



NEW COMMERCIAL BUILDING OR ADDITIONS SUBMITTAL CHECKLIST

The checklist below identifies elements and information necessary for a successful application submittal for a new commercial or commercial addition building permit.

Alterations and/or repairs to project areas of 4,000 square feet or more OR any tenant improvement, regardless of size, which affects life/safety or structural systems of a building shall be prepared and stamped by a State licensed architect or engineer.

If you think an item is not applicable to your project, this should be brought to staffs' attention in advance of the submittal. Submittals without all items on this checklist – other than pre-approved exceptions – cannot be accepted at the counter for further processing and will be returned to the applicant. Submittals must be made in person.

The information on this checklist is not meant to be all inclusive and additional materials may be required as review proceeds.

A completed copy of this checklist must be submitted with your application and include documentation of the reason any item on the checklist is not provided.

General

- Completed building permit application
- Completed copy of this checklist

- King County Health Department Approval for septic systems OR
- Certificate of sewer availability indicating maximum flow and duration
- Certificate of Water availability indicating maximum flow and duration
- Copy of current Washington State Contractors' registration when a contractor will be performing the work
- Letter from building owner or a copy of the lease stating that proposed work is allowed
- Geotechnical report—2 copies
- Structural calculations (stamped by Washington State registered engineer) — 2 copies
- Roof truss package — 2 copies
- Engineered floor joist layout — 2 copies
- Washington State Non-Residential Energy Code Compliance Form—2 copies
- For restaurants uses — King County Health Department approval
- Hazardous Materials Inventory Sheet (HMIS)
- Construction drawings, including site plans to include the following— 5 copies
 - Site Plan
 - Civil Plan
 - Foundation Plan
 - Floor Plan
 - Structural Plan
 - Architectural Floor Plan

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- Framing Plan
- Roof Plan
- Ceiling Plan
- Exterior Elevation Drawings
- Building Cross sections and Interior elevations
- Energy/Ventilation
- CD or flash drive with electronic copies of all materials
- Plan review fees — collected at application submittal.

Note: Permit and impact fees — be collected at permit issuance

Site Plans

- ⇒ North arrow
- ⇒ Scaled drawings, minimum scale of 1"=20'
- ⇒ Name of civil engineer, signature and date
- ⇒ General notes section and minimum specifications
- ⇒ Property address and property tax parcel number
- ⇒ Name and location of nearest public right-of-way and adjacent streets, labeled
- ⇒ Existing and proposed structures
- ⇒ Structures to be removed or demolished
- ⇒ Location of utilities and utility structures — water, sewer, gas, electricity and storm-water stub-out
- ⇒ Location of wells, septic tanks and drainfields
- ⇒ Critical area and critical-area buffers affecting the lot — wetlands, streams, lakeshore and steep slopes.
- ⇒ Water piping location and DDC plan
- ⇒ Hydrant locations
- ⇒ Proposed grade elevations
- ⇒ Parking space plan
- ⇒ Cut and fill quantities
- ⇒ Clearing limits
- ⇒ Building setback lines and dimensions
- ⇒ All public and private easements and tracts, dimen-

sions and purpose

- ⇒ Proposed building footprint, dimensions, area and use — show eave overhangs and bump outs
- ⇒ Footprint, dimensions and area of walkways, patios, covered decks and other impervious surfaces
- ⇒ Trash enclosure and solid waste enclosure location
- ⇒ Location of exterior mechanical equipment — ground- and roof-mounted air conditioners, heat pumps and other air-handling units.
- ⇒ Fire hydrant locations
- ⇒ Accessible route of travel
- ⇒ Accessible parking space locations

Civil Plans

- ⇒ Existing elevation contour lines in two-foot intervals — show lot-corner elevations for flat lots
- ⇒ Site access
- ⇒ Driveways and fire lanes
- ⇒ Proposed drainage facilities and connections to the storm stub-out
- ⇒ Erosion control plan
- ⇒ Drainage and bioswale plan
- ⇒ Stormwater detention details
- ⇒ Total area of impervious surfaces in square feet.
- ⇒ Traffic mitigation (if applicable)
- ⇒ Rolled or vertical curbing
- ⇒ Paving plans
- ⇒ Rockery and retaining walls and dimensions
- ⇒ All trees 6-inches in diameter or greater — indicate which are to be removed, retained or planted
- ⇒ Tree protection areas and dimensions

Foundation Plans

- ⇒ Scale of 1/4" = 1 foot
- ⇒ Size and shape of foundation
- ⇒ Location and dimensions of perimeter foundation,

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- isolated footings, concrete slabs, patios, porches, walkways, landings and deck supports
- ⇒ Location and size of exterior and interior bearing footings/foundations
- ⇒ Location, dimensions and size of interior piers
- ⇒ Location, size, grade and spacing of required reinforcing steel
- ⇒ Location, size, embedment and spacing of anchor bolts, hold-downs and post-to-footing connections
- ⇒ Location and size of foundation vents and crawl-space access
- ⇒ Stamped engineering calculations for foundation/retaining walls over four feet., unless supporting a surcharge or impounding Class I, II IIIA liquids

