

COMMERCIAL CHECKLIST

USE THIS LIST TO ENSURE REQUIRED INFORMATION IS ON YOUR PLANS

SITE PLAN	
	ITEMS REQUIRED TO BE ON PLANS
<input type="checkbox"/>	Map scale (1" = 10', 1" = 20" or larger) PLANS NOT TO SCALE WILL BE REJECTED
<input type="checkbox"/>	Site address, parcel number, legal description and North arrow.
<input type="checkbox"/>	Lot area, and proposed lot coverage area (all buildings, porches, decks, and other structures on the site.) Also express the lot coverage area as a percentage of the total site area (ex. 3,000 sq ft lot coverage on a 10,000 sq ft lot = 30% lot coverage).
<input type="checkbox"/>	Property lines, with corners and dimensions must be shown and labeled along with any easements (utilities, access, etc.) (NOTE: Roof overhang may extend to a maximum of 24" into a required building setback; however, NOT within any easement, unless approved by the Public Works department, or located within specific Planned Unit Developments (PUDs). Please see staff if you have a question.
<input type="checkbox"/>	Adjacent streets or alleys with street names shown and labeled.
<input type="checkbox"/>	Front, rear, and side building setback dimensions from property lines, measured from the nearest point of the structure to the property line. (Note: Porches and decks must meet the minimum setbacks for the zone.)
<input type="checkbox"/>	Location, dimensions, and square footage of all existing and proposed buildings. Make a clear distinction between existing and proposed structures. Roof overhangs (eave) lines and exterior building wall lines must be shown and labeled separately.
<input type="checkbox"/>	The use of each building must be identified.
<input type="checkbox"/>	The height of fences, decks, retaining walls, rockeries and other similar elements must be shown and labeled. (Note: Some of these items may require a separate building permit.)
<input type="checkbox"/>	Existing utilities on the site, including water, sewer, gas, or electrical lines, and any underground storage tanks or drain fields must be identified.
<input type="checkbox"/>	Proposed water, sewer, and storm drainage locations and where they will connect to the public system in the right of way, or otherwise flow off-site.
<input type="checkbox"/>	Location, dimensions, and surfacing materials of proposed driveway must be shown and labeled. Note: Driveways must be 12' wide and paved. Driveways longer than 50' must be paved for a minimum of 50'. Paved vehicular turn-around areas must be provided for parcels taking access from an arterial street. Turn-around area must be of sufficient size and design to accommodate a full-size vehicle so that it may maneuver easily and leave the site in a forward manner.
<input type="checkbox"/>	Any other paved areas such as patios, sidewalks, steps, etc. must be shown and labeled.
<input type="checkbox"/>	Slopes (existing or proposed) greater than 15%, including the location and quantities of any fill areas.
<input type="checkbox"/>	If applicable, critical areas on the site (streams, wetlands, slopes) and their buffers. (Note: If Critical Areas are determined to be on or adjacent to the site, additional information will be required in order to ensure the requirements of the City's Critical Areas Ordinance are met).
<input type="checkbox"/>	If applicable, accurate locations of Shoreline jurisdiction boundaries or Floodplain boundaries.
<input type="checkbox"/>	Any other information that the Community Development Department deems necessary for review of the application. (Check with staff prior to application).

Full vesting – Only when a complete building permit application for a structure to be used in a manner permitted under the land use regulations in effect on the date such application is submitted will the applicant be entitled to improve and use land under the ordinances of the City in effect on the date of the complete building application.

****USE THIS LIST TO ENSURE REQUIRED INFORMATION IS ON EACH TYPE OF PLAN****

COVER SHEET REQUIRED AND TO INCLUDE: CODE SUMMARY (CODE EDITION), BUILDING FEATURES, LIFE SAFETY SYSTEMS, IF APPLICABLE: OCCUPANT LOAD/EGRESS CAPCACITY CALCS, GROSS FLOOR AREA IN SQ. FT., TRAVEL DISTANCE, FIRE PROTECTION SYSTEMS EXISTING/TO BE INSTALLED, AND LOCATION AND TYPE OF FIRE EXTIGUISHERS. PROJECT NARRATIVE OR DESCRIPTION, SPECIAL INSPECTOR PLAN FOR THRESHOLD BUILDINGS.

ELEVATION PLAN

ITEM (Map scale – 1/4" = 1'0" or 1/2" = 1'0")	
<input type="checkbox"/>	Elevation view of all sides of the structure (minimum 4 sides) with dimensions
<input type="checkbox"/>	Building Height (measured from highest point of existing grade to highest point on the structure). Height shall be in conformance to zoning ordinance or application will not be accepted.
<input type="checkbox"/>	Show exterior materials, roof pitches, grading, chimney termination and attic ventilation.

