



KITTITAS COUNTY
COMMUNITY DEVELOPMENT SERVICES
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B-005
BULLETIN

COMMERCIAL BUILDING PERMIT SUBMITTAL PROCESS

Pre-Application Meeting and Submittal Documents

FOR MORE INFORMATION VISIT THE CDS WEBSITE AT: WWW.CO.KITTITAS.WA.US/CDS

The purpose of this bulletin is to help individuals comply with the building permit requirements and obtain a permit for a commercial or multi-family project (not including 2-family dwelling). Design and development of the documents for a permit submittal are complex processes, involving drawings, calculations, details and specifications that must reflect compliance with current laws, codes, and ordinances. Staff at the Kittitas County Permit Center will work with the applicant to ensure that the project meets the requirements of all applicable federal, state and local laws, codes and ordinances and to ensure that a permit is issued in a timely and efficient manner.

Prior to permit submittal for a commercial or multi-family building permit, a Pre-Application meeting is required. At the Pre-Application meeting Kittitas County staff will review the project proposal and identify issues that must be addressed prior to permit submittal. In addition, County staff will identify all the drawings, calculations, specifications and forms that are “required” for the specific project permit submittal.

Kittitas County staff will provide written notes for applicant use during the Pre-Application meeting and will discuss the Kittitas County Community Development Services (CDS) permit process. During the Pre-Application meeting, staff will be available to discuss submittal requirements. The results of the Pre-Application meeting generate a preliminary Submittal Checklist for the applicant’s use for the permit submittal.

Please contact our staff for the Pre-Application forms.

Applicants can get additional information, application forms, and/or current fee schedules by visiting the CDS Permit Center at 411 N. Ruby St. Suite #2, Ellensburg, WA 98926 or by calling (509) 962-7506.

Forms, applications and informational bulletins are also available via the Kittitas County website located at: <http://www.co.kittitas.wa.us/cds/building/default.aspx>

This checklist will be used at the permit submittal to verify that all required information has been submitted. Please include this checklist with your submittal.

1. COMMERCIAL/ MULTI-FAMILY PERMIT WORKSHEET

- Complete and submit Permit Application Form** (www.co.kittitas.wa.us/cds/building.asp).
- The State Contractor's Registration Act (RCW Chapter 18.27) requires all persons doing work as a contractor to obtain a Certificate of Registration from the Washington State Department of Labor and Industries.
- When applying for a permit, the owner or authorized agent are the only people allowed to sign the application (IBC Section 105.1). An authorized agent is defined by CDS as either a licensed contractor responsible for the project hired by the owner, the architect of record, or the engineer of record.

