



# Permits

Tip Sheet  
#2

No building, electrical, mechanical, or plumbing system shall be installed, erected, constructed, enlarged, altered, repaired, replaced, moved, improved, removed, converted, or demolished unless a permit has been obtained. (2009 International Codes/2009 Uniform Plumbing Code)

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## Commercial Plan Submittal Requirements

The following is a brief outline of the requirements for a commercial project plan submittal.

This list is for reference purposes only and may not include all items needed to complete the plan check process.

### **General Requirements:**

- **A permit application will accompany all plans at the time of submittal.**
- Plans must reflect existing conditions as well as proposed construction.
- Provide copies of the final order for variances, special use permits, etc., if applicable.
- Please inquire as to whether you will need a "will serve" letter from your water purveyor and/or if an asbestos letter from the "Certified AHERA Building Inspection" is needed. (Check under "Asbestos Survey" in the yellow pages.)
- For commercial structures such as Groups A, B, E, F, H, I, M, and S occupancies, the plans, specifications and calculations submitted to the Building Official must clearly show the project in its entirety with emphasis on the following:
  1. Structural integrity
  2. Fire and life safety
  3. Architectural barriers/accessibility
  4. Building codes compliance
  5. Definition of scope of work

The minimum required drawings would depend greatly upon the size, nature and complexity of the project. However, the following is the minimum recommended standard required before the Building Official will accept the plans for the review process:

- The minimum plan sheet size shall be 18" x 24". (Small construction projects may use smaller size plan sheets with prior approval from the Building Official.)

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- All plan pages shall be drawn to minimum 1/4" = 1' scale and be fully dimensioned (1/8" = 1' scale may be used on large projects provided plans are clearly legible and prior approval from the Building Official is obtained).
- Each sheet shall have a title block with the firm name, mailing address and phone number (with a space for design professional seals and contractor's data as applicable).
- Project name, project address, lot, block, subXXXX and **assessor's parcel number**.
- A minimum of three (3) complete sets of plans, calculations, and specifications must be submitted; one complete set will be routed to the Fire Department for their review.
- Plans for a construction project four thousand (4,000) square feet or larger shall be wet stamped by a licensed professional signed and dated in accordance with Washington State law.
- All plans must be submitted in person. Plans shall be black or blue line and contain no added "changes" in ink or pencil. *No vellums/original tracings will be accepted.*
- If pre-engineered trusses are to be used, engineering calculations must be included with each set of plans and each truss shall be identified on the roof framing plan (minimum scale 1/4" = 1').
- When there is any demolition involving a building, a "Certified AHERA Building Inspection" is required. Also, with each project that has plumbing fixtures, a water rights letter must be obtained through the serving utility and approved by the County.

## Plans and Specifications

### Cover Sheet:

- Project name.
- Project address and a location/vicinity map.
- All design professionals shall be listed on the plans.
- The principal design professional (that is the professional who is responsible for project coordination) shall be identified, for primary contact purposes. All communications shall be directed through this individual. If there is no principal design professional, please provide the name and number for a primary contact person.
- Design Criteria List With Complete Code Analysis:
  1. Occupancy group/Mixed occupancy calculations
  2. Type of construction
  3. Location of property and location of the structure on the property
  4. Seismic zone
  5. Square footage/Allowable area/Area separations
  6. Fire sprinklers
  7. Height and number of stories
  8. Occupant load/Exiting plans

9. Land use zone
10. Flood zone
11. Code editions used
12. Wind loads/Snow loads

### **Energy Calculation Forms:**

Two (2) copies of the Washington State "Non-residential Energy Calculation" forms must be included with the plans.

### **Engineering Calculations And Design Criteria:**

- Buildings four thousand (4,000) square feet or more require structural calculations for the entire structural system of the project, stamped, dated, and signed by a Washington registered architect or engineer. Smaller buildings may also require a design by a licensed Washington State Engineer or Architect.
- Provide two (2) wet sealed (original stamp and signature) engineering calculations for the project.
- All engineering requirements are to be clearly shown on plans. All plan sheets that show any engineering shall be wet stamped by the project engineer.
- Seismic shall be Zone D2.
- The minimum basic wind speed shall be 85 mph (Exposure B; 3-second gust).
- Exposure shall be "B" from Table 16-G.
- The minimum snow load shall be 25 lbs. PSF up to 625 feet above mean sea level. Specify lot elevation and snow load on the plans and in the engineering calculations.
- The minimum frost line shall be 18" below finished grade, 12" for garages and accessory buildings. Foundations supporting wood shall extend above the adjacent finish grade as required by the building code.
- Foundation design shall be 1500 psf. If lower soils values are used in the foundation design, a soils report, by a licensed Washington State Geotechnical Engineer, justifying the higher loads will be required.
- Indicate special inspection requirements and structural observation requirements on plans and in calculations.

### **Truss Calculations:**

Two (2) sets of Truss calculations are to be submitted at time of application. Truss calculations must be site specific, either with address or Assessors Parcel Number, and wet stamped. An approval letter from the project engineer complying with City of Mill Creek Building Division truss policy is required. All Truss locations and connections are to be identified on the roof framing layout.