Structural Plans

- ⇒ Washington State engineer registered stamped plans
- ⇒ General notes section listing minimum specifications for types of construction involved
- ⇒ Testing lab inspections,
- ⇒ Foundation plan and connection details
- ⇒ Wall framing and connection details and/or precast concrete panel plan
- ⇒ Roof framing plans and connection details
- ⇒ Structural cross section and connection details

Geotechnical Report

- ⇒ Washington State engineer registered stamped plans
- ⇒ Reduced site plan identifying the location of all test borings and/or excavations
- ⇒ Descriptions and classifications of materials encountered
- ⇒ Recommendations for foundation type
- ⇒ Design criteria for structural engineer

- ⇒ Bearing capacity
- ⇒ Provision to mitigate effects of liquefactions, soil strength, soil stability
- ⇒ Fill recommendations that include the expected total and differential settlement

Architectural Floor Plans

- ⇒ Scale of 1/4" = 1 foot
- ⇒ Fully dimensioned floor plan for each floor
- ⇒ Indicate use and dimensions of all rooms or areas
- ⇒ Location, size and type of windows and doors, safety glazing
- ⇒ Wall legends, fire restrictive assemblies , door schedules and room finish schedules
- ⇒ Specify header type and size over each opening
- ⇒ Beam locations, materials, grades, spacing and sizes
- ⇒ Mezzanine locations
- ⇒ Firewalls
- ⇒ Draft stops
- ⇒ Location of plumbing and heating fixtures and equipment
- ⇒ Location of all switches, outlets, receptacles and electric appliances.

Framing Plans

- ⇒ Scale of 1/4" = 1 foot
- ⇒ Size, species, grade, spacing and span of all framing members
- ⇒ Location, size, species, grade and height of posts under beams
- ⇒ Floor joist, ceiling joist, truss and roof rafter size, run direction, span and spacing
- ⇒ Panel identification indexes for floor and roof sheathing
- ⇒ Location and nailing schedule of bearing/shear walls

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- ⇒ Number and sizes of nails connecting wood members or include on drawings the IBC Table 2304.9.1
- ⇒ Interior and exterior braced wall lines and sections consistent with the requirements of IBC Table 2308.9.3 or provide details on plans designed and stamped by a state-licensed professional structural engineer
- ⇒ Unconventional framing must be designed and stamped by a state-licensed professional structural engineer
- ⇒ Drains, smoke/heat vent locations and skylights
- ⇒ Details of any special connection method

Roof Plans

- ⇒ Roof construction showing size and spacing of joists, rafters or trusses; insulation value, sheathing, underlayment and roofing material
- ⇒ Stamped truss specifications and layout
- ⇒ Identify required roof ventilation
- ⇒ Location and construction details for required roof access hatch

Ceiling Plans

- ⇒ Ceiling construction showing size and spacing of joists and insulation R-value
- ⇒ Location of light fixtures, pathway lighting and exit signs
- ⇒ Fire alarm detectors and sprinkler heads

Exterior Elevation drawings

- ⇒ Provide exterior elevations of front, sides, and rear of building
- ⇒ Show elevation of grade adjacent to building
- ⇒ Specify finish floor, ceiling, roof and parapet heights
- ⇒ Show all exterior doors and openings and architectural features of the building or structure.

- ⇒ Show parapets and other building appendages including loading docks, covered areas, exterior balconies and stairways
- ⇒ Provide detail of trash enclosures
- ⇒ Provide a sectional view through each exterior stairway. Show rise, run, landings, handrails, and guards to comply with IBC Sec 1009 & 1012
- ⇒ Specify height above finish grade to finished floors, top plate/ceiling and highest point of structure
- ⇒ Specify all finished materials to be used
- ⇒ Depict doors and windows — distinguish between openable and fixed windows
- ⇒ Specify roof pitch and material.

Building Cross-sections and Interior elevations

- ⇒ Scale of 1/4" = 1 foot
- ⇒ Cross-section of footings and foundation
- ⇒ Mudsill anchorage and material — cedar or preservative treated
- ⇒ Floor construction — size and spacing of joists or manufactured trusses and insulation
- ⇒ Material and method for post-to-beam connections
- ⇒ Wall construction showing wall interior and exterior finishes, insulation and double top plate
- ⇒ Full-height section through stairways, including riser and tread framing dimensions, riser height and tread width, handrail height above tread nosing and clearance to ceiling above the stairs
- ⇒ Full-height section through fireplace and chimney, including reinforcing materials

Energy/Ventilation

- ⇒ Specify selected design approach: component performance, systems analysis or prescriptive
- ⇒ Show compliance with ventilation requirements
- ⇒ Pertinent data and features of the building, equipment and systems, including, without limit, design

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criteria, exterior envelope components, envelope system U-factors, insulation R-values, size and type of equipment and equipment controls

⇒ Include window model numbers, frame type and U-values demonstrating compliance the energy code on compliance forms or on plans as part of a window schedule

CITY OF MAPLE VALLEY	
MINIMUM DESIGN CRITERIA	
Wind loading	110 mph
	115 mph — Essential facilities
Exposure.....	“B”
Topographic effects.....	No
Seismic category.....	D
Roof snow loading	25 psf
Assumed soil bearing capacity	1,500 psf
Subject to damage from:	
Weathering	moderate
Frost line depth.....	12 inches
Termite	slight to moderate
Decay	slight to moderate
Air freezing index.....	1500
Winter design temperature	22 degrees F