



www.cityofmlt.com
permitspecialist@mltwa.gov

PERMIT SUBMITTAL CHECKLIST

Commercial/Multi-Family Building

Permit # _____

Multi-Family/Commercial Submittal Checklist

This submittal checklist identifies minimum application elements necessary for the City to accept an application for multi-family or commercial development. If any of the required items are not provided, the application will not be accepted at the counter. Addresses **MUST** be assigned before intake. If your site does not have an address, contact the Permit Specialist at 425.744.6267 at least ten (10) days before your permit application appointment and have an address assigned.

Two (2) complete construction plan sets (all drawn to scale at ¼ inch = one foot, minimum) and **Two (2) site plans** (include all items listed under Site Plan) are required. The application fee (plan check fee) is due at intake. Any additional fees are due at issuance of permit.

Insert the Plan Sheet Number where applicable and check each box under the Applicant heading on this checklist to confirm that items are included in your submittal. A staff person will check off each box under Staff when the item is confirmed as included in the submittal package. **If you think an item is not applicable to your project, you must contact the Department prior to your intake appointment to have the items initialed as not required.** We strongly recommend a preapplication conference if you believe items on this checklist should be waived.

Application submittals are accepted by appointment Monday through Friday from 9:00 a.m. to 4:00 p.m. If subject to SEPA review, **two (2) copies** of a SEPA checklist (including original) and all applicable documents and reports are required. SEPA is required for multi-family residential development of more than 60 units, commercial development of more than 30,000 square feet, for any grading of 1,000 cubic yards or more, and for any work in a critical area.

General Submittal Requirements

Staff Applicant

- A completed and signed Permit Contact Information form
- Address and Assessor’s Parcel Number
- The applicable fee
- Details for Cost Estimate
- Copy of Pre-application Letter or Checklist, if you attended a Pre-application Conference

Additional Submittal Requirements

Staff Applicant

- Title sheet** with Vicinity Map and a title block indicating name, address, phone number of applicant and owner, and property address (contact the Community Development Department for address verification or to apply for new addresses **prior** to intake appointment)
- Stamp or Seal of Architect for any building with five or more units or for new non-residential construction greater than 4,000 square feet, or additions to non-residential buildings resulting in total square footage greater than 4,000 square feet
- PLOT PLAN:** Minimum 8½ X 11” size paper

Staff Applicant

- SITE PLAN**
- North arrow
- Bar scale
- Existing and proposed structures
- Existing and proposed public and private streets, easements, driveways, and sidewalks surrounding and within the property. Show internal roadway radii.
- Existing and proposed contours (2' maximum increments)
- Natural grade elevations at midpoint of each building wall, supplied by a licensed land surveyor
- When present, show critical areas on site, adjacent to, or within 200 feet of property (such as wetlands, steep slopes, top and toe of slope, rivers, streams, etc.)
- When present, show any surface waters (e.g., streams, ponds, ditches, etc.) within 200 feet of property
- Property lines with dimensions; site acreage in square feet and acres
- Building setbacks to front, rear, and side property lines; distances between buildings
- Required parking with dimensions
- Lighting and sign locations (provide details)
- Driveway information for existing and proposed driveway, including: location and width of any existing driveway and/or depressed curb elevation of curb at center line of proposed driveway
- Existing sewer, water, storm drains, and other utilities
- Location and method of proposed sewer connection, water meter, roof drain connection to the existing storm drain, and the location of the foundation drain with point of disposal indicated
- Finish floor elevation of lowest floor
- Location of existing or planned fire hydrants and planned water mains, if new mains are to be installed

- CONSTRUCTION PLANS**
- Proposed uses in the building (e.g., apartments, commercial services, commercial retail, medical/health care, eating and drinking establishment, manufacturing, education, etc.)
- Total square footage, square footage of each building and of each proposed use
- Building Elevations
 - Show all views
 - Show all openings
 - Show lateral bracing systems where applicable
- Foundation Plan
 - Show all foundations and footing including sizes, locations, re-enforcing and imbedded anchorages such as anchor bolts, hold-down, and post bases
 - Call out design soil pressure, soil bearing capacity, concrete design strength, and the schedule and grade of reinforcing steel
 - Incorporate all geotechnical recommendations as set forth in the soils report

Staff Applicant

- Floor Plan
 - All floors including basements
 - All rooms and their use
 - Overall dimensions and locations of all structural elements and openings
 - Location of all walls and partitions, door sizes, and window sizes
 - Door window and hardware schedules
 - Exiting plan
 - All fire assemblies, area and occupancy separations, draft stops, fire walls, fire barriers, partitions
 - Location of permanently installed equipment: plumbing fixtures, water heaters, furnaces, appliances, etc.
- Interior Elevations
 - Show compliance with WAC 51-40 for Accessibility
 - In R-1 occupancies, designate Type A and Type B units per WAC 51-40; detail door thresholds, access, hardware, and accessory features; show accessibility compliance for counters, bathrooms and kitchens
- Framing Plans and Roof Framing Plans
 - All structural members including size, methods of attachment, location and materials
 - Beam, header, girders, columns, and post sizes
 - Roof drainage and location of roof-mounted equipment
- Building Sections and Construction Details
 - Show all materials of construction
 - Provide details and cut sheets on all fire rated assemblies and occupancy separation
 - Indicate how required structural and fire-resistive integrity will be maintained (fire stop systems) where penetrations will be made for electrical, mechanical, plumbing and communication conduits, pipes and similar systems
 - Show all vertical dimensions
 - Provide a reflective ceiling plan and detail seismic bracing
 - Provide details for any special uses such as: rack storage, coolers, spray booths, and general storage
 - Provide a list of any chemicals or hazardous materials expected to be used or stored in the building. Provide quantities, hazard classifications, and hazardous processes (e.g., dispensing, distillation, etc.) indicate type of storage method, and provide a Hazardous Materials Inventory Statement if called for at the pre-application conference
- Structural Calculations, including lateral analysis and beam spans
- WA State Energy Code Compliance form
- Drainage report containing all technical information, calculations, and analysis necessary to review the drainage plans
- Soils Report from a Licensed Geo-technical Engineer if geological hazard areas or steep slopes are present on areas to be altered
- Specifications including wall finishes and special inspection requirements

Separate permits are required for the following:

Plumbing, Mechanical and Electrical

Fire Protection System

Landscaping and Irrigation Permit (for review of parking, access, lighting, fencing, and landscaping requirements)

Civil Engineering Permit (for review of frontage improvements, storm drainage, detention, retaining walls over 4 feet in height)

Temporary Erosion and Sedimentation Control Permit

Separate Permits for water meter, irrigation water meter, and sanitary sewer service are required

Driveway Permit

Commercial Project

Type of construction: (circle as appropriate)

Type I
A or B

Type II
A or B

Type III
A or B

Type IV
HT

Type V
A or B

Occupancy _____

Square footage breakdown for this project

New Construction

Additions

Office _____

Warehouse _____

Existing _____

Assembly _____

Other _____

Additional _____

Restaurant _____

New Construction:

Shell only

Complete building

Multi-family Project Information

Living area _____

Deck _____

Garage _____

Carport _____

Basement _____

Unfinished Basement _____