



Commercial Submittal Checklist

Community Development Department

3100 Belmont Blvd. Suite 104, West Richland WA.99353

(509) 967-5902 email: permits@westrichland.org

The purpose of this checklist is to provide a brief overview of the City’s submittal requirements for Commercial projects. For a comprehensive list of requirements, please review the remainder of this guide. Please note that applications missing one or more of the items listed will be considered incomplete and will not be accepted.

PLEASE CALL AHEAD TO SCHEDULE YOUR PERMIT SUBMITTAL INTAKE MEETING

This is required for any commercial project.

INITIAL each box under the Applicant heading on this checklist to confirm that those items are included in your submittal. The Building Department will check off each box under Staff when the item is confirmed as included in the submittal package.

Property Address: _____

Staff Initials	Applicant Initials	Documents Required
		Completed and signed Building Permit Application
		Site plan: See Site Plan Requirements Checklist
		Submit 2 full plan sets (Including site civil)
		Architect/Engineer of Record & Stamp – if prepared by an Architect/Engineer ALL SHEETS of calculations must be stamped
		Structural Calculations
		Truss Engineering (specifications)
		Manufactured beam calculations
		Manufactured floor joist layout (if using)
		WA State Energy Code Compliance Forms (all required non-residential forms and calculations) go to https://wseccompliancedocuments.com/
		Geotechnical Design Report (if required)
		Storm Drainage Report (if applicable)
		Clearing & Grading Application (if applicable)
		Certificate of approval from Benton-Franklin Health Dept. (if the property has an on-site sewage system)
		Benton Clean Air soil destabilization or proof of contact form [These forms are required for all new construction or existing building remodel or addition. Please visit http://www.bentoncleanair.org and click on the associated link for your project type. For questions call (509)783-1304]

I acknowledge that all items designated on this page are included as part of this application.

Print: _____ Signed: _____ Date: _____
 (Applicant)

Climatic and Geographic Design Criteria

Table R301.2 (1) from 2015 IRC and from 2015 IBC General Design Criteria

Roof and Ground Snow Load	20 psf, (min roof live load is 20 psf also)
Ultimate Wind Speed and Exposure	100 mph (all parts of City are Exposure C)
Nominal Design Wind Speed	85 mph Wind Speed-up Req's of 1609.1.1. (IBC) Apply to all hillside & hilltop development
Seismic Design Category	C
Weathering	Severe (Ice Shield Underlayment is REQUIRED because of occasional severe conditions, see R905, but the underlayment is only applicable for roof slopes of 6:12 pitch or under, over 6:12 not needed)
Frost Line Depth	24 inches
Termite Damage	Slight to Moderate
Decay Damage	None
2015 Washington State Energy Code Design Temperatures: Climate Zone 5B	
Mean Annual Temperature	50° F
Winter	11° F
Summer	101 ° F
Summer Degree Range	30° F (change)
Yearly Degree Average	53.9° F
Heating Degree Days	4895
Cooling Degree Range	830
Average # of Clear Days	225 (occurs primarily April 1 to November 1)
Air Freezing Index	808
Other Design Information:	
Latitude & Elevation above sea level	46° North & 350 feet
Flood Hazard Information:	
Date City of West Richland entered NFIP	September 30, 1981 Panel # 530014 0001 B
Date of currently adopted flood maps	September 30, 1981 (FIRM maps)

REQUIRED PLANS AND DRAWINGS

- | | |
|---|---|
| <input type="checkbox"/> Cover Sheet | <input type="checkbox"/> Floor Plans |
| <input type="checkbox"/> Architectural Sections & Details | <input type="checkbox"/> Elevations |
| <input type="checkbox"/> Architectural Site Plan | <input type="checkbox"/> Foundation Plans |
| <input type="checkbox"/> Reflected Ceiling Plan | <input type="checkbox"/> Fire Protection Plan |
| <input type="checkbox"/> Door, Window, Finish Schedules | <input type="checkbox"/> Stair Section |
| <input type="checkbox"/> Structural Foundation Plan | <input type="checkbox"/> Structural Framing Plan |
| <input type="checkbox"/> Roof Framing Plan(s) | <input type="checkbox"/> Structural Notes & Details |
| <input type="checkbox"/> Mechanical and Plumbing Plans | <input type="checkbox"/> Landscape Plan |
| <input type="checkbox"/> Vicinity Map with North Arrow | |
- Approved Civil Plans: If these plans have not already been approved prior to building permit submittal , they must be approved prior to building permit approval.

SPECIFIC REQUIREMENTS FOR PLANS AND DRAWINGS

The following is a detailed description of the format and the items required to appear on the drawing set

ACCEPTABLE SHEET SIZE

- 22" X 34"
- 24" X 36"
- 34" X 36"
- 30" X 42"
- 36" X 48"

SITE CIVIL PLANS SHOULD BE 24" X 36" Please reference Public Works design standards for more information.

