



"THE MARITIME CITY"

Community Development Department
CLIENT ASSISTANCE MEMO

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 application file.

- Complete Application Form**
- 2 sets of building plans, including 2 sets of engineering and specs., and 3 site plans**
 - Separate application and fees for the review of civil drawings must be submitted to the Public Works Department.**
- Critical Areas ie: Wetlands Reports, Critical Areas, Geo-Tech report**
- Copy of Hearing Examiners Decisions with approved site plans**
- Copy of Design Review Boards Decision with approved drawings**
- Washington State Non-Residential Energy Code Compliance forms**
 - Building envelope**
 - Lighting summary**
 - Mechanical Summary**
- Plumbing Permit Application, same form as building permit, defer?**
- Mechanical Permit Application, same form as building permit, defer?**
- Deferred Submittal Form, if applicable- SIGNED!**
- Special Inspection and Testing Agreement, -SIGNED!**
- Fire Flow and Hydrant location information.**

PLEASE RETURN THIS FORM WITH YOUR COMPLETE APPLICATION. THANKS.

Should you have any questions about your application submittal or other possible documents required to make your application complete, please call Patty McGallian at (253) 851-6170.