



COMMERCIAL / MULTI-FAMILY SUBMITTAL CHECKLIST

FOR NEW STRUCTURES AND ALTERATIONS TO AN EXISTING BUILDING EXTERIOR OR FOOTPRINT

ALL SUBMITTALS **MUST** BE COMPLETE

- Approved Land Use Decision** – *Site Development Plan (SDP) required prior to construction*
- Site Plan** drawn to 1" = 10, 20' or 40' scale
- Building Plans** drawn to 1/4" = 1' or larger scale. *Separate plans for each floor level*
Must be designed by a licensed registered Architect, and the drawings shall be sealed by the Architect, unless otherwise indicated by the Building/Fire Official. Must submit floor plans for EACH floor, including basement
Must include the following:
 - Name and address of Engineer and Architect
 - Gross floor area for each separated use
 - Location of all walls and partitions, door and window sizes, and type of rated construction
 - Door and window locations and dimensions – including direction of opening
 - Dimensions and proposed uses of each room in the building
 - If laboratory, chemical or other hazardous materials use, provide a list of chemicals, quantities, hazard classifications, and hazardous processes (i.e., dispensing, distillation, etc.). Indicate type and height of storage method, and provide a Hazardous Materials Inventory Statement if determined applicable during the Pre-Application phase.
 - Beam, header, girders, columns, and post sizes
 - Location of all appliances, furnaces, woodstoves, fireplaces, laundry equipment, water heaters – indicate fuels each appliance will use (i.e., electric dryer, gas range, gas log fireplace, propane furnace, etc.)
 - Direction, size, and spacing of all floor and ceiling frame members
 - Floor and wall assemblies
 - Building section showing details of footings through roof
 - Corridors and stairways (indicate widths), handrails, guardrail, and rails
 - Decks, skylights, patios
 - Listed design rated ceiling and wall assemblies
 - Location of all smoke detectors, vent fans, and attic access
- Exterior Building Elevations** – drawn to 1/4" = 1' or larger scale
Must include the following:
 - All views of building exterior (north, south, east, west) – *with finished grade shown*
 - Eaves and roof overhangs, roof pitch, and chimney locations and heights
 - All windows, doors, attic and roof vents
 - All decks, guardrails, landings, porches, stairs and handrails
 - All exterior materials and finishes identified

- Structural Information**
Must include the following:
 - Complete structural calculations and lateral analysis
 - Complete cross sections and wall details
 - Shear walls, bracing panels and nailing/construction schedule details
 - Foundation plans, rebar placement and anchor bolts/hold-downs, size and location of vents, crawlspace access (include cripple wall detail, if applicable)
 - Layout and size of beams and joists. Include grade and species of lumber. TJI or Mfg joists require layout for approval – provide 2 copies of Mfg engineered layout.
 - Layout of trusses and girder truss bearing point. Roof frame design must include loads for HVAC or other equipment, and line of any dropped ceilings.
 - Construction details for stairways, handrails, guardrails, decks and porches
 - Specify the siding, roofing material, and interior wall and ceiling finish materials
- Energy Code Compliance** worksheets (WSEC)
- Design Review submittal**, conforming to the standards of SMC 14.225, 14.230, or 14.212
Must include the following:
 - Applicant Design Review Self-Assessment
 - Architectural details and exterior materials and finishes identified on the building elevations
 - Manufacturer's catalog data for all visible fixtures and devices
 - Color renderings may be required
- Utility (water/sewer) Permit Application** if applicable – *1 per meter*
- Plumbing/Mechanical Fee Worksheets** if applicable

SEPARATE PERMITS/APPROVALS MAY BE REQUIRED FOR:

- Structures larger than 4,000 square feet
- Plumbing
- Mechanical
- Hood/Fire Suppression
- Fire Alarm
- Fire Sprinkler