TITLE BLOCKS MUST APPEAR ON EACH SHEET AND MUST INCLUDE:

- a. Project Name
- b. Parcel Number
- c. Street address
- d. Firm responsible for drawings (address and phone number with area code)
- e. Revision block
- f. Drawing title and drawing number on each drawing.
- g. Architect/Engineers stamp - Plans must be stamped and signed by and architect or engineer registered in Washington State

SCALE:

- a. Drawing scale shall be indicated using a bar-scale symbol for plan reduction integrity. The symbol shall appear on all sheets.
- b. Unless the site size dictates a different scale, site drawings are to be to an engineer's scale and should be at a scale of 1"=20', 1"=30' or 1"=40'.
- c. Architectural floor plans shall be 1/8"=1' or 1/4"=1' scale, unless impractical.
- d. All site drawings (architectural, civil, etc.) shall be of a consistent scale.

NORTH ARROW

All site drawings and site related drawings (site plan, vicinity map, detail enlargements etc.) shall include the north arrow.

DESCRIPTION OF SUBMITTAL DRAWINGS

Please note that the drawing descriptions which follow are not an inflexible set of conditions; the drawing titles and the information described under the titles are presented in a fashion consistent with standard practice in the industry. However, the information described under the drawing titles is a minimum requirement for building permit submittal. The logical arrangement of the required information is left up to the applicant.

COVER SHEET

- a. Site area in square feet and acres
- b. Site data summary
 - i. Number of dwelling units (if applicable)
 - ii. Total building footprint
 - iii. Total site area
 - iv. Percentage of impervious surface (building footprint, walks, decks, driveways, parking, etc.)
 - v. Building height from average finished grade
 - vi. Total parking: number of full, compact and handicap
 - vii. Required parking lot landscape info: total parking lot area and area of parking lot landscape
- c. Building Code data
 - i. Type of construction (list if sprinkled or not)
 - ii. Fire sprinkler type
 - iii. Occupancy group(s)
 - iv. Occupant loads
 - v. Number of stories
 - vi. Building height
 - vii. Allowable floor area
 - viii. Proposed floor area
 - ix. Mixed use ratios

ARCHITECTURAL SITE PLAN

- a. Property lines: Show the direction and dimensions. Please indicate point of beginning.
- b. Adjacent right-of-way: Locate and label the existing centerline, curb, sidewalk and all proposed surface hardware. Distances to the right-of-way centerline must be indicated.
- c. Streets and alleys: Show location, name or number of all streets and alleys adjacent to the site. Show any off-site easements or private streets that provide access from the site to the public road.
- d. Easements: Show the location of all existing and proposed easements including; utility, open space, drainage, native growth protection, access, irrigation, etc. Show accurate dimensions of the easement(s); provide recording numbers. Show all Tracts.
- e. Existing and proposed structure: Show location, over all dimensions and use of all existing and proposed buildings and structures on site. Clearly indicate demolitions and additions.
- f. For housing, indicate number of bedrooms per unit.
- g. Indicate full, compact and handicapped parking spaces. Show dimensions of all garages and indicate proposed tandem parking spaces. Indicate signage for compact and handicapped spaces. Indicate bike racks and loading spaces with striping and signage.
- h. Pedestrian circulation: Show the layout of all internal walkways and connection to public sidewalks, trails and/or right-of-ways. Show the accessible route of travel from the building to handicap parking stalls and the

public right-of-way. Indicate the slope at each change of grade and provide details and enlargement of pedestrian areas, including handicapped ramps and landings.

- i. Indicate all plazas, patios, courtyards and play areas.
- j. Indicate location of mailboxes, utility vaults, hydrants, fire department connection, post indicator valves, electrical equipment pads, flagpoles, all exposed HVAC equipment, and traffic signs.
- k. Parking circulation: Location and dimension of all entry drives, Show the proposed layout including parking stall angle, bay and aisle width and provide typical dimensions for stall width and length to the wheel stop. Location and dimension of on-site loading areas.
- l. Walls, rockeries and fences: Indicate location, length, height and top and toe at a 1' change in elevation. Provide section and elevation details for new construction.
- m. Spot and topography elevations: Show surface elevation at 5' max contours and at each corner for the site. For site with slopes greater than 10%, show the existing and proposed contours at 2' intervals. Indicate portions of sites with slopes greater than 15%. Locate temporary and permanent benchmarks.
- n. Indicate dumpster or trash enclosures, including the location, enclosure materials, internal dimensions, gate hinges, mechanism to lock gates in an open position, internal bumpers and grade of site.
- o. Indicate setback measurements from property line to the building architectural features closest to the property line on each side of the building; this includes gutters.

