



Commercial Building Permit Submittal Checklist

For PDS Use Only

PROJECT FILE NUMBER: _____

PROJECT NAME: _____

NOTE: For any proposal subject to SCC 30.23A Urban Residential Design Standards (URDS), the supplemental URDS Checklist shall be used in conjunction with this checklist to determine minimum submittal requirements.

NOTE: For any proposal requiring landscaping and/or screening pursuant to SCC 30.25, the supplemental Landscape Plan Checklist shall be used in conjunction with this checklist to determine minimum submittal requirements.

- _____ 1. Completed Commercial Building Permit Application Form (**Original + 2 copies**)
- _____ 2. Completed Grading Permit Application Form (for projects vested prior to September 30, 2010, or a Land Disturbing Activity Permit Application (for projects vested on, or after September 30, 2010 (if applicable) (**Original + 2 copies**))
- _____ 3A. Chapter 30.66B Pre-Submittal Conference Review Form and **required** materials/fees
- _____ 3B. Transportation Demand Management (TDM) plans (if applicable) (**3 sets**)
- _____ 4. Supplemental Traffic Information (if required on Chapter 30.66B Pre- Submittal Form) (see Chapter 30.66B Pre-submittal Form for number of copies required).
- _____ 5. Is there a pending Land Use Action? If so, project number: _____
- _____ 6. SEPA Checklist (**Original + 4 copies**)
- _____ 7. Hearing Examiner's Decision, when applicable (**2 copies**)
- _____ 8. Minor Modification request letter (when applying for minor modification to Rezone, Conditional Use, or Variance)
- _____ 9. Short Plat Conditional Approval Letter (when applicable)
- _____ 10. Certification of Lot Status Form (when required)
- _____ 11. Plan Check Fees/Intake Fees
- _____ 12A. **2 sets** Architectural/Structural plans, structural calculations, energy analysis and mechanical plans where applicable (**3 sets** required if subject property has or will have septic system service OR if project is a school or food service related) consisting of the following:
 - _____ Building Elevations
 - _____ Floor Plans
 - _____ Indication of type of construction
 - _____ Drawn to a generally accepted legible scale
- _____ 12B. Building Code Summary Worksheet (Commercial, Industrial & Mixed Use Occupancies) (**2 copies**)
- _____ 13. **5 sets** Site Plans (additional sets if Public Works Pre-Submittal Form indicates that site plans are required); **2 copies** Site Plans (reduced to 8½" X 11")

The following information must be on the Site Plan on a single sheet

- ___ Vicinity map
- ___ Tax account number(s)
- ___ Legal description
- ___ North arrow
- ___ Date of preparation
- ___ All property lines with dimensions
- ___ Topography at contour intervals of 5 feet or less (If slope is less than 1%, make a note on site plan instead of showing topos) – Topos must also be shown on Civil Plans. Survey may be required if subject to Full Stormwater Site Plan.
- ___ Right-of-way dedication area (where applicable)
- ___ Location of existing/proposed easements, access areas and utilities
- ___ Setbacks from: all property lines, easements and/or existing buildings, for all proposed and existing building locations
- ___ Proposed or existing fence, rockery and/or retaining wall locations
- ___ Proposed or existing biofiltration swales and/or detention/retention ponds
- ___ Distance from Right-of-Way center line to property line
- ___ Access points showing arrows for ingress and egress
- ___ If access is to private road or via panhandle, show access all the way to named public road
- ___ Proposed or existing fire hydrant locations (if not in vicinity of project, reference closest location)
- ___ Location and size of Utility District water line (located in street)
- ___ Septic tank, drainfield and reserve areas (if applicable)
- ___ Distances to proposed or existing structures and parking areas
- ___ Proposed and existing parking areas (commercial projects require Parking, Chapter 30.26 SCC)
- ___ Individual parking stalls numbered consecutively
- ___ Dimensions of parking stalls
- ___ Indicate if compact or barrier free
- ___ Aisle width
- ___ Proposed and existing landscaping areas (basic information only, detailed information on separate landscape plan)
- ___ Indicate size of required landscape buffers and note whether Type A or B landscaping
- ___ Indicate parking area landscaping calculations on site plan (i.e. square feet of parking area and square feet of landscaped area)
- ___ Show compliance with IBC Chapter 11 Barrier Free requirements
- ___ Proposed limits of any additional site disturbance (e.g., clearing, grading) not already identified.
- ___ Show on plans all wetlands and fish & wildlife habitat conservation areas within 300 feet of the site, including required buffers (SCC 30.62A.130).
- ___ Show on site plans all geologically hazardous areas on or within 200 feet of the site (SCC 30.62B.130).
- ___ Show on site plans the location, size and type of all aquifer recharge areas on the subject property (SCC 30.62C.130).
- ___ Show on site plans the location of established NGPA, NGPA/E (If none, indicate “NO CRITICAL AREAS”)

