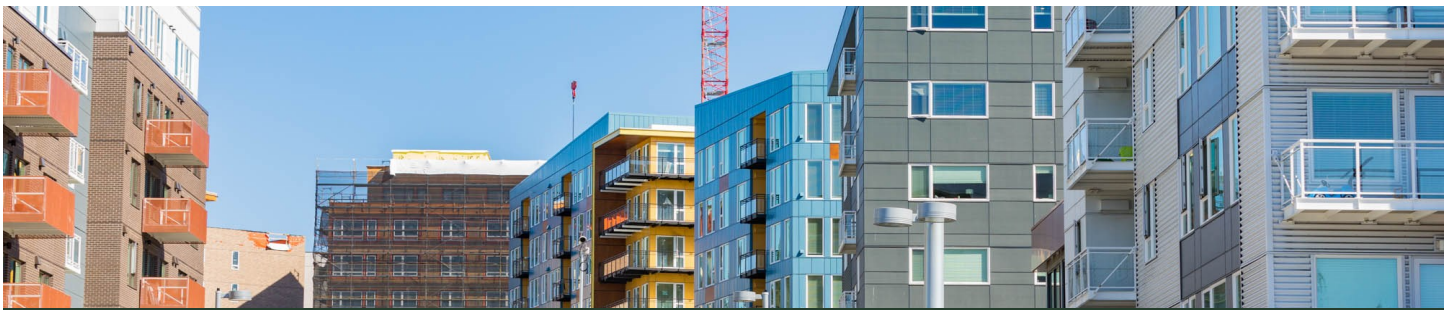




Change of Occupancy, Commercial, Mixed Use & Multi-Family

Application Packet



Redmond
WASHINGTON

redmond.gov/BuildingPermits

[Link to current International, Washington State Amendment and City of Redmond building codes](#)

City of Redmond Business License:

Contractors are required to obtain a City of Redmond business license prior to working in the City.

Get a Redmond City business license here: [WA State DOR](#)

Plan review fees are non-refundable.

Depending on your project, some or all of the following fees will be collected after the application is deemed complete for intake.

- Building, Fire, Planning, and Civil Engineering Plan Review Fees
- A Technology Surcharge based on the total permit cost will be assessed

[For more information about permit fees, follow this link to the City's fee schedules.](#)

Apply for Permits Online:

Submit a request for a permit through the [PRO \(Plan Review Online\) portal](#). Once your permit request is processed, you will receive detailed instruction about how to upload the submittal documents.

Application forms and information can be found here: [Development Services Center | Redmond, WA](#)

Electronic Plan Standards:

Files that are improperly named or formatted incorrectly may be rejected at intake.

Paper plans, incomplete applications and applications delivered by courier will not be accepted and will result in the application being deemed incomplete.

- All plans must be drawn **to scale** and have the scale noted on each sheet
- All documents must be uploaded as a **PDF**
- All plans must be uploaded in **landscape** orientation (horizontal position)
- All plans must be named accordingly per the submittal requirements in **BOLD**
- All plans must be **flattened and reduced**

SUBMITTAL CHECKLIST - SUBMIT WHAT IS APPLICABLE TO YOUR PROJECT

☐ APPLICATION FORM - All applicable pages

☐ PLANS AND DRAWINGS

- All sheets are to be the same size and sequentially labeled. Flatten and unlock plans prior to building permit submittal.
- Plans are required to be clearly legible, with scaled dimensions.
- Plans will not be accepted that are marked **preliminary or not for construction**, have red lines, cut and paste details or those that have been altered after the design professional has signed the plans.

☐ ARCHITECTURAL PLANS

Cover Sheet - Building Information

- Location, vicinity map, zoning, address, & model code information. Include IEBC compliance method used. Prescriptive, Work Area or Performance.
- Show accessible path into the building, accessible parking information and parking signs are compliant with WAC 51-50-1101.
- Provide occupancies classifications for neighboring tenant spaces.
- Design Professional information: Architects, Structural Engineers, Civil Engineers, Landscape Architects, Owners, Developers

Site Plan - May be included as part of the Architectural Drawing Cover Sheet

- Clearly show all actual and assumed property lines, building outline and exterior improvements.
- Show building set backs, property lines, easements, street access locations and address. Indicate north direction.
- Flood hazard areas, floodways, and design flood elevations as applicable.
- Fire protection features: Fire lanes, Fire Dept. Connections, Post Indicator valves, Sprinkler Riser Rooms.
- Provide accessible information on site, accessible path, and accessible parking stalls.