FOUNDATION PLANS:

- a. Foundation wall: Show shape, all dimensions including maximum wall height(s) and all connections. Provide foundation sections at various points around foundation system.
- b. Crawl spaces: If crawl space is included, show location and size of all the vents, access size and location.
- c. Other Spaces: Show and label space integral with foundation (i.e. basement, garage, storage areas).
- d. Foundation vent size: Locations and calculations.

TYPICAL FLOOR PLANS:

- a. Indicate square footage for each floor, garage and deck.
- b. Floor layout: Show arrangement of walls; note proposed use and dimensions of all areas; show stairs, corridors, elevators, restrooms and ramps.
- c. Windows and doors: Show location and dimensions of windows, doors and skylights.
- d. Fixture locations: show location of exit signs, handicapped signs, fire extinguishers, fans, vents, smoke detectors, plumbing fixtures, mechanical equipment, etc.
- e. Show location of all vertical or horizontal occupancy separations and/or area wall separations.
- f. Indicate handicapped access to the building and all spaces required by the International Building Code and ICC/ANSI 117.3. Include dimensions, details and notes for door clearances, maneuvering and clear floor spaces, ramp slopes and construction, hardware type and heights of all accessory features (i.e. plumbing fixtures, telephones, service counters, directional signs, etc.) Provide elevation drawings for restrooms; grab bars, dispensers, etc.

ARCHITECTURAL CROSS SECTIONS AND DETAILS:

- a. Show typical wall assemblies and ratings; call out material types and thickness. Call out approval agency for rated assemblies (i.e. UL test number for particular 1-hour wall).
- b. Show typical floor assemblies and ratings; call out material types and thickness. Call out approval agency for rated assemblies (i.e. UL test number for particular 1-hour rated assembly).
- c. Show protection for all penetrations (mechanical, plumbing, electrical, communications) of assemblies **per current IBC**. Show all shaft construction.
- d. Call out all door and window ratings and closure equipment. Indicate window classification for Energy Code compliance.

- e. Show all vertical or horizontal occupancy separations and/or area separation wall assemblies. Indicate UL test number or similar.
- f. Show all details for compliance with **current ICC A117.1/ADA requirements.**
- g. Show section and details of dumpster enclosure.

ELEVATIONS:

- a. Show elevations of each side; provide finished floor level for each floor; show proposed grades; show maximum building height; show maximum site slope.
- b. Roof: show roof overhangs and chimney clearances from roof. Indicate pitch of roof, or minimum slope to drain. Show mechanical equipment and its screening.
- c. Note class of roofing material.
- d. Openings: show doors, windows, skylights, and any type of openable vents in windows.
- e. Decks: indicate height of guardrails and spacing of intermediate railing.
- f. Note all ramps, signs, etc., for ADA compliance with ICC A117.1.
- g. Show highest and lowest points of all awnings, windows, doors and archways.
- h. Rooftop equipment and screening.

ROOF PLAN:

- a. Roof slope: indicate hips, valleys, gables and ridge.
- b. Indicate method of roof venting. Show details and calculations for area vented.
- c. Indicate roof drains and overflow drains and show details.
- d. Show rooftop equipment and screening. Provide details showing equipment to curb and curb to roof connections.

STAIR SECTION:

Show section of the stairs. Include: rise, run, handrail height, handrail extensions, grasp dimensions, distance between rails, fire blocking, minimum head-room and landing size.

DOOR, WINDOW AND FINISH SCHEDULE:

- a. Show door size, rating and hardware.
- b. Show flame spread finishes **per the current IBC.**
- c. Show window size, opening size and direction.
- d. Note all hardware that is required to comply with the ICC A117.1.

STRUCTURAL FOUNDATION PLAN:

- a. Accurately locate all columns, footings and grade beams. Indicate size and reinforcing of all members.
- b. Provide column connection detail. Indicate any framing anchors, wells, anchor bolts, grout, etc.
- c. Floor System: show floor system structural size, spacing direction, support, connections, blocking, etc.

ROOF, FLOOR AND DECK FRAMING PLANS:

- a. Roof, floor and deck structural system: show size, spacing, direction, support, connections, blocking, etc.
- b. Bearing walls: show all bearing walls and/or columns (beam support to footing).
- c. Show mechanical equipment location and design for its dead load.
- d. Show storm water drainage system for roof.

STRUCTURAL CROSS SECTIONS AND DETAILS:

- a. Show typical wall section with all materials labeled, size and spacing of all members; include all dimensions, heights, insulation, sheathing, connections, siding, etc.

