

Listed below is the information that needs to be provided in order to submit a complete application for a **new commercial** building permit. Staff will not process incomplete applications. Please see the website for details on the application process.

SUBMITTAL REQUIREMENTS

- Completed and signed application form, including proof of a valid Washington State Contractor's License and a City of Lynnwood Business License.
- Four (4) complete sets of plans to include:
 - Site
 - Civil (Drainage and Utilities)
 - Landscaping
 - Architectural
 - Structural
- All plan sheets prepared by a Washington State-licensed architect or engineer shall be stamped and signed (digital stamps/signatures accepted).
- Three (3) additional sets of civil plans with two (2) sets of storm drainage calculations, site plan, and landscaping plan.
- Two (2) sets of a soil investigation (geotech) report as specified in Chapter 18 of the currently adopted IBC.
- Two (2) sets of structural calculations, signed, sealed and dated by a Washington State-licensed structural engineer.
- Two (2) sets of Washington State energy envelope form.
- Two (2) sets of phasing plans, if applicable.
- All structural and non-structural design shall conform to the codes currently adopted by the State and City.
- Special inspection and structural observation as defined under the current IBC, Chapter 17, is required and shall be called out on the cover sheet. All testing is to be done by a laboratory or inspector approved by the City.
- Commercial kitchen plans require approval from the Snohomish Health District. Hood and duct systems for kitchens shall comply with NFPA 96 and require a separate permit submittal.
- SEPA checklist and plans, if applicable.
- If construction will be at Alderwood Mall, building plans must have Brookfield Properties Retail approval stamp and a Washington State-licensed architect or engineer's stamp and signature (digital stamps/signatures accepted) prior to submittal to the City.

ADDITIONAL REQUIREMENTS

- Two (2) sets of mechanical plans prepared by a Washington State-licensed architect or engineer shall be stamped and signed (digital stamps/signatures accepted). Plan sheet(s) shall be the same size as the building plan set. **Mechanical plans shall be deferred.**
- Two (2) sets of plumbing plans prepared by a Washington State-licensed architect or engineer shall be stamped and signed (digital stamps/signatures accepted). Plan sheet(s) shall be the same size as the building plan set. **Plumbing plans shall be deferred.**
- Two (2) sets of electrical plans prepared by a Washington State-licensed architect or engineer shall be stamped and signed (digital stamps/signatures accepted). Plan sheet(s) shall be the same size as the building plan set. **Electrical plans shall be deferred.**
- Storage shelving over 5'9" in height requires a separate permit; shelving over 8' also requires Washington State engineer signed, stamped structural calculations. Construction details, anchorage details, and floor plans shall be provided with the permit application.
- Roof-mounted equipment requires Washington State engineer signed, stamped structural calculations.
- A Grease Interceptor permit from the Public Works Department is required where grease, fats, chemicals, or oils are processed or used.
- Demolition of existing structures requires a separate demolition permit.
- A business license must be applied for, approved, and obtained prior to opening for business.

NOTE

Full plan review fees are due upon submittal and are calculated based on valuation and/or square footage of the project whichever is greater.

I hereby understand and certify the above has been reviewed and is true and correct to my knowledge.

Print Applicant/Customer Name

Date

Applicant/Customer Signature

FOR CITY USE ONLY

Accepted as a complete submittal:

Employee Name

Date