



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
- _____ 2. Completed Land Disturbing Activities Permit Application Form (if applicable)
- _____ 3. Chapter 30.66B Traffic Pre-Submittal Conference Review Form and **required** materials/fees
- _____ 4. Transportation Demand Management (TDM) plans (if applicable)
- _____ 5. Supplemental Traffic Information (if required on Chapter 30.66B Pre- Submittal Form)
- _____ 6. SEPA Checklist (if applicable)
- _____ 7. Plan Check Fees/Intake Fees
- _____ 8. Architectural/Structural plans, structural calculations, energy analysis and mechanical plans where applicable consisting of the following:
 - _____ Building Elevations
 - _____ Floor Plans
 - _____ Indication of type of construction
 - _____ Drawn to a generally accepted legible scale
- _____ 9. Building Code Summary Worksheet (Commercial, Industrial & Mixed Use Occupancies)
- _____ 10. Site Plan **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
 - _____ 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 CAPA or NGPA (If none, indicate "NO CRITICAL AREAS")

___ 11. Landscape Plans – See supplemental landscape plan checklist for requirements.

___ 12. Civil Drawings (with topography at contour intervals of 5 feet or less)

Civil drawings shall contain detailed drainage, grading and limits of clearing temporary erosion control plans, frontage improvement plans, drainage courses, etc.

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 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). Civil plans shall include the frontage improvement plans (include traffic control plan where applicable).

See Land Disturbing Activities Permit Submittal Checklist for detailed requirements.

- _____ 13. Drainage Report demonstrating compliance with Chapters 30.63A and 30.63B SCC and the Snohomish County Drainage Manual
- _____ 14. 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)
- _____ 15. 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)
- _____ 16. 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)
- _____ 17. Vicinity Map
- _____ 18. 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.