- b. Show all lateral engineering details that specifically show complete load path through the nailing for top plate, bottom plate, roof sheathing to wall cantilevered floors, roof edge nailing, and interior shear walls. All details must be referenced (bubbled) on plan at all appropriate locations. Also, include details and locations of hold down straps/anchors.
- c. Show typical roof section with all materials labeled, size and spacing of members; include all dimensions, venting, insulation, connections, sheathing, type of roofing and slope of roof. Show scupper, overflow and downspout details. Note that many of these details are typically included in architectural detailing and need not be duplicated in structural drawings.
- d. Show typical foundation section with all materials labeled, size and spacing of all members, all dimensions; include: wall thickness, rebar size and spacing, rebar clearance, footing depth below grade, clearance between grade and sill plate, maximum wall height, connections, anchor bolt size and spacing, connection between floor diaphragm and foundations, slab thickness and drainage for foundation retaining wall.

STRUCTURAL NOTES:

- a. Specify all design load values; including dead, live, snow, wind, lateral retaining wall pressures and soil bearing values.
- b. Specify minimum design concrete strength, concrete sack mix and reinforcing bar grade (special inspections may be required).
- c. Specify the grade and species of all framing lumber.
- d. Specify the combination symbol (strength) of all GLU-Lam beams.
- e. Specify metal connectors, including joist hangers, clips, post caps, post bases, etc.

LATERAL (SEISMIC) AND GRAVITY DESIGN:

- a. Provide lateral wind and seismic calculation comparison.
- b. Provide complete lateral calculation analysis for controlling wind or seismic load.
- c. Provide details showing complete load path transfer at roof perimeter, interior shear walls, cantilevered floors, offset shear walls, and ceiling diaphragm to shear walls (if used).
- d. Provide shear wall schedule noting nail spacing, blocking, bolts, top and bottom plate nailing.
- e. Locate hold down straps on plans.
- f. Provide hold down details for various conditions.
- g. All structural calculations for gravity and lateral design must include a key plan or similar way of identifying beams, headers, girder trusses and shear walls noted in the calculations with those indicated on the plan. Plans submitted that do not identify and coordinate this information with calculations will be considered insufficient and not accepted for permit submittal.

REFLECTED CEILING PLAN:

- a. Show locations of suspended ceilings.
- b. Show schematic of light switching in accordance with energy code.
- c. Show details of suspended ceiling support system.

ENERGY CODE DATA:

WA State Energy Code Compliance Forms (all required non-residential forms and calculations). These forms can be found at <https://wseccompliancedocuments.com/>

EXTERIOR LIGHTING PLAN:

- a. Show all exterior building, site and parking area lighting plan. For any wall mounted fixtures, provide elevations. If site is sloped or has any significant topographical conditions not apparent in plain view, provide appropriate sections and elevations.

- b. Lighting schedule: fixture type, manufacturer's name, model number, lamp type (source and wattage), number of lamps per fixture and fixture image (image can be cut sheet or included on drawing). Alternately, provide fixture cut sheets marked with type designation corresponding to drawings, model number, lamp information and all accessories and options circled for each fixture type.
- c. All fixtures must be designed to prevent light spillage to adjacent properties. Per WRMC 17.55.030. Provide information on shields or other equipment to achieve this.

MECHANICAL & PLUMBING PLANS:

Mechanical and plumbing plans must be submitted with all applications and may not be a deferred submittal.

Mechanical:

- a. Reflected ceiling plan showing and identifying ductwork, equipment, piping, supply diffusers, return air grilles and fire dampers.
- b. Roof plan showing equipment, ductwork, vents, roof access and equipment screening.
- c. List of equipment and schedule.
- d. Engineered structural gravity and/or lateral force calculations for all roof top units.
- e. Ventilation and Indoor Air Quality Code (VIAQ) calculations for outside air.
- f. Completed Washington States Non-Residential Energy Code (NREC) compliance form for "Building Mechanical Systems".

Plumbing:

- a. Isometric riser diagram of both sanitary and potable water systems showing waste and vent, potable water piping size of piping and length of run.
- b. Medical gas piping riser diagram indicating type of gas, bottle storage room, size of piping and length of run.
- c. Show grease interceptor (if applicable).

OTHER INFORMATION OR FORMS:

Special studies, as identified, must be completed and signed.

PLEASE REFER TO THE INTERNATIONAL BUILDING CODE. WEST RICHLAND MUNICIPAL CODE AND WEST RICHLAND STREET STANDARDS.

Additional documents may be required in deemed necessary by the Community Development Director or Building Official. If you have any questions regarding your application submittal please contact the Community Development Department at 509-967-5902.

Note: Sign, fire system, irrigation and swimming pool permits must be applied for separately at the City. Electrical permits must be obtained from the State Department of Labor and Industries online at <https://www.lni.wa.gov/> or (360)902-5800.

Prior to opening for business, per the WRMC 5.04.030, a City business license must be obtained through the Washington State Department of Revenue. www.bls.dor.wa.gov or (509)987-2101.