Code Summary Floor Plan - show scale

- Space/room use: office, sales, conference, kitchen, manufacturing, electrical/mechanical rooms and elevators.
- IBC Occupancy classifications, square footage and factor to determine occupant load
- Clearly show a complete means of egress path, including the width, exits, exit passageways, exit enclosures, separation of exits, exit signs, exit width, common path of travel, travel distance and diagonal distance.
- Type of sprinklers used.
- Graphically show the extent and rating of all rated assemblies both vertical and horizontal, include the rating of any required opening protection. Label each wall type, door type, and glazing requirements.
- Indicate any doors that are provided with panic hardware and/or magnetic hold-opens. Indicate doors that have locking system requiring use of key or special knowledge.
- Provide non-separated use calculations and/or mixed use ratio calculations.
- Location of emergency power.
- Number of stories and total height in feet. Building square footage (per floor and total).
- IBC Occupancy Type (show all types by floor and total) and occupancy load.
- List work to be performed under this permit.
- Show **ALL** exits on the plans; include new, existing or eliminated.

Reflected Ceiling Plan

- Provide ceiling construction details.
- Provide suspended ceiling details including seismic bracing per IBC 808.1.1.1 and ASTM 635-636 and expansion joint layout.
- Show the location of all emergency lighting, exit signage and provide a lighting fixture schedule.

BUILDING SQUARE FOOTAGE WORKSHEETS - Information provided in the excel worksheet needs to be displayed on the architectural plans. The information is used for calculation of impact fees, permits fees and occupant load.

[Link to Building Square Footage Worksheet](#)

SUBMITTAL CHECKLIST - CONTINUED

Framing Plans/Details

- Specify the size, spacing, height, anchorage, rated listings, wood species or metal gauge for all stud walls. Indicate all wall, beam, floor connections and ceiling.
- Detail the seismic bracing for all walls.
- Include a stair section showing rise, run, landings, headroom, handrail and guardrail dimensions. Show size, anchorage and spacing for stringers.

Elevations

- Elevation sheets shall include building heights (floor and roof elevations, grade elevations, view of all sides with exterior design requirements), exterior stairways, decks and railings. For decks, provide the height above finish grade for deck floor at each corner and details for all the connections from the foundation walls, pier to post, post to beams and rafters or trusses to walls.

☐ **CIVIL ENGINEERING**

- Drainage calculations - if the project has received site plan approval.
- Civil Plans - Site infrastructure must be approved by Public Works prior to Building Permit approval.

☐ **ENERGY CODE COMPLIANCE FORM(S)**

- Lighting, Mechanical, and Building envelope forms can be found at waenergycodes.com. Applicable forms are required to be submitted with the building permit. No deferred submittals are allowed.

☐ **GEOTECHNICAL ENGINEERING REPORT**

☐ **FLOOD ELEVATION CERTIFICATE - (If applicable)** If project lies within the 100 year floodplain.

☐ **GREENHOUSE GAS DATA FORM** - if adding new impervious surface

☐ **KING COUNTY HEALTH APPROVAL**

Please note that any tenant improvement work in a space that involves food handling, preparation or a public swimming pool requires King County Health Department approval **before the permit can be issued**. You must provide the Building Plans Examiner a copy of the approval letter or the approved plans. Contact the King County Health Department at 206-477-8144 with any questions or for more information.

☐ **MODULAR/RELOCATABLE BUILDINGS**

- Approved plans or insignia from Washington State Department of Labor and Industries required at time of submittal.

☐ **MOISTURE PROTECTION LAW STATEMENT**

- RCW 64.55 Moisture Protection Law for Multi-Unit Residential Buildings. Please refer to handout for requirements prior to issuance of building permit.

