

## COMMERCIAL CONSTRUCTION SUBMITTAL CHECKLIST

### New Commercial Buildings, Additions, & Multi-family (Triplex & Up)

#### **PERMIT SUBMITTAL DOCUMENTS REQUIRED FOR SUBMITTAL:**

- Land use reviews (SEPA, etc.)** if required, must be completed prior to permit submittal. Include a copy of the final decision.
- Signed Permit Application(s)** (1 Copy of each, as applicable)  
Bldg/Mechanical/Plumbing/Sign/Sprinkler/Demolition, Public Works, Water/Sewer Utility, Electrical
- Construction Plans & Reports.** Please submit separate bound sets for each of the below disciplines, as they will be reviewed by different departments. Plan size= 22x34 preferred, 24x36 maximum. Scale of building plans, architectural site plan, and landscape plans to be 1/8" =1' minimum. Scale of civil plans to be 1"=20' preferred, 1"=40' minimum.
  - **(2) Sets of Building Plans** including an Architectural Site Plan in each set, all stamped by a Registered Architect in Washington State. Requires a Building Permit Application.
  - **(2) Sets of Landscape Plans**, stamped by a Licensed Landscape Architect in Washington State. Will be rolled into the Public Works Permit Application, submit if no other civil site work.
  - **(4) Sets of Civil Plans**, stamped by a Licensed Professional Engineer in Washington State. Requires a Public Works Permit Application.
  - **(2) Copies of each report submitted**, for all required reports associated with the plans (Drainage Report, Geotechnical Report, Wetland Report, SWPPP, Structural Calculations, etc.)
- Permit Submittal Fee** (Plan Check Fee)
- If mechanical, plumbing, electrical, sign, or sprinkler plans are included – those permits require separate permit applications for plan review.**

The following should be shown on the plans submitted for permit (one permit application per building).

## I. **BUILDING PLANS**

- A. Summary of the floor area under the scope of permit, the occupancies, construction type, and occupant loads. New or change of occupancy permits have additional requirements.
- B. Applicable codes and identification of existing or new sprinkler system type or fire alarm system.
- C. 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.
- D. Architect's stamp, currently licensed by the State of Washington, per RCW 18.08.410 or RCW 64.55 for the following permit applications:
  - The change of occupancy or residential tenant improvement includes more than four dwelling units, including auxiliary buildings; or,
  - The simultaneous project size exceeds four thousand square feet; or,
  - The work affects the life safety or structural systems of the building; or,
  - The building enclosure revisions for a building with more than two dwelling units exceeds 5% of the Snohomish County assessed market improvement value. Alternatively, a Snohomish County certified sales prohibition covenant can be submitted with the plans.
- E. Structural engineering stamp for significant structures (RCW 18.43.040).
- F. Foundation plans and details.
- G. Floor plan with complete dimensions. Indicate the proposed use of each space. Show all exit doors, stairs, corridors, etc.
- H. Building section with vertical dimensions and building construction details.
- I. Wall sections indicating proposed construction and assembly ratings as required for occupancy separation, area separation or building construction.
- J. All exterior elevations, indicating proposed materials, finish grade, and building height.
- K. Stair or ramp plans (1/4" = 1' minimum scale) and sections, guards, and handrails.
- L. Toilet room plans (1/4" = 1' minimum scale) and interior elevations, indicate wall and floor finishes, fixture dimensions, accessible hardware (if required) and toilet accessories.
- M. Schedules: door, window, room finish and hardware.
- N. Lighting plan and energy budget calculations (indicate wattage of all fixtures, include exterior building mounted lighting) submitted with permit application.
- O. Northwest Energy Efficiency Council Worksheets to show compliance with Washington State Energy Code, including drawing details and summary of enclosure requirements.
- P. Structural drawings and calculations to include design loads, material specifications and structural schedules, including seismic analysis, if applicable.
- Q. Copies of any permits/approvals issued by the Planning Department.
- R. High-piled combustible storage (if applicable). Plans and specifications submittal per Chapter 23, Section 2301.3, IFC.



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- S. Hazardous materials (if applicable). Hazardous materials management plans and inventory statements per Section 407, IFC, and Tables 307.7(1) and 307.7(2), IBC.
- T. Multifamily Worksheet for any multifamily construction project. Architect's enclosure details with certification or Sales Prohibition Covenant required (RCW 64.55).

## 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.

## III. CIVIL PLANS & REPORTS

- 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).



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### **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
- Everett Municipal Code, Title 19 Zoning



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