



## BUILDING AND FIRE SAFETY SERVICES

### NEW COMMERCIAL CONSTRUCTION BUILDING PERMIT APPLICATION CHECKLIST

The following is a list of minimum requirements for submittal of a complete building permit application for new commercial construction. These are the minimum requirements and other documents and/or applications may be required after review of the submittals.

- Complete Construction Application
- 2 sets of complete building plans, 2 sets of engineering specs, and site plans
- 1 extra site plan and title/project page for Engineering
  - Separate application and fees for the review of civil drawings must be submitted to the Public Works Department
- Critical Areas *i.e.*: *wetland reports, critical areas, geo-tech report*
- Washington State energy code compliance forms:
  - Building envelope
  - Lighting summary
  - Mechanical summary

Forms found online at: <http://www.neec.net/energy-codes>  
Directions for forms: Filled out online, printed and submitted with the application
- Plumbing application – *Found on construction application*  
(if deferred – use “deferred submittal agreement” form)
- Mechanical application – *Found on construction application*  
(if deferred – use “deferred submittal agreement” form)
- Special Inspection and Testing Agreement
- Fire flow and hydrant location information