☐ **PLANNING**

- Technical Committee Approval Letter - must be submitted prior to permit approval.
- Landscape Drawings
- [Multi-Family Tax Exemption](#) - Submitted and approved before permit issuance

☐ **PROJECT MANUALS**

☐ **STATEMENT OF SPECIAL INSPECTIONS** - Owner and Design Professional signatures required at time of submittal. Link to Statement of Special Inspections: [Statement-of-Special-Inspections \(redmond.gov\)](#)

☐ **STORAGE RACKS**

- Attachment details are required for seismic bracing of storage racks five feet nine inches (5'9") or greater in height.
- Under 5'9", show a positive connection to floor or walls.
- Statement of Special Inspections Form.

NOTE: High pile storage shall meet the requirements of current International Building and Fire Codes

☐ **STRUCTURAL PLANS** - Drawings prepared or reviewed by engineer must be signed & sealed by a WA State Engineer

☐ **STRUCTURAL BACK UP INFORMATION**

- Structural analysis or evaluation per IEBC when required.
- Calculations to review existing gravity and/or lateral
- Complete and submit added loads to existing building form

FIRE DEPARTMENT

A separate fire installation permit may be required for items that are checked YES.

For questions, contact: FireDevelopmentServices@redmond.gov or 425-556-2237

Fire Item	YES	NO
Flammable/Combustible Liquids		
Hazardous Materials		
High Piled Storage		
HPM Facilities		
LP Gas Store/Handle/Use/Dispense		
Places of Assembly		
Refrigeration Equipment for Heating and Cooling		
Spraying & Dipping		
Battery Systems		
Compressed Gases		
Cryogenics		
Industrial Ovens		
Private Fire Hydrants		
Smoke Control Systems/Stair Pressurization		
If yes, Item and Description:		

PLANNING DEPARTMENT

For questions, contact: PlannerOnCall@redmond.gov or 425-556-2494

Planning Item	YES	NO
Exterior modifications to building?		
Change of Land Use? (zoning) i.e. warehouse to gym*		
Sensitive areas on or near site?		
Is permit a PRD/MPRD/PCD/MPCD?		
Building generates noise above 35dBA		
Tree removal proposed?		
Additional building square footage proposed?		
Change in number of existing parking stalls?		
Reducing landscaping square footage proposed?		
Reroofing?		
If yes, Item and Description:		

* When there is a change of land use, a Traffic Trip Generation Study may be required.

For questions, contact: DevelopmentEngineering@redmond.gov or 425-556-2876

RACK STORAGE INFORMATION

Description of storage:

Commodity classification:

Method of storage: (check all that apply)

- ☐ Solid Piles ☐ Plastic Pallets ☐ Racks with solid shelves ☐ Racks ☐ Bin Box Wood Pallets ☐ Encapsulated
☐ Other _____

Pile Storage:

Storage Heights: _____ Pile Dimensions: _____ Aisles: _____

Rack Storage:

Height: _____ Depth: _____ Width: _____ Aisles: _____

- ☐ Single-row racks ☐ Double-row racks ☐ Multiple-row racks

Building Components:

Emergency vehicle access provided to within 150' of all portions of the first floor of the exterior wall? ☐ Yes ☐ No

Distance between exterior access doors: _____

Smoke & Heat vents? ☐ Yes ☐ No

Draft curtains? ☐ Yes ☐ No

Ceiling Height: _____

Sprinkler System:

Ceiling discharge density: _____

In-rack sprinklers: ☐ Yes ☐ No

Deflector height: _____

Head type, temperature rating and K-factor: _____

Additional Information:

An IFC Fire Installation Permit is required to use a building or space for the following:

- Storage of combustible materials in closely packed piles.
- Combustible materials on pallets, in racks, or on shelves where the top of the storage is greater than 12 feet in height.
- High hazard commodities such as rubber tires, Group A plastics, flammable liquids, idle pallets, and similar commodities, where the top of the storage is greater than six feet. Please contact 425.556.2237 or firedevelopmentservices@redmond.gov for additional information regarding Fire Installation Permits.



