

## COMMERCIAL & MULTIFAMILY PERMIT CHECKLIST (New Construction & Exterior Alterations)

Use this checklist to help gather all the required information and documents in order to submit a complete building permit application for a project involving the construction of a new or existing commercial, multifamily, or mixed-use building.

- *If the interior-only work is to be done, use the Tenant improvement permits checklist instead.*

### Important Note

**We process building permits as a combo permit**, meaning all mechanical, plumbing, electrical, and building permits are combined into one application and permit, with the exception of backflow device(s) permits. If you are a plumbing, electrical, or mechanical engineer, please contact the project manager to verify and make sure your plans were included in the building permit set.

*(Separate Electrical permits will be created for each electrical contractor and required to provide the contractor contact and business license info. Contact the Permit Center at (425-670-5400) if you have any questions.)*

### Plan review is **REQUIRED**

The Building, Fire, Planning and Development Engineering Departments can inform you of requirements for altering or adding to existing buildings or constructing new buildings.

- Required setbacks, height limitations, floor area ratios, lot coverage, and other zoning information may be obtained from the **Planning Department**. (425-670-5410)
- Structural and life safety requirements can be obtained from the **Building Department**. (425-670-5550)
- Water, sewer, and right-of-way information can be obtained from the **Development Engineering Department**. (425-670-5201)
- Fats, Oils, and Grease (FOG) specific information can be obtained from the **Development Engineering Department**. (425-670-5201)
- Fire sprinkler information can be obtained from the South County **Fire Department**. (425-551-1264)

### SUBMITTAL REQUIREMENTS

Please refer to the [Electronic Submittals Requirements](#) for naming conventions and other requirements.

#### Construction Plan Set (Combo Set)

Plans to be reviewed must be legible, identify the name and classification of the structure, and clearly indicate the scope and nature of the installation, and the person(s) or firm(s) responsible for the commercial & multifamily plans.

1. **Cover Sheet** including business park name, project name and business name, site address, suite number, code references, plan preparer name, and detailed project information.
  - **Vicinity Map** showing the location of the entire building and where the work is to occur.
  - **Parcel Number**
  - Project name
  - Owner's contact information
  - Preparer's contact information
  - **Sheet index**

**Construction Plan Set (Combo Set)****1. Cover Sheet (con't)**

- **Building Code Compliance Information** including the building's type of construction, occupancy classification, calculated occupant load, fire sprinkler or fire alarm type, means of egress components, construction codes used for design, etc. Floor Plan(s) showing location, size, and use of rooms, hallways, corridors, doors, walls, and windows. Required fire walls and doors shall be identified, as well as other required fire-rated assemblies. Any demolition work to be done shall be identified, with a clear distinction between demolition and new construction. Include **North arrow**.
- **ADA Compliance Information** such as location and dimensions of accessible routes, ramps, turning spaces, restrooms, elevators, etc.

**2. Site Plan ([HERE](#))**

Including **Property lines** location and dimensions; **easements** locations for all existing and proposed **utility**, open space, drainage, native growth protection, and access easement and/or private roads; **land use code setbacks** location and dimensions front, side, rear, and street setbacks; existing and proposed **structures' location, dimension and distances** to property lines from closest point including roof overhang or other projections; **walls and fences** location, length and height; **streets and alleys** location, name or number of all streets, edge of pavement, curb, gutter, sidewalk, street trees, and any other road appurtenances; **driveways and parking** location of on-site parking and driveways and finished slope of driveway; **spot elevation and topography** showing surface elevation at each corner of the site and at the corners of structure base, building finish floor elevation, **contours at 2' intervals**, and the building maximum heights above and below grade; show where all **roof, footing, driveway, and other drains** will be **connected and/or discharged** (if infiltration system is proposed or required, show design and calculations for size; **tree plans** showing existing, removal, and new trees, noting type and size; **fire hydrant** location or distance to the nearest; **water meters** location; **impervious surface** dimensions and locations of all impervious surfaces, calculations of total lot size and total impervious surface area; and architectural features

**3. Boundary and/or Topographic Survey** Must be stamped and signed by the licensed surveyor.**4. Civil Plans** A separate civil permit is required. Use the Civil permit checklist instead.**5. Landscape Plans** including a site plan with site features such as exterior amenity spaces, patios, BBQ areas, trellises, arbors, monuments, fences, gates, etc., details of site features, surface materials compliant with accessibility requirements, path and trails including features on the accessible route of travel, exterior lighting design and calculations, rooftop gardens, color renderings, etc. To be included in construction plan set.**6. Architectural Drawings**

**Floor plan(s)** showing:

- All rooms and spaces (identify), **corridors and exits, door & window locations and sizes, restrooms and plumbing fixtures, electrical panel, electrical and mechanical equipment.**

**For Multifamily projects:**

- All rooms and spaces (identify), **door & window locations and sizes, restrooms and plumbing fixtures, electrical panel, electrical and mechanical equipment**, and decks, patios, and trellis.
- **Bedroom windows** showing a minimum 5.7 sq ft egress opening size, a maximum 44-inch window sill height from the finish floor, and label the egress window
- All **Bedrooms Smoke, Carbon Monoxide, and Garage Heat Detectors** locations
- **Stair Section** showing a section of the stairs, including framing anchor connection of stringer to floor framing, rise, run, handrail height, and grasp dimensions, distance between any

---

This document does not substitute for codes and regulations.

