



PERMIT SERVICES

ESPRESSO STAND SUBMITTAL CHECKLIST

PERMIT SUBMITTAL DOCUMENTS REQUIRED FOR SUBMITTAL:

- 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). Special Land Use reviews, if required,
must be completed prior to permit submittal. Include a copy of the decision with your
permit application.
- Site Plans** (2 Copies - 24" x 36" maximum size, 1" = 20' minimum scale; however, if
the parcel is too large to fit on an 11" x 17", show the entire parcel at 1" = 30' and
provide a blow up of the area where the work is occurring at a minimum of 1" = 20' on
a separate numbered page. Refer to Sample Site Plan (COE Std Dwg: 101, 102) for
required notes on site plan.
- Building Plans** (2 sets; 1/8" = 1' minimum scale). 24"x36" maximum sheet size,
stapled bound edge, 5/8" thick, all pages uniformly sized, each page consecutively
numbered). Minimum size shall be a measurable scale for review and legible for
record.
- Engineering Calculations** (2 copies) for lighting budget, etc.
- Permit Submittal Fee** (Plan check fee)
- NOTE: If mechanical, plumbing, and electrical or sprinkler plans are included –
those permits require separate applications for plan review.**

I. SITE PLAN REQUIREMENTS:

1. Dimension to scale the location of the espresso stand to adjacent property lines and existing or proposed buildings.
2. Dimensions of the proposed stand, and identify any new utility hook-ups.
3. Show and dimension location of driveways and names of adjacent roads.
4. Show all existing and proposed parking spaces for the whole site.
5. Indicate the drive pattern to the espresso windows, allowing for 3 vehicles to back up without blocking driveways.

II. PLAN SUBMITTAL TO MOVE EXISTING DRIVE THROUGH STAND TO A DIFFERENT SITE:

6. Indicate how the structure will meet seismic and wind load resistance.
7. Stair section: dimension details of stair framing, construction, handrails and headroom.
8. Identify where on site toilet room access will be provided for employees.

III. PLAN SUBMITTAL TO CONSTRUCT A NEW STAND ON SITE:

9. Floor plan with complete dimensions. Include window and door size and type.
10. Foundation plan: indicate supports, footings and tie-downs.
11. Floor framing plan: indicate framing size and spacing, species and grade of lumber.
12. Stair section: indicate stair framing, construction, handrails and headroom.



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13. Ramp section: indicate framing, construction, non-slip surface, slope and handrails.
14. Building section: indicate insulation, R-values, wall framing, height of floor above adjacent grade, and ceiling height. Indicate door and window header sizes.
15. Roof framing plan: indicate framing size and spacing, species and grade of lumber.

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), 2014 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
- Everett Municipal Code, Title 19 Zoning

GENERAL INFORMATION REGARDING ESPRESSO STANDS

City Departments to check with when considering placement of an espresso stand:

- | | |
|---------------------|--------------|
| 1. BUSINESS LICENSE | 425-257-8610 |
| 2. PERMIT SERVICES | 425-257-8810 |

Locating portable espresso stands on City sidewalks to serve pedestrian traffic will require compliance with the City's permit and insurance requirements for mobile food unit carts. The operator will also be required to obtain the appropriate City business license and meet Snohomish Health District requirements.

Espresso stands will not be allowed on public right-of-way, i.e. sidewalks, roadways, etc., to serve vehicles because of traffic safety and congestion concerns. This guideline also applies to mobile food unit carts.

A building permit and public works permit are required to address the location and customer access on private property. Applicants will be required to meet the following conditions:

1. Appropriate zoning
2. The abutting businesses will maintain compliance with parking lot code requirements when the proposed stand is to be located within an existing parking lot.
3. Vehicle traffic safety and congestion issues must be addressed and approved by the City Traffic Engineer.
4. Stands within 350 feet of an established restaurant will not be allowed to set up business outside of the perimeter of existing buildings or attachments unless street improvements are installed in accordance with City codes and ordinances. Attachments are defined as building overhangs, courtyards, walkways, etc., but not parking lots.

In addition to City requirements and permits, it is necessary to obtain a permit from Snohomish Health District. Contact them at 425-339-5200.