_____ 14. **3 sets** of Landscape Plans – See supplemental landscape plan checklist for requirements.

_____ 15. **3 sets** of Civil Drawings (with topography at contour intervals of 5 feet or less)

Civil drawings must be 24 inches by 36 inches or 22 inches by 34 inches, per EDDS 10.02

For projects vested prior to September 30, 2010:

Civil drawings shall contain detailed drainage, grading and limits of clearing temporary erosion control plans, frontage improvement plans (include traffic control plan where applicable), trees to be retained, drainage courses, etc. (Use the ***Drainage Plan Checklist for projects vested prior to September 30, 2010***)

For projects vested on or after September 30, 2010 and projects vested on or after January 22, 2016:

Civil drawings shall contain detailed drainage, grading and limits of clearing temporary erosion control plans, drainage courses, LID BMPs, etc. Civil plans shall also include the frontage improvement plans (include traffic control plan where applicable).

Submit a Drainage Review Submittal Checklist and, when applicable, submit the applicable reports and plan requirements of a targeted or full stormwater site plan submittal (use the applicable Targeted or Full *Stormwater Site Plan Submittal Checklist* for appropriate vesting date and based on project thresholds in SCC 30.63A.300 or 30.63A.310) including a Small Project or Full Construction Stormwater Pollution Prevention Plan (SWPPP) depending on the project threshold. When chapter 30.63A SCC only requires MR 2, submit the appropriate SWPPP (use the checklists for the Small Project or Full Construction SWPPP).

Additional requirements for projects vested on or after January 22, 2016:

LID feasibility analysis (including soil testing) is required unless exempt per SCC 30.63A.200 or otherwise excepted per SCC 30.63A.210. If the exception under SCC 30.63A.210 applies an MS4 determination is required.

_____ 16. **3 sets** of Drainage Report (if applicable for projects vested prior to September 30, 2010.

_____ 17. **3 copies** of a Critical Area Study for any development activity, or action requiring a project permit occurring in wetlands, fish & wildlife habitat conservation areas or their buffers (SCC 30.62A.140)

_____ 18. **3 copies** of a Geotechnical Report for any development activity or action requiring a project permit proposed within: an erosion hazard area, landslide hazard area or its setback, 200 feet of a mine hazard area or its setback, 200 feet of any seismic faults (SCC 30.62B.140)

_____ 19. **3 copies** of a Hydrogeologic Report for any activity or use requiring a project permit regulated under chapter 30.62C SCC and proposed within a sole source aquifer, Group A wellhead protection area or critical aquifer recharge area with high or moderate sensitivity (SCC 30.62C.140)

_____ 20. **2 copies** Vicinity Map (8 ½" X 11")

_____ 21. **2 copies** of FAA Notice Criteria Tool results, if greater than 30 feet in height and located within Airport Compatibility Area (SCC 30.32E.060).

AUTHORITY: SCC 30.70.030 authorizes the Director of Planning and Development Services to establish and revise permit application submittal requirements. These requirements are established as shown above, and shall be on file with the department. Due to site-specific circumstances, the director or the director's designee may waive individual requirements on a case-by-case basis.