**Site Plan:** *General Requirements (Minimum Scale 1" = 30')*

- Show proposed new structure and any existing buildings or structures, all property lines with dimensions, all streets, easements and setbacks.
- Show all water, sewer, gas, storm drains, dry wells, and electrical points of connection, proposed service routes and existing utilities on the site.
- Show all required parking, accessibility compliance, and grading information (with reference to finished floor elevations and adjacent streets).
- For all building permit applications, an individual site and drainage plan must be submitted. The plan must show all finished grade elevations, high point locations, location of drainage swales, natural drainage ways, and drainage easements (on site and immediately off site) as needed to verify the proposed drainage system. All drainage design shall be in accordance with the City of Mill Creek Code. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes. Any increase in stormwater flows (due to development) shall be controlled on site or discharged to drainage easements/facilities capable of carrying the flows without negatively impacting downstream properties.
- A Washington Registered Civil Engineer may be required to prepare and stamp the individual site and drainage plans.
- Show north arrow indication on site plan.

**Foundation Plan:** *General Requirements (Minimum Scale 1/4" = 1')*

Show all foundations and footings. Indicate size, locations, thickness, materials, strengths, and reinforcing, et cetera. Show all embedded anchoring such as anchor bolts, hold downs, post bases, et cetera.

**Floor Plan:** *General Requirements (Minimum Scale 1/4" = 1')*

Show all floors including basements. Show all rooms, with their use, overall dimensions and locations of all structural elements and openings. Show all doors and windows. Indicate size, type and location of all fuel burning appliances. Show ceiling heights. Provide door and window schedules. All fire assemblies, area and occupancy separations, and draft stops shall be shown. Show compliance for adopted accessibility standards.

**Exiting:** *General Requirements (Minimum Scale 1/4" = 1')*

Show all paths of travel, calculations for door, corridor, hall and stair widths. Exit lighting type and locations. Show complete details for the exit access, exits and exit discharge. Indicate all exiting hardware such as door closures, panic hardware, type of latch or locks, et cetera. Show door swings, landings, floor elevation changes, gates, stairways (and enclosures), handrails, ramps, travel distances, travel through intervening rooms, identify use of all rooms,

aisles, seating (fixed and moveable), fire resistive materials, openings in halls and corridors, separation of exits, dead ends, exit passageways, refuge areas, exterior balconies, et cetera.

**Exterior Elevations:** *General Requirements (Minimum Scale 1/4" = 1')*

Show all views. Show all vertical dimensions and heights. Show all openings and identify all materials. (Elevations are to match floor plan information.)

**Roof, Walls, and Floor Framing Plans:** *General Requirements (Minimum Scale 1/4" = 1')*

Provide dimensioned individual framing plans showing all structural members, their size, method of attachment, connectors, location and materials for roof, walls, and floors. Provide truss identifications matching with truss calculations on the roof framing plan.

**Building Sections, Cross Sections and Details:** *General Requirements (Minimum Scale 1/4" = 1')*

A minimum of one (1) complete construction cross-section is required showing all materials of construction; detail non-rated and fire-rated assemblies and fire-rated penetrations with listed assembly numbers. Show all height dimensions.

**Mechanical Systems Plans:** *General Requirements (Minimum Scale 1/4" = 1')*

Show the entire mechanical system. Include all units, their sizes, fuel types, mounting details, all duct work and duct sizes, and vents. Indicate all fire and smoke dampers/detectors where required. Provide equipment schedules. Submit energy conservation calculations. Provide size of equipment based on CFM, BTU's, and horsepower.

**Plumbing Systems Plans:** *General Requirements (Minimum Scale 1/4" = 1')*

Show all fixtures, piping, slopes, piping materials, calculations, and sizes. Provide complete sizing schematics and calculations showing all pipe size, type and lengths for gas, water (hot and cold) and drainage, waste and vent systems. Show point of connections to utilities, septic tanks/systems, pre-treatment sewer systems and water wells. Provide fixture count. All water heaters shall be labeled with gas type or electric and show seismic restraints. Show all back flow prevention devices (location, approval agencies, installation requirements and testing requirements).

## **Landscape Plans/Irrigation System Plans:** *General Requirements (Min. Scale 1/4" = 1')*

Show locations and quantities of all landscape materials (e.g.: plant species, mulch, turf areas, earth mounding, edging, etc.) required for construction of the project. Show location and provide product type of back flow prevention devices, controllers, valves, electric service supply, mainline, lateral line and sprinkler heads for the entire system. Indicate on plans point of connection, pipe sizing, flow in G.P.M. for each valve in spray and drip irrigation zones.

### **Specifications:**

Either on the drawings or in booklet form, further define construction components, covering materials and methods of construction, wall finishes and all pertinent equipment cut sheets.

### **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:** *General Requirements (Minimum Scale 1/4" = 1')*

For clarity, all revisions shall be identified with a Delta symbol, date of change, and the name or initials of the person making the change. Revisions of the same date shall have the same Delta symbol letter or number. The revised areas shall be clouded on the drawings and tagged with the corresponding Delta symbol. Only those sheets pertaining to the revision need be submitted. Otherwise, provide complete plans including revisions, which shall be resubmitted as a new project.

### **Standards:**

It is the responsibility of the principal design professional to verify the work is complete, consistent and competent. If the plans do not meet these criteria, the Building Official may take any of the following actions:

- Provide a complete list of corrections.
- Increase the plan check fee for additional plan review time required due to lack of completeness or due to deficiencies.
- Return plans unchecked.
- Refer the principal design professional to the appropriate state board for possible disciplinary action.

## **Returning Plan Review Responses:**

- Provide itemized response to the correction list.
- If a question exists concerning interpretation of a correction, please contact the Building Official prior to resubmitting.

**This handout is intended only as an informational guide addressing common permits. The information may not be complete and does not imply that there may not be additional permits necessary. Please consult the Building Department for additional information at 425-745-1891.**