2. PLOT/ SITE PLAN

- Submit five (2) full size site plans.**
- Drawings shall be prepared at a scale not to exceed 1" = 100 feet. For large parcels, draw a two-page site plan, the first page depicting the entire lot at a convenient scale and the second page depicting an enlargement of the developed area at a larger scale.
- Provide the area, in square foot or acres, of the project site. Indicate lot coverage (square feet and percentage).
- Provide legal description of plot or lot.
- Show all property lines, building setback lines, and applicable plat or short plat restrictions. Show assumed property lines if multiple buildings on the same site.
- Show all public or private easements and right-of-ways. Width and location of utility easements to be shown. Documentation of easement(s) may be required.
- Show location of all existing and proposed buildings, structures, uses and distances to property lines, and other buildings and easements. Structures include all buildings, porches, decks, retaining walls, rockeries, and above ground and underground tanks. Identify existing buildings to remain, those scheduled for demolition, and/or those scheduled for removal.
- All water features shall be clearly depicted on the site plan including: ponds, streams, irrigation laterals, canals, ditches, wetlands, rivers, creeks, ravines, springs, lakes, bogs, areas of saturated ground, flood hazard areas/boundaries, erosions hazard areas, and coal mines. Show the name of the body of water (if applicable). Show distances to abutting structures. Establish street grades, proposed finished grades and as applicable; flood hazard areas, floodways, and design flood elevations.
- Plan for traffic ingress, egress and parking. This includes streets, access easements, alleys, cul-de-sacs, and joint use driveways. Show typical parking space, driveway widths and locations. Please mark location of approach with stakes and ribbon for Public Works on-site inspection. For questions on access to the site, contact the Kittitas County Department of Public Works at (509) 962-7523.
- Entire site must show barrier free/accessible features. Show handicapped parking and accessible routes to the structure and within the site to other structures and other features.
- North arrow.
- Indicate finish floor elevation for the first level.
- Show the location of all existing and proposed underground utilities, including water, sewer, gas and electrical.
- Show setbacks with respect to the location of the septic tank, drain field and reserve area. These must be identical to the location approved by the local Health Department. Show well location and any encroachments within the well protection area. For questions on septic and well requirements and restrictions contact the Kittitas County Environmental Health Department at (509) 962-7052.
- If any portion of the site slopes at more than 33%, show topographic contours. Maximum contour intervals equal five feet. Show top and toe of all slopes inclined at 33% or more and more than ten feet high. Note: These elevations can generally be approximated unless a proposed property is in a flood hazard area.
- Show and/or describe the approximate distance and address of the nearest addressed driveway. This may be shown graphically or described on the site plan.
- Show and/or describe the approximate distance to the nearest cross street. This may be shown graphically or described on the site plan.
- Show fire access and apparatus turn-around areas.

3. BUILDING CODE SUMMARY WORKSHEET

- Submit three (2) completed Building Code Summary Worksheet(s) (Bulletin B-007).**
- Provide architectural drawings that graphically illustrate code summary information contained in the completed Building Code Summary Worksheet.

4. ARCHITECTURAL PLANS, DETAILS, AND SPECIFICATIONS

- Submit two (2) complete sets of architectural drawings, plans, specifications.** Drawings and plans must be submitted on minimum 11" x 17" paper. All sheets are to be the same size and sequentially labeled. Plans are required to be clearly legible, with scaled dimensions, in indelible ink, blue line, or other professional media. Plans will not be accepted that are marked "preliminary" or "not for construction", or that have been altered after the design professional has signed the plans.

Please Note: A separate submittal of plans is required for each building or structure.

- NOTE: Plans and specifications must be prepared by a registered design professional (architect or engineer) where required by Kittitas County Code KCC 14.04.020. Each sheet of every separate element or professional discipline (e.g.; architectural, landscape architectural, mechanical, electrical, etc.) of every set of plans submitted must contain an original impression seal or wet stamp with an original signature and date over the seal or stamp.**
- Plans may only be submitted by the owner or an authorized agent for the owner.
- Only the owner or a licensed contractor in the State of Washington will be issued the building permit.

Plans shall be complete and shall consist of architectural, structural, plumbing, mechanical and fire protection system drawings, and supportive data which include the following:

A. Cover Sheet(s)

- List the location, parcel number, zoning, total site area and lot coverage, etc.
- Specify the model code information used in the design of the structure.
- List the number of stories and total height of building.
- List the building square footage (per floor and total).
- List the IBC Occupancy Type (show all types by floor and total).
- List the work to be performed under this permit.
- List the design team contact information including: the design professionals in responsible charge, architect(s), structural engineer(s), civil engineer(s), geotechnical engineers(s), landscape architect(s), owner(s), and developer(s).

B. Code Summary Worksheet and Drawing(s)

- Provide drawings that graphically illustrate code summary information contained in the completed **Code Summary Worksheet (Bulletin B-007)**.

C. Floor Plan Sheet(s)

- Plan view 1/4-inch minimum scale (some exceptions) – Details a minimum of 1/2-inch scale.
- Specify the use of each room/area.
- Show all exits on the plan; include new, existing or eliminated.
- Show the location of all permanent rooms, walls and shafts.
- Provide wood and door hardware schedules; provide window schedule.
- Provide elevator location.
- Specify each wall type, finish materials and specifications, insulation, door type, and glazing requirements.
- Include appropriate stair and ramp cross section(s) to show all dimensions, rise, run, landings, headroom, handrail and guardrail dimensions(s) as applicable.

