

GRANT COUNTY DEVELOPMENT SERVICES
(509) 754-2011 Ext. 3001

COMMERCIAL PLAN REQUIREMENTS CHECKLIST FOR BUILDING PERMIT

SUBMIT THIS CHECKLIST WITH YOUR PLANS.

This checklist will be compared to your plans package for completeness in a Counter Review. Permit applications will not be accepted until plans are deemed complete in the Counter Review. The acceptance of your plans for application does not ensure their compliance until the full plan review has been completed. Your signature below indicates you have read this entire handout, you understand these plan requirements, you have initialed each item for inclusion or non-applicability, and you understand your responsibilities for providing complete and accurate information. If corrections are noted during the Counter Review, they will be listed on the final page of this document.

Applicant/Agent Name Printed _____

Applicant/Agent Signature _____ Date _____

Staff Approval _____ Date _____

If you have questions on any of the following requirements, contact Grant County Development Services for clarification.

The amount of detail required on the plans will vary depending on the nature and complexity of the project, but all submitted construction documents must be of sufficient detail to show the entire project, including structural and non-structural elements, with emphasis on:

- ❖ Scope of work
- ❖ Structural integrity
- ❖ Life safety
- ❖ Commercial energy code
- ❖ Architectural barriers (ADA handicap compliance)
- ❖ Compliance with all codes having jurisdiction
- ❖ Deferred Submittal Schedule

Commercial buildings exceeding 4,000 square feet in area will need to provide plans stamped by a registered Washington State architect and/or engineer. Commercial buildings smaller than 4,000 square feet in area will also need to be stamped by a Washington State registered design professional if they fall outside the scope of the prescriptive path of the code. Each page of each set of the plans must be stamped and signed. Calculation packets may be stamped on the title page but the remainder of the calculations packet need not be stamped. Steel Building submittals require a stamped letter of certification from the building manufacturer's engineer.

Commercial projects will need to show compliance with RCW 19.27, the Washington State Building Code, which includes the International Building Code (IBC) and related codes of International Fire Code (IFC), International Mechanical Code (IMC), Uniform Plumbing Code (UPC) and Washington State Energy Code Commercial (WSECC).

Your Plans Coversheet Should Include:

Staff Only / Applicant

- _____/_____
Project identification
- ✓ Project address, legal description, location map and tax parcel number
 - ✓ All design professionals identified, including address and phone numbers
 - ✓ Identification of the person who is responsible for project coordination – all communications should be directed through this individual

- _____/_____
Design criteria list
- ✓ The Building Code and Year of Code
 - ✓ Occupancy Group(s)
 - ✓ Type of Construction
 - ✓ Proposed area, height & number of stories
 - ✓ Allowed area, height & number of stories
 - ✓ Fire sprinkler/alarm requirements
 - ✓ Fire resistive construction and/or separations
 - ✓ Occupant load
 - ✓ Allowed soil-bearing pressure
 - ✓ Design loads including snow load, ground snow load, live and dead roof loads, live and dead floor loads, seismic, site class, wind loads, importance factor, snow drift and other design factors
 - ✓ Material strengths
 - ✓ Soils report

- _____/_____
Additions to existing structures
- ✓ For additions to existing structures, plans shall include the existing structure's Use, Type of Construction, Occupancy, area, height and number of stories

Construction documents

- _____/_____
2 sets of construction plans required, 24" x 36" paper, 1/4 inch scale standard or an alternate scale for larger structures. Steel building plans from the manufacturer may be on 11" x 17" paper.
- ✓ Plans stamped and signed, where required

- _____/_____
Provide a Site Plan on 8 ½" x 11" or 11" x 17" showing the following:
- ✓ North arrow and drawing scale
 - ✓ All property lines with dimensions for the parcel
 - ✓ All streets or easements abutting the parcel
 - ✓ Location, size and use of all existing structures
 - ✓ Location of the new structure with proposed distances to property lines and other buildings on the property
 - ✓ Existing utilities and utility or other easements
 - ✓ All water, sewer, hydrants and electrical points of connection
 - ✓ Proposed service routes including proposed Fire Department access with minimum 20' all weather surface road
 - ✓ Proposed parking and drainage
 - ✓ Existing and proposed grades/grading design
 - ✓ Show geological hazards, aquifer recharge areas and flood zones as these areas may affect engineering requirements
 - ✓ Show any known wetlands, priority habitats, priority species or cultural resource areas and setbacks to such critical areas on the parcel

- _____/_____
Foundation Plan
- ✓ All foundations and footings (including point load spread footings and structural slabs) including sizes, locations, reinforcing and imbedded anchorages such as anchor bolts, hold-downs and post bases

