



BUILDING PERMIT REQUIREMENTS

Commercial/Industrial/Multi-Family

Plans for building in excess of 4,000 sq. ft. must be prepared by an architect licensed in the State of Washington.

ALL PERMIT SUBMITTALS ARE ONLINE

The following items must be provided when applying for a building permit:

1. Cover sheet showing type of construction, use of structure, floor area and number of stories. Include name, address and phone number of person who prepared plans and date prepared.
2. Site (plot) plan drawn to scale (use engineer's scale) showing:
 - a. property lines, setbacks, easements, rights of way, parking and driveways
 - b. dimensions of existing and proposed structures or additions
 - c. location of existing and proposed utilities (water, sewer, electric, gas & storm)
 - d. property contour (slope) include the lot corners and building floor elevations (not required if the lot slope or grade is 2% or less (substantially flat))
 - e. location of existing and proposed fire hydrants (on site)
 - f. existing and proposed or required street improvements

NOTE: Some projects require a pre-approved site plan prior to building permit application submittal. Check with Building Department staff.

3. Complete floor plans drawn to scale (1/4" = 1" preferred) showing:
 - a. room sizes and uses (include all dimensions)
 - b. required area separation or occupancy separation walls/fire walls/ draft stops
 - c. mechanical equipment locations
 - d. plumbing fixture locations
 - e. door and window locations – include schedule of type, size and hardware
4. Elevations of all sides of building drawn to scale (show height and finish grade)
5. Complete structural details with calculations and specifications including:
 - a. complete cross-section
 - b. foundation plans showing ventilation, access and other pertinent information
 - c. engineered roof and/or floor system details and layout
 - d. details of stairways, shafts or other special construction areas
 - e. detail of cantilevered beams, headers, joists, rafters posts etc.
 - f. braced wall panels / braced wall lines
6. Storm water disposal system
7. Complete NREC (Non-Residential Energy Code) checklist
8. Geo Technical (soils) report
9. WSU energy code forms – available here:
10. <http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx#EnergyCodeWorksheets>

C. SEPARATE PERMITS OR FEES WHICH MAY BE REQUIRED

1. Electrical Permit (from the Dept. of Labor & Industries)
2. Fire Safety Permit
3. Mechanical Permit
4. Plumbing Permit
5. Street Excavation Permit
6. Curb, gutter & sidewalk permit
7. Water meter installation fee and/or Water equity fee
8. Sewer connection fee and/or Sewer equity fee
9. Moving permit
10. Erosion/dust control (from Yakima Regional Clear Air Authority)
11. Other: _____