D. Reflected Ceiling Plan Sheet(s)

- Complete the **Non-Residential Energy Codes** (Mechanical, Building Envelope and Lighting) (**Bulletin B-008**).
- Plan view 1/8-inch minimum scale – Details a minimum of 1/4-inch scale.
- Provide ceiling construction details.
- Provide suspended ceiling details complying with IBC 808. Show seismic bracing details.
- Show the location of emergency lighting and exit signing.
- Detail the seismic bracing of the fixtures.
- Include a lighting fixture schedule.

E. Accessible ADA-Barrier Free Plan Sheet(s)

- Show all ADA-barrier free information on the drawings. Provide enough details and dimensions to adequately illustrate all accessible entry and exit routes of travel and doorways, all general site information, special rooms, plumbing elements, communication elements, etc.
- Identify accessible elevator exit, ramps and/or stairs and areas of refuge.
- Provide details for all required signage.
- Provide adequate drawings and elevations for Type A and Type B dwelling units.
- Provide detailed wall elevations for all walls for accessible bathrooms and facilities. Show clear floor space for wheelchair at fixtures, grab bar locations, toilet paper dispenser, sink and toilet height, etc.

F. Fire-Resistive Construction Sheet(s)

- Indicate on the plans all rated walls, doors, window, shafts, partitions, barriers, floors, etc.
- All fire-resistive construction shall be shown in section view.
- Openings or penetrations of fire-resistive construction shall be detailed in section view with references.
- Closure construction between fire-resistive floor and walls and structural or exterior wall components shall be detailed in section view.
- Fire-resistive assemblies shall be identified by their listing.

G. Elevation Sheet and Architectural Roof Plan Sheet(s)

- Provide building heights (floor and roof elevations) and show grade elevations.
- Provide a view of all sides.
- Identify all roof drainage elements.
- Identify lightning discharge elements (if applicable).
- Identify all rooftop equipment.
- Identify roofing type, class, and manufacturer.

5. STRUCTURAL PLANS, DETAILS, AND SPECIFICATIONS

A. Structural Drawings.

- Submit two (2) sets of structural drawings for all commercial / multi-family buildings.** Drawings and plans must be submitted on minimum 11" x 17" paper. All sheets are to be the same size and sequentially labeled. Plans are required to be clearly legible, with scaled dimensions, in indelible ink, blue line, or other professional media. Plans will not be accepted that are marked "preliminary" or "not for construction", or those that have been altered after the design professional has signed the plans.
- A registered engineer in the State of Washington shall prepare all structural drawings. Plans shall be compatible with the engineering calculations and all drawings prepared or reviewed by the engineer must be signed and sealed on each page. A structural engineer is required for all essential facilities listed in IBC Table 1604.5.
- Design criteria used for all structural elements of the building must be listed on the structural drawings cover sheet (see Section 6: structural calculations for design criteria required).
- List all structural materials specifications on the cover sheet of structural drawings.
- List all required special inspections on the cover sheet of the structural drawings.
- Provide foundation, floor and roof framing plans as applicable.
- Illustrate size and location of all structural elements including, but not limited to, footings, columns, beams, girders, joists, shearwalls, bracing, floor and roof diaphragms, and details.
- Structural details and schedules shall be provided as required to provide specific information of the

structural assemblies and must match requirements provided in the calculations.

- The structural drawings shall contain a Statement of Special Inspection requirements in accordance with IBC Section 1704 and 1705.