The applicant is responsible for compliance with all codes and regulations.

---

intermediate rails, fire blocking, minimum head room, and landing size. Also, specify a minimum protection of 2-hr rated shaft details for stairs and elevators.

- Show locations of adjacent **fire barriers\*** or demising walls
  - Show locations of all **fire walls\*** in the building
  - Show locations of all shear walls in the tenant space  
(\***Fire barrier, fire walls and shear walls** are specific terms used in the International Building Code)
  - Details showing **wall and ceiling construction** (include seismic bracing detail for **suspended ceiling**.)
  - Provide details for accessible features such as bathroom fixtures, sinks, doors, door hardware, customer service counters, etc.
  - **Reflected Ceiling plans** showing the location of exit pathway lighting, exit signs, smoke alarms, and detectors, fire sprinklers, and light fixtures and diffusers, ceiling grid, dropped ceiling area, etc.
  - Details and dimensions of accessibility features such as restrooms and door clearances
  - **Fixtures, Equipment, Finishes, Commercial Kitchen, Building Envelope Plans, etc.** (as applicable).
  - **Roof plan**, including hips, valleys, gables, and ridges showing all roof slopes, roof ventilation area and calculations, roof jacks and gable-end vents, roof ridge and eave venting details, roof drainage locations and overflows, location of mechanical equipment and detail screening.
  - **Elevations and sections**, including every side of the building, finished floor level for each floor, proposed grades, maximum building height and maximum site slope, grade plane elevation based on IBC requirements and note actual building height based off grade plane elevation, roof information, doors, windows, decks, ramps, signs, exterior color renderings, etc.
  - **Building Envelope plans and building sections**, (as applicable for **Multifamily projects**), including the **air-barrier testing** requirements.
  - **Fire Assembly, Door, Window, Hardware & Finish Schedules**
  - **Construction and structural details**, including cross sections of new or modified walls, partitions, floors and ceiling assemblies
- 7. Structural Plans** including structural notes, structural design criteria, foundation plan with under-floor ventilation access and framing if relevant, floor and roof framing plans including columns and shearwalls, holdowns, connection details, manufacturer and truss layout if trusses are used, building cross-sections, stair/handrail/guard framing and connections, cantilevered beam, floor and ceiling joists details, and post-tension concrete slab system, etc. To be included in construction plan set.
- 8. Plumbing Plans** showing all proposed plumbing work
- **North arrow** indicating the direction north.
  - Location and type of proposed **fixtures**
  - **Line drawings** showing all piping (water, gas, waste, and vent) materials, sizes, and lengths. Also, show water source and entry, shut-off isolating valves, grease interceptor, and backflow prevention device(s)
  - **Riser diagram** with potable water, gas, waste and vent piping locations and sizes.  
(*Isometric drawings are required for projects that include a commercial kitchen, a grocery store, 3+ stories, or complex buildings.*)
  - **Pipe size and fixture units** for sanitary and potable water systems
  - **Calculations** for water meter sizing and DWV fixture units for building drain & **Fixture Schedule** showing the number, types, and locations
  - Finished floor and sanitary sewer **elevations** (required for **sumps**)
  - **Grease interceptors** are required to be sized per UPC requirements and must include the location of

---

the grease interceptor, its capacity (in GPM or gallons), the connecting pipes, the capacities of the fixtures draining to the interceptor, and any other information deemed necessary.

- **Detail of drains / cleanouts**
- **Other pertinent details** showing construction of interceptors, piping support, firestop penetration systems, etc.

**9. Mechanical Plans** showing all proposed mechanical work

- **North arrow** indicating the direction north.
- The **Proposed use or occupancy** of the various portions of the building in which the mechanical work is to occur
- A complete **riser diagram** for multiple-story or complex buildings
- Documentation showing **compliance with energy code** requirements of the **WSEC**
- Show location of the required **110 volt outlet** within 25 feet of the equipment
- **If equipment is over 2,000 cfm**, provide a note on the plan that the equipment must shut down with activation of fire alarm system (duct detectors or fire alarm system).
- Documentation showing **compliance with ventilation and air quality** requirements of the IMC.
- **Reflected Ceiling plans** showing and identifying ductwork, equipment, piping, supply diffusers, return air grilles, and fire dampers

**10** If **Commercial kitchen equipment** is to be installed, show compliance with IMC Sections 506 (Ducts and Exhaust), 507 (Hoods), and 508 (Makeup Air).

