

## CHANGE OF OCCUPANCY SUBMITTAL CHECKLIST

### PERMIT SUBMITTAL REQUIREMENTS:

- Signed Permit Application(s)** (1 Copy of each, as applicable)  
Bldg/Mechanical/Plumbing/Sign/Sprinkler/Demolition, Public Works, Water/Sewer Utility, Electrical
- Land Use Decision** (1 copy if applicable. Any required land use review must be completed prior to permit submittal).
- Two (2) sets of building plans that include an architectural site plan** (1/8" = 1' minimum scale, 24"x36" maximum sheet size).  
*(Please Note: Plan review is only for the building permit, even if mechanical, plumbing, electrical or sprinkler plans are included – those permits require separate applications)*
- Four (4) sets of civil site plans, bound separately, where civil engineering is required for Public Works plan review.** (1" = 40' minimum scale, 24"x36" maximum sheet size).
- Two (2) Sets of each report/calculations,** as required (storm water/drainage analysis, soils reports, engineering calculations, lighting budget, etc.)
- Documentation of prior use of the site/building within the last six (6) years.** Provide information based use category and the Unit associated with each on the City's Utility Fees Handout. This will be used to determine if system development fees are due.
- Maximum size of plan sets:** 24"x36" (22"x34" preferred), bound/stapled edge, 5/8" thick. All pages in a plan set shall be uniformly sized and consecutively numbered.
- Permit Submittal Fee** (Plan check fee)
- All documents must be clearly legible for scanning, each page consecutively numbered and stapled.**

### **I. CONSTRUCTION DOCUMENTS**

- A. Include a code data section on the coversheet to include the occupancy classifications, types of construction, occupant loads and building area justification.
- B. Indicate on the plans whether or not the building has an existing, monitored sprinkler and/or fire alarm system.

- C. For change of occupancy to educational, institutional, assembly or hazardous uses: automatic sprinklers or fire separations; panic hardware; illuminated exit signage; emergency lighting; seismic analysis, including structural documents with design loads, material specifications, detailing, schedules, etc.
- D. Compliance with the International Existing Building Code path should be identified in the code analysis to be prescriptive, work area, or performance compliance method. Retroactive code requirements may be triggered, to include shaft enclosures, accessibility, seismic analysis, and energy code compliance.
- E. Architect's stamp (currently licensed to practice in the state of Washington) for all project sizes greater than 4,000 square feet or more than 4 dwelling units, or where life safety or structural systems are affected (RCW 18.08.410).
- F. Floor plan with complete dimensions for areas of new work or occupancy/use changes. Indicate the proposed use of each space. Show all exit doors, stairs, corridors, etc. Sections required for change of occupancy more than two stories.
- G. Drawing submitted for review should show new, existing, and demo work with a visibly different graphic method. Include a legend for clarity.
- H. Entry door size and hardware, indicating required dimensions on pull and push side of door, where required for the change of occupancy.
- I. New wall sections showing construction and assembly ratings.
- J. New or revised toilet room plans to include interior elevations, wall and floor finishes, mounting heights, clearances, and accessibility details, if required by occupancy change.
- K. Northwest Energy Efficiency Council Worksheets to show compliance with Washington State Energy Code, including drawing details and summary of enclosure requirements.
- L. Equipment cut sheets and plans for new or modified kitchens, to include type of hood and deferred Type I or Type II hood mechanical submittal
- M. Deferred sprinkler, electrical, mechanical and automatic detection submittals if applicable.

## II. **ARCHITECTURAL SITE PLANS**

- A. Legal description, north arrow, horizontal dimensions indicating property lines, streets, alley easements, building location and dimensions, dimensioned driveway approaches, sidewalks, parking and aisles.
- B. Details of curb cut or ramp plans with dimensions (1/4" = 1' minimum scale).
- C. Guard, handrail sections and elevations indicating materials, dimensions, and construction details along the egress path.
- D. Existing and new grades, ramps, stairs, rockeries and retaining walls.
- E. Indicate setbacks from any lakes, streams, bays, wetlands or other natural body of water within 100 feet of site.
- F. Accessible parking, access aisles, signage, and accessible route to the building clearly dimensioned and detailed, including door entrance.



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### III. **CIVIL PLANS** (if required)

- A. Civil Plans must be stamped and signed by a Licensed Professional Engineer in Washington State. A Public Works Permit Application shall be turned in with your civil submittal. Plans shall include all site development information including erosion/sedimentation control, grading, paving, utilities (water, fire, sewer, drainage, etc.), frontage improvements, parking lot striping, traffic signage, landscaping, and any other work to be done to the site.
- B. (4) Sets of Civil Plans and (2) sets of any reports (drainage, Geotech, etc.) Shall be submitted. Sheets to be submitted within the civil set are as follows:
- a. **Overall Site Plan** (show what the final design will look like including utilities, without notes or callouts. Details for each civil design item shall appear on the specialized sheets.
  - b. **Temporary Erosion and Sedimentation Control (TESC) Plan**
  - c. **Grading and Paving Plan** (include stormwater conveyance rim elevations and locations)
  - d. **Stormwater or Drainage Plan**
  - e. **Utilities Plan**
    - i. **Water Plan** (may be a separate sheet or combined on the Utilities Plan)
    - ii. **Sanitary Sewer Plan** (may be a separate sheet or combined on the Utilities Plan)
  - f. **Frontage Improvements Plan** (A separate cross section plan sheet is required for all new street construction. Distance between stations shall be determined by City Engineer based on site topography.
  - g. **Landscaping Plan** (can be turned in with the civil set or bound as a separate set, under the Public Works Permit).

### **APPLICABLE CODES AND REFERENCES**

- Automatic Fire Detection & Suppression Systems Ordinance No. 1902-92
- International Building Code (IBC), 2015 Edition & WAC 51-50
- International Existing Building Code (IEBC), 2015 Edition & WAC 51-50
- Accessible and Usable Buildings & Facilities, ANSI A117.1-2009 & WAC 51-50-005
- International Fire Code (IFC), 2015 Edition & WAC 51-54
- International Mechanical Code (IMC), 2015 Edition & WAC 51-52
- National Electrical Code (NEC), 2017 Edition & WAC 296-46B-010
- Uniform Plumbing Code (UPC), 2015 Edition & WAC 51-56 & 51-57
- Washington State Energy Code (WSEC), 2015 Edition, WAC 51-11 (C, R, Appendix)
- City of Everett Design & Construction Standards & Specifications
- Everett Stormwater Management Manual



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