Greenhouse Gas Data Worksheet

This worksheet is to verify data provided to the City during the entitlement phase of the project; which was used to issue a SEPA threshold determination and collect Greenhouse Gas data. Verification is required to ensure that there are no significant changes to the project which would impact the SEPA threshold determination issued by the City or the calculation of Greenhouse Gas impacts. If you have questions about completing this form, please contact your Project Planner or 425-556-2494 to speak to the Planner on Call.

Project Name: _____ **Building Permit #:** _____

Project Address/Parcel #: _____ **Related Land-use Permit #:** _____

GHG Data Table

Residential Uses Table:

Use or Principal Activity	<u>Number</u> of Dwelling Units	New Pavement <u>Square Footage</u>
New Single-Family Home		
Multi-Family Unit in Large Building (More than 5 units)		
Multi-Family Unit in Small Building (Less than 5 units)		
Mobile Home		

Non-Residential Uses Table:

Use or Principal Activity	New Building <u>Square Footage</u>	New Pavement <u>Square Footage</u>
Education		
Food Sales		
Food Service		
Health Care Inpatient		
Health Care Outpatient		
Lodging		
Retail (Other Than Mall)		
Office		
Public Assembly		
Public Order and Safety		
Religious Worship		
Service		
Warehouse and Storage		
Other: _____		
Vacant		

Use or Principal Activity: Select the Use or Principal Activity which classifies your project. This should match what was listed on the submitted SEPA checklist.

of Dwelling Units: Include the number of dwelling units for residential or mixed-use projects with a residential component.

New Building Square Footage: Include the new building square footage to be constructed for all non-residential uses. Do not provide square footage of residential units.

New Pavement Square footage: Include the new pavement area being added for the project. Calculation should include all new impervious area being added such as driveways, parking outside of the building's footprint within the property line.

Mixed Use Buildings: Report the number of dwelling units in the residential uses table and the square footage of primary non-residential uses, such as retail, in the non-residential uses table. Non-residential square footage does not include square footage associated with residential units.

RCW 64.55

MOISTURE PROTECTION LAW FOR MULTI-UNIT RESIDENTIAL BUILDINGS

- New requirements for new multi-unit residential buildings with more than two units and most multi-unit residential buildings being rehabilitated will apply to buildings permits issued on or after August 1, 2005.
- Plans, details and specifications for the construction of the building enclosure shall be stamped by a licensed engineer or architect and shall include details and specifications that are appropriate for the building in the professional judgment of the architect or engineer which prepared the same to waterproof, weatherproof, and otherwise protect the building or its components from water or moisture intrusion, including details of flashing, intersections at roof, eaves or parapets, means of drainage, water-resistive membrane, and details around openings.
- Any person applying for a building permit for construction of a multiunit residential building or rehabilitative construction shall submit building enclosure design documents to the building department prior to the start of construction.
- If construction work on a building enclosure is not rehabilitative construction because the cost thereof is not more than five percent of the assessed value of the building, then the person applying for a building permit shall submit to the building department a letter so certifying.
- The building department shall not issue a building permit for construction of the building enclosure of a multiunit residential building or for rehabilitative construction unless the building enclosure design documents contain a stamped statement by the person stamping the building enclosure design documents in substantially the following form: **"The undersigned has provided building enclosure documents that in my professional judgement are appropriate to satisfy the requirements of RCW 64.55.005 through 64.55.090."**
- The building department is not charged with determining whether the building enclosure design documents are adequate or appropriate to satisfy the requirements of RCW 64.55.005 through 65.55.090. Nothing in RCW 64.55.005 through 64.55.090 requires a building department to review, approve, or disapprove enclosure design documents.
- All multiunit residential buildings shall have the building enclosure inspected by a qualified building enclosure inspector during the course of initial construction and during rehabilitative construction.
- The third-party, qualified building enclosure inspector shall submit a signed letter of certification prior to building final regarding the inspection and substantial compliance of the building with the building envelope enclosure design documents.
- **Building enclosure means** that part of any building, above or below grade, that physically separates the outside of exterior environment from interior environments and which weatherproofs, waterproofs, or otherwise balcony support columns, decks, windows, doors, vents, and other penetrations through exterior walls, which waterproof, weatherproof, or otherwise protect the building or its components from water or moisture intrusion. Interior environments consist of both heated and unheated enclosed spaces. The building enclosure includes, but is not limited to