- **Kitchen plan** of all equipment layout and schedule, including grease interceptor location and type
- **Manufacturer's Specifications or equipment cut sheets**

**11. Refrigeration plans** showing details on the type and quantity of refrigerant, calculations indicating the quantity of refrigerant, and refrigerant piping materials and the type of connections

**12. Gas piping plans** showing complete details on the gas piping system, including materials, installation, valve locations, sizing criteria, and **calculations** (*i.e., the longest line of piping, the pressure, the pressure drop and applicable gas piping sizing Table(s) in the IFGC.*)

**Racking plans** (as applicable)

Free-standing and wall-anchored storage racks greater than 5'9" above finished floor require plan review.

- a. Include plan-view layout, including dimensions on your architectural plans
- b. Provide cross sections showing rack design and attachment details
- c. Complete engineering of storage rack(s) and the anchorage (gravity and lateral) is required for free-standing and wall-anchored storage racks over 8'-0" high, measured from the floor to the highest shelf. Plans need to specify all member sizes, connections, anchorage, etc. Storage units should be anchored to the floor at each leg and along the back where located adjacent to a wall.
- d. High-pile storage over 12'-0" high may require a Fire sprinkler system. Complete engineering of the storage rack(s) and the anchorage is required.

**Energy Code Forms** (To be included in plan set)

WA State Energy Code forms are required for any of the following conditions:

- [Completed WA State Energy Code Compliance Form - Commercial](#) for Building Envelope, Lighting, and Mechanical. (Note, login required)

**For Multifamily Projects:**

**Smoke Control Design**

- A smoke control narrative and rational analysis needs to be provided during the building permit review for any smoke control system utilized for an additional story or when pressurizing elevators to meet corridor protection requirements

- Submit a CONTAM model to show compliance with IBC 909.4.
- The drawings must show how shaft pressurization equipment, control wiring, power wiring, and ductwork for shaft pressurization is protected as indicated in IBC 909.20.6.1
- The drawings must call for smoke control systems to be tested by a special inspector
- The drawings must state that smoke control systems subject to the provisions of IBC 909 will undergo special inspections and tests sufficient to verify the proper commissioning of the smoke control design in its final installed condition.

**Multiuunit Residential Building or Rehabilitative Construction –**

- The building permit shall not be issued for the construction of a multiunit residential building or for rehabilitative construction unless the building enclosure design documents have been submitted and contain a stamped statement by the person stamping the building enclosure documents that states substantially the following: **“The undersigned has provided building enclosure documents that in my professional judgment are appropriate to satisfy the requirements of [RCW 64.55.005 through 64.55.090](#)”**
- Manufacturer’s specifications or equipment cut sheets**
- Any other information** pertinent to the project, or as required by the plans examiner
- Architect’s and Engineer’s stamp and signature** on the plans in the following cases:
  - The unit is 400 lbs. or larger, engineered structural lateral force calculations & attachment details are required
  - New or alterations of 4,000 sq ft or greater spaces
  - As required by the Building Official for installations which by their nature are complex, hazardous, or pose unique design problems

**Additional Permits and Information**

- Engineering Reports** (Geotechnical Design, Drainage Report, Smoke Control Design, Structural, etc.) Must be Stamped and signed by WA State licensed engineers.
  - **Geotechnical Report** (*Required if construction will occur in an area containing soft compressible soils, or where there are landslide or seismic hazards, or when the foundation design calls for unique or deep foundations.*)
- Electrical Permit**  
A Separate Electrical Permit is required. Please make sure your plans were submitted before the tenant improvement building permit plan review starts. Contact the Permit Center at (425-670-5400) if you are not sure.
- Backflow Device Permit** A backflow device is required for any irrigation system. A separate Development Engineering permit for each device must be pulled by the contractor performing the work.
- Fire Sprinkler and/or Alarm Permit** A separate fire permit is required
- Snohomish County Health Department** for commercial kitchen and restaurant works
- Special Inspections Agreement**
- SPCC** (Spill prevention, control, and countermeasure plan) is required when a project uses equipment with any hazardous materials (e.g., hydraulic fluid, diesel fuel, gasoline, oils, etc.)
- 13-Element Checklist** is required for less than 2,000 square feet of land-disturbing activity
- SWPPP** (Stormwater pollution prevention plan) is required for 2,000 square feet or more of land-disturbing activity