6. STRUCTURAL CALCULATIONS

- Submit two (2) copies of structural calculations for all Commercial / Multi-Family buildings.** A cover sheet must be provided that is signed and sealed by the engineer of record who is registered in the State of Washington. Calculations shall include a table of contents with each page numbered. Calculations prepared by a computer program must include an explanation of the program and documentation for input and output data formats.
- The structural calculations must list all design criteria.** List the following: wind speed and exposure, seismic zone and spectral acceleration, ground snowload and formula(s) to arrive at roof snowload(s), snowload reduction(s) per ASCE-7, sliding/drift/unbalanced snowload(s) and formulas, all live loads, all dead loads, frost depth, soil bearing pressure.

7. GEOTECHNICAL ENGINEERING REPORT

Submit two (2) copies of the geotechnical report for the site. The geotechnical engineering report must include the minimum information as outlined in Section 1803 of the International Building Code.

8. PROJECT SPECIFICATION MANUALS

- Submit two (2) copies of all specifications for the project.** The specifications shall include such items, but not limited to the following: site work, concrete, metals, wood and plastic, thermal and moisture protection, doors and window, wall and floor finishes, mechanical and plumbing equipment, etc.

9. MECHANICAL DRAWINGS AND CALCULATIONS

- Submit two (2) sets of mechanical plan drawings and calculations.**
- Complete the **Non-Residential Energy Codes** (Mechanical, Building Envelope and Lighting) (**Bulletin B-008**).
- Show model and type of equipment and AFUE/SEER rating. Show energy demand, input and BTU.
- Identify location, access and working space for mechanical equipment.
- Indicate combustion air, flue sizes and material. Include damper types, size details and locations.
- Indicate sizes of supply/ return air ducts, grilles and diffusers.
- Identify location, material and insulation of mechanical pipes and ducts.
- Provide size, location and piping material of all air conditioning condensate drains.
- Provide size, location and ducting of all smoke control systems.

10. PLUMBING DRAWINGS AND CALCULATIONS

- Submit two (2) sets of plumbing plan drawings and calculations.**
- Provide plan view of all water, drainage, waste and vent piping, with location, size and material.
- Identify drainage, waste, vent and water supply plans. Indicate types of fixtures with symbols.
- Identify location and size of gas, fuel oil or LP gas piping with appliance demands listed.
- Identify size, type and location of all water heaters and/or boiler combustion air and flues.
- Show location of cleanouts, backwater valves, and water shutoff valves.

11. FIRE PROTECTION SYSTEM DRAWINGS AND CALCULATIONS

- Submit two (2) sets of fire protection system drawings and calculations.** Contact the Fire Marshal's Office for additional information (509) 962-7000.
- Indicate location of fire hydrants or other means to satisfy fire-flow, fire department access roads, fire department hook-ups, etc. Include fire flow calculations.
- State if building will include fire protection systems (and any relevant design details) including, but not limited to: fire alarm diagrams; layout, size, location, material and calculations of fire sprinkler systems; halon systems; kitchen protection; specialized systems; smoke control design and operation; standpipe systems; flammable/combustible liquid tank/lines; medical gas system design; cut sheets for above

systems (catalog).

- Provide smoke control operation / design description.
- Provide backup and/or standby power system design and specifications.

12. CIVIL DRAWINGS

- Submit two (2) sets of civil drawings.** For specific requirements pertaining to the civil plans, please consult Kittitas County Public Works Department (509) 962-7523.

13. STORMWATER/ DRAINAGE PLANS AND CALCULATIONS

- Submit two (2) sets stormwater/ drainage plans and calculations.** For specific requirements pertaining to the stormwater/ drainage plans, please contact the Kittitas County Public Works Department (509) 962-7523.
- Stormwater/drainage plans must meet the Eastern Washington Stormwater Manual requirements (WDOE).

14. WASHINGTON STATE ENERGY CODE COMPLIANCE FORMS

- For Commercial and Multi-Family projects **submit two (2) completed Washington State Non-Residential Energy Code Envelope Summary, Mechanical and Lighting forms (Bulletin B-008).**

15. OCCUPANT'S STATEMENT OF INTENDED USE FORM

- Submit two (2) copies of the Occupant's Statement of Intended Use form (Bulletin B-009).** Depending upon the use of the building, the submittal of a Hazardous Materials Management Inventory (HMIS) forms may be required.

