



#B006

COMMERCIAL CONSTRUCTION PLAN

REQUIREMENTS

Before you bring your plans to the Building Division, please list the page number, in the space provided beside each item that you have included on your plans or application form and include this checklist with your permit submittal. This will help us to serve you better by insuring that you have a complete application.

Cover Sheet		
✓	Sheet #	Requirement
		All design professionals identified including address and phone numbers
		Name, address and phone of person responsible for project coordination
		Legal Description of Property, Vicinity map and Tax Parcel Number
		Occupancy Classifications
		Construction Type
		Area and Occupancy Assembly Detail
		Floor Area (allowed vs. proposed)
		Elevator Shaft Detail
		Fire Sprinkler Requirements
		Height and number of stories
		Occupancy Load (allowed vs. proposed)
		Design loads (roof, floor, wind etc.)
		Compliance with current codes
		Special Inspections Requirements (if any)
		Pedestrian Protection Plan
		Non Residential Energy Code Requirements
		Pre-construction meeting prior to start date
		Deferred Submittals (if any)
Site Plan		
✓	Sheet #	Requirement
		A directional symbol with north at the top or right of the page
		Property Lines and dimensions, including all interior lot lines
		Location and dimensions of proposed building
		Roof overhangs of existing and new buildings including distance to property lines
		Location of all curb cuts (access of public right of way) including distances to adjacent intersections and existing fire hydrants open ditch, culvert, pipes, etc.
		Proposed location on sanitary sewer service line, water service line, *storm drainage lines, and connection to existing systems. *See requirements for storm drainage and civil drawings.
		Parking facilities layout and lighting, garbage container locations and screening plan, handicap parking compliance and emergency vehicle access.
		Existing topography at 5-foot intervals.
		Tree retention plan, showing existing deciduous trees 12” in diameter or greater, and evergreen trees 8” in diameter or greater and indicating trees to be retained.

		Building and lot corner elevations and midpoint elevation of each wall segment at existing grade.
		Elevation and location of datum point in the right of way.
		Water courses, wetlands, or other natural features.
		For multifamily include location and dimensions of common recreational open space.
Floor Plan		
✓	Sheet #	Requirement
		All floors including basements
		Room uses, sizes and square footage by floor level
		Overall Dimensions and locations of all structural elements and openings
		All doors and windows (safety glazing noted where required)
		Plumbing fixtures
		Fire blocking, if applicable
		Stairway width, rise, run, handrails, guardrail and landings
		All fire assemblies, area and occupancy separations and draft stops
Framing Plans		
✓	Sheet #	Requirement
		All structural members, their size, methods of attachment, location and materials, roof drainage and location of roof mounted equipment
Exterior Elevations		
✓	Sheet #	Requirement
		Exterior views on front and all sides
		All windows and openings
		Decks, steps, handrails, guardrail, landings, balconies, marquees, porches
		Final grade and existing grade
		Height of building
Foundation Plan		
✓	Sheet #	Requirement
		All foundations and footings, including sizes, locations, reinforcing and imbedded anchorage such as anchor bolts hold-downs and post bases, etc.
Building and Wall Sections		
✓	Sheet #	Requirement
		All construction materials
		All non-rated and fire rated assemblies and fire rated penetrations
		All vertical dimensions
Interior Elevations		
✓	Sheet #	Requirement
		All Barrier-free required equipment installation with proper clearances shown
		Relights, guardrail heights, handrails, stairways, elevator operation panels, etc., which are subject to code requirements

Mechanical Systems		
✓	Sheet #	Requirement
		Entire mechanical system
		All units, their sizes, mounting details, all duct works and duct sizes
		All fire dampers where required
		Equipment schedules
		Energy conservation calculations per State of Washington
Plumbing Systems		
✓	Sheet #	Requirement
		All fixtures, piping, slopes, materials and sizes
		Connection points to utilities, septic tanks, pretreatment sewer systems
Landscaping Plan (See BIMC 18.85.040)		
✓	Sheet #	Requirement
		Existing and proposed grades
		Underground and above ground utilities
		All existing structures to remain and all new structures
		All streets abutting the project site
		Plant materials with appropriate symbols and identification keyed to planting schedule
		Planting Materials
		Planting schedule to include botanical and common names, sizes, and conditions of plants
Storm Drainage Requirements		
✓	Sheet #	Requirement
		Three separate copies of the civil drawings and foundation plan
		Three copies of the 2000 and 3000 sections from Project Specifications (if in booklet form)
		Three copies of drainage analysis
		Three separate copies of the landscape plans