanical equipment and note the weights of equipment so that structural support can be verified. A separate mechanical permit is required and must be applied for prior to issuance of the building permit.

ELECTRICAL – Contact Labor and Industries for requirements and permits

PLUMBING PLANS

Show the location, size and type of all new water, sanitary and storm water lines. Riser diagrams and fixture unit counts, existing and proposed, calculated in accordance with the Uniform Plumbing Code. Identify how water, drain waste and vent pipes penetrating rated wall or floor/ceiling assemblies will be protected by listed assemblies. The plumbing contractor must obtain a separate plumbing permit.

STRUCTURAL PLANS (drawn to scale)

- ❑ Structural Calculations - Two (2) sets of structural calculations prepared by the architect or engineer of record for the work covered. Calculations shall be sufficiently complete to demonstrate that the structural system is capable of supporting all imposed vertical and lateral loads and to demonstrate how loads are carried to the foundation. Calculations should include a design summary.
- ❑ Foundation Plans and details, including piles, if any
- ❑ Floor and roof framing plans showing all member sizes, connection details
- ❑ Concrete design including sufficient details for the lateral load resisting system

- ❑ Structural steel design details
- ❑ General notes including design loads, grades of materials and material specifications, list of special inspection items, and list of deferred submittal items.

CIVIL PLANS (For simple projects, this information can be incorporated into the site plan where details are clearly shown)

- ❑ Erosion prevention and sediment control plan
- ❑ Paving plan
- ❑ Grading plan
- ❑ Excavation/shoring plan
- ❑ Storm water drainage plan

ADDITIONAL INFORMATION

- ❑ Specifications - two (2) sets of complete construction specifications. This information may be included on the plans for smaller, less complex projects where separate specifications are not part of the construction documents
- ❑ Life safety/building code summary
- ❑ Soils report - two (2) sets of soils reports prepared by a licensed engineer that details all needed site related soils information
- ❑ Energy code compliance documentation - must include the state-approved forms and worksheets for the summary, building envelope, lighting and HVAC

If you are hiring sub-contractors to do work on your project, and know who they are when applying, they will be listed on your permit at that time. If you don't know when you apply for your permit, they can be added after issuance. Sub-contractors you hire must be registered with the State of Washington.