

OVERVIEW OF COMMERCIAL PERMIT SUBMITTALS

The permit submittal process requires separate applications for each discipline being reviewed. Checklists with submittal requirements and applications are online: <https://everettwa.gov/permits>
The applications should summarize the scope of work proposed to be completed under each permit.

Building Permit: completed application form and two sets of architectural plans (including elevations), structural plans and associated engineering. Site plans required. Sub-permits that are over the counter or that require plan review are issued only after the building permit is approved.

Public Works Permit: completed application form and four sets of civil plans along with two sets of each type of associated reports (drainage report, geotechnical report, etc.). Civil plans include all site work including erosion/sedimentation control, grading, paving, parking lot striping, all utilities, stormwater mitigation, and frontage improvements.

Mechanical Permit: completed application form and two sets of mechanical plans, structural calculations and equipment specifications including unit weights & attachment details.

- Type I and Type II Kitchen Hoods require a separate mechanical application and drawing sets.
- Heat Pumps and generators require a site plan showing the equipment location and setbacks to property lines. This is required even for replacement units.
- Roof top units require a roof plan showing equipment location and building elevations showing how the equipment is or will be screened. This is required even for replacement units.

Type I and Type II Kitchen Hoods: completed application form and two sets of plans, fire barrier tested-assembly, and hood specifications.

Kitchen Hood Suppression System: completed application form and three sets of hood suppression plans and specifications.

Sprinkler System: completed application form and three sets of sprinkler plans, manufacturer's cut sheet for the cross-connection assembly and sprinkler heads, and hydraulic calculations.

Plumbing Permit: completed application form. This permit is issued over the counter and does not require plan review, except for a commercial kitchen.

Plumbing permit for a commercial Kitchen: completed application form and two copies of the sets of plans and specifications submitted to the Snohomish Health District for a commercial kitchen.

Electrical Permit: completed application form and two sets of plans. This permit is issued over the counter and does not require plan review unless it is for a hospital, school or other institutional use.

Fire Alarms: complete fire alarm application for smartwires and parts with three sets of plans and specifications/cut sheets. If electrical wiring is also required, a separate Electrical Permit is required for that scope.

Signs: completed application form and two sets of plans and site plans.

CONTRACTOR INFORMATION

Contractor information is required prior to issuing any permit. Contractors doing work within Everett city limits are required to have a City of Everett business license, available from the City Clerk's office, reached by phone at 425-257-8610 or: <https://everettwa.gov/175/Business-License>



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