- _____/____ Floor Plan
- ✓ All floors including basements and mezzanines
 - ✓ All rooms and their use
 - ✓ Overall dimension and locations of all structural elements and openings
 - ✓ All rooms with their dimensions and use identified (Office, storage, breakroom, etc.)
 - ✓ Door, window and hardware schedules
 - ✓ All fire assemblies, area and occupancy separations, and draft stops
 - ✓ For all fire rated assemblies, provide the approved listing and specific construction details
 - ✓ Smoke and heat detectors
 - ✓ Roof only areas including covered entries, etc.
 - ✓ Type and location of plumbing fixtures
 - ✓ Location and type of mechanical systems
 - ✓ Handicap Accessible features

- _____/____ Framing Plans and Roof Framing Plans
- ✓ All structural members, their size, methods of attachment, location and materials, roof drainage and location of roof mounted equipment
 - ✓ Framing details should include stairs – rise and run, handrails (show type, size, height, and returns) and guardrails (show height, intermediate rails and construction)
 - ✓ Where manufactured trusses are proposed, provide the truss layout and individual spec sheets from the manufacturer
 - ✓ Where manufactured I joists are proposed, provide floor framing plans from the manufacturer
 - ✓ Provide the spec sheets from the manufacturer for all manufactured beams

- _____/____ Exterior Elevations
- ✓ All views (sides, front and rear).
 - ✓ All openings (doors, windows, etc.).
 - ✓ All lateral bracing systems where applicable

- _____/____ Building Sections and Wall Sections
- ✓ All materials of construction
 - ✓ All non-rated and fire-rated assemblies (provide the specific listing and construction requirements for fire rated assemblies) and fire rated penetrations (show the specific means of dealing with penetrations)
 - ✓ All vertical dimensions

- _____/____ Interior Elevations
- ✓ All ADA required equipment installations with dimensional requirements shown
 - ✓ Include built in features such as counters
 - ✓ Ceiling heights, sill heights, elevator operation panels, etc., which are subject to code requirements

- _____/____ Mechanical Systems – Plan drawings for:
- ✓ Entire mechanical system
 - ✓ All units, their sizes, mounting details, all duct work and duct sizes
 - ✓ All fire dampers where required
 - ✓ Equipment schedules
 - ✓ Indoor air quality standards
 - ✓ Fire protection systems

- _____/____ Plumbing System – Plan drawings for:
- ✓ All fixtures, piping, slopes, materials and sizes
 - ✓ Location and type of plumbing fixtures and clearances
 - ✓ Connection points to utilities, septic tanks, pretreatment sewer systems and water wells

- _____/_____
Energy code & Electrical system
- ✓ It is the policy of the Grant county Building Department that all commercial building project's plans subject to the Washington State Energy Code (WSECC) will be prepared and certified as compliant with the WSECC by a third party agency/individual who is certified to do so or can show verifiable credentials, to the satisfaction of the Building Official, of their ability to accomplish such work.
 - ✓ Field inspections required by WSECC will also be conducted by a third party inspector who is certified or can show verifiable credentials, to the satisfaction of the Building Official, to do such inspections.
 - ✓ The employment of the third party reviewer/inspector is the responsibility of the owner/agent of the project.
 - ✓ For additional information to help with your design process, you may also access www.neec.net/energy-codes.

- _____/_____
Structural Calculations
- ✓ One (1) set of the structural calcs packet is required for review, but will not be part of the approved plans

- _____/_____
Specifications
- ✓ Provide either on the drawings or in booklet form
 - ✓ Further define construction components, covering:
 - i. Construction components, including materials and methods of construction
 - ii. Wall finishes
 - iii. Pertinent equipment
 - iv. Schedules (may be incorporated in project manual in lieu of drawings)

- _____/_____
Special Inspections – Some projects may require special inspections (specified in IBC Chapter 17)
- ✓ It is the responsibility of the owner/agent to employ the services of a special inspector
 - ✓ Cite the code reference or designer requirements for special inspections
 - ✓ Provide a schedule for special inspections and provide special inspector's credentials
 - ✓ Special inspections and tests may be required for proposed work that is, in the opinion of the Building Official, unusual in its nature.

- _____/_____
Addenda and Changes
- ✓ It shall be the responsibility of the individual identified on the cover sheet as the principal design professional to notify the building official of any and all changes throughout the project and provide revised plans, calculations or other appropriate documents prior to actual construction

- _____/_____
Revisions
- ✓ For clarity, all revisions should be identified with a Delta "Δ" symbol, should be clouded on the drawings or resubmitted as a new set of plans and should identify the engineer or architect of record

Please Note: Fire Flow is part of your plan review and approval process.

In conformance with IFC 507, all buildings in Grant County are required to have on site water (Fire Flow) to be used by the fire department for fire suppression. Fire Flow needs to be in place and available during construction in some cases, but before final inspection in all cases.

Included in your application packet is a handout that states the requirements for Fire Flow. Please review this item carefully as Fire Flow may, in some cases, add substantial cost to your project. If you have questions about Fire Flow you can contact the Grant County Fire Marshal's Office at (509) 754-3001.

Building plans may not be approved for issuance of permit until you have submitted a plan that demonstrates compliance with the Fire Flow Requirements.