FOUNDATION PLAN & DETAILS (INCLUDE DECKS/PATIOS)

ITEM (Map scale – 1/4" = 1'0" or 1/2" = 1'0")	
<input type="checkbox"/>	All footing, stem wall, pier sizes, and retaining walls.
<input type="checkbox"/>	Size and placement of all reinforcement.
<input type="checkbox"/>	Depth of footings below grade.
<input type="checkbox"/>	Type and location of all anchorage hardware. Include specific type of hold downs.
<input type="checkbox"/>	Identify method and amount of crawl space ventilation.
<input type="checkbox"/>	Crawl space access location and opening size.
<input type="checkbox"/>	Deck framing and/or concrete patio (Show location on foundation & floor plan).
<input type="checkbox"/>	Provide sectional detail of foundation.

FLOOR PLANS FOR EACH LEVEL WHICH INDICATE:

ITEM (Map scale – 1/4" = 1'0" or 1/2" = 1'0")	
<input type="checkbox"/>	Label use of all rooms, room sizes, and water closet clearance & shower dimensions.
<input type="checkbox"/>	All header sizes and material. Provide design calculations for any header exceeding 6' in length.
<input type="checkbox"/>	If applicable, show the 75% required High Efficacy Lighting
<input type="checkbox"/>	All window and door sizes and type. Indicate all required emergency egress openings.
<input type="checkbox"/>	Indicate the locations of all required smoke and carbon monoxide detectors.
<input type="checkbox"/>	Indicate required safety glazing at all hazardous locations in accordance with R308.4.
<input type="checkbox"/>	Location, type, and fuel source of all fuel burning appliances.
<input type="checkbox"/>	Indicate the location and type of vehicle impact protection devices (such as bollards).
<input type="checkbox"/>	Indicate the location and CFM of all required mechanical ventilation.
<input type="checkbox"/>	Show location of all decks and/or concrete patios.
<input type="checkbox"/>	All required fire separation details on the plan.

FLOOR FRAMING PLAN FOR EACH FLOOR

ITEM (Map scale – 1/4" = 1'0" or 1/2" = 1'0")	
<input type="checkbox"/>	Floor joist size, spacing, species, grade, or manufacturer and series if engineered wood.
<input type="checkbox"/>	All beam sizes on the plan (include design calculations if more than 6').
<input type="checkbox"/>	Deck framing including ledger attachment, flashing detail, and specific hardware.
<input type="checkbox"/>	Methods of support and all connecting hardware.

ROOF PLAN

ITEM (Map scale – 1/4" = 1'0" or 1/2" = 1'0")	
<input type="checkbox"/>	Rafter size, spacing, species, grade, or manufacturer and series if engineered wood.
<input type="checkbox"/>	Truss layout diagram and specification details for each truss (if applicable).
<input type="checkbox"/>	All beam sizes on the plan (include design calculations).
<input type="checkbox"/>	Layout of submitted roof trusses is required to match plan layout.
<input type="checkbox"/>	Complete details of over-framing support and connections.
<input type="checkbox"/>	Methods of support and all connecting hardware.
<input type="checkbox"/>	All methods of uplift restraint indicate specific hardware to be used.

BUILDING PLANS

****USE THIS CHECKLIST TO ENSURE REQUIRED INFORMATION IS ON EACH TYPE OF PLAN****

BUILDING BRACING PLAN (Any approved method is allowed for each braced wall)

ITEM (Map scale – ¼” = 1’0” or ½” = 1’0”)	
<input type="checkbox"/>	Methods and locations of all wall bracing: braced wall panels, alternate panel or narrow portal, continuously sheathed or engineered shear design. Include required interior braced wall lines.
<input type="checkbox"/>	All hold-down locations. Indicate the specific hardware, which is to be used.
<input type="checkbox"/>	Provide complete details, including standard exterior and interior, alternate, narrow portal, or engineered.
<input type="checkbox"/>	If the benefits of continuous sheathing provisions are to be used, provide the percentage of countable panels.

CROSS SECTION DETAILED PLANS

ITEM (Map scale – ¼” = 1’0” or ½” = 1’0”)	
<input type="checkbox"/>	Typical structural cross sections showing size of footing, thickness of foundation walls, type of basement floors, size of floor joists and spacing, size and spacing of studs, ceiling joists, rafters and spacing of same, headers over large openings, insulation, and type of size of sill and anchor bolts. Stairs; show rise and run, headroom, width, handrails, guardrails and landings. Sections will show interior and exterior finish, type of roofing, joist bearing and ceiling height. Provide list of all required special inspections (Verify with Engineer of Record, if applicable, i.e., concrete, welding, etc.)

IRC ENERGY CODE COMPLIANCE FORM

<input type="checkbox"/>	WSEC Prescriptive Worksheet Energy Code Compliance for Zone 1 (SFR/Duplex - International Residential Code only)
<input type="checkbox"/>	Completed Current Energy Code Form, which may be found on-line at: http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx

IBC NON- RESIDENTIAL GROUP ENERGY CODE COMPLIANCE

<input type="checkbox"/>	This Occupancy must comply with IBC & WSEC Non-Residential Energy Code for Commercial structures including Multi-Family.
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ENGINEERING

<input type="checkbox"/>	copies of structural engineering, where applicable
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NOTE: OTHER PLANS MAY BE REQUIRED – CHECK WITH APPLICABLE DEPARTMENTS

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