16. SPECIAL INSPECTION AGREEMENT FORM

- Submit two (2) copies of the Special Inspection Agreement Form (Bulletin B-010).**
- Where special inspection is required by IBC 1704 and 1705, the registered design professional in responsible charge (IBC 107.3.4) shall prepare a special inspection program that will be submitted to the Kittitas County Community Development Services and approved prior to issuance of the building permit.
- A Statement of Special Inspections must be provided in accordance with IBC Section 1704.2.3 and Section 1704.3.** Where special inspection or testing is required per IBC Chapter 17, the registered design professional in responsible charge shall prepare a statement of special inspections for submittal by the permit applicant.

17. DEFERRED SUBMITTAL AGREEMENT FORM

- Deferred submittals are not allowed unless approved by the Building Official as outlined in IBC Section 107.3.4.1. All deferred submittals that are approved by the Building Official must be indicated on the approved plans with the specified time in which they are to be submitted for review. An additional plan review fee will be required for deferred submittals **(Bulletin B-011).**

18. WATER AVAILABILITY NOTIFICATION FORM

- Submit two (2) copies of the Certificate of Water Availability** form establishing that the lot has a potable water source. Water sources can either be provided by a public water system or an individual well. Contact Public Health at (509) 962-7515.

19. SEPTIC PERMIT OR SEWER CONNECTION APPROVAL

- Site evaluation (including final inspection) completed by Kittitas County Public Health Department staff and/or WSDOH septic system designer.
- Provide two (2) copies of an approved septic permit from Kittitas County Public Health Department.** Contact Public Health at (509) 962-7515, (or)
- Provide two (2) copies of written approval from the sewer conveyance utility district that states that sewer connection has been granted for this project.**

20. HEALTH DEPARTMENT APPROVAL FOR COMMERCIAL KITCHEN

- Submit one (1) set of commercial kitchen operations plans** for review and permitting by Kittitas County Public Health Department. Contact Public Health at (509) 962-7515.
- Provide an approved permit from Kittitas County Public Health Department approving the commercial kitchen operation (if applicable) to include:
 1. Submittal of food safety permit application and associated fees;
 2. Submittal of the kitchen plans for review;
 3. A pre-opening inspection; and
 4. Issuance of a final permit.

21. HEALTH DEPARTMENT APPROVAL FOR SWIMMING POOL OR SPA

- Submit one (1) set of swimming pool and/or spa plans** for review and permitting by Kittitas County Public Health Department. Contact Public Health at (509) 962-7515.
- Provide an approved permit from Kittitas County Public Health Department and the Washington State Department of Health approving the commercial pool or spa (if applicable) to include:
 1. Submittal of pool and spa permit application and associated fees;
 2. Submittal of the pool and spa plans for review;
 3. A pre-opening inspection; and
 4. Issuance of a final permit.

22. HEALTH DEPARTMENT PUBLIC SCHOOL PLAN FOR REVIEW AND INSPECTION

- Submit one (1) set of public school plans** for Kittitas County Public Health Department review. Contact Public Health at (509) 962-7515.
- Schedule a post-opening inspection with Kittitas County Public Health Department.

23. WASHINGTON STATE ENVIRONMENTAL POLICY ACT (SEPA)

- If required for this project, complete Washington State Environmental Policy Act (SEPA) checklist. If required, complete all SEPA document requirements. Contact CDS (509) at 962-7506.

24. CRITICAL AREAS BINDING DETERMINATION

- Submit two (2) copies of all required forms** and documentation as required by any critical areas binding determination(s). Contact CDS (509) at 962-7506.

25. ZONING COMPLIANCE DOCUMENTATION

- Submit two (2) copies of all required zoning compliance documentation** if required for this project. Including any required variances, conditional use permits (CUP), (MDNS), etc. Contact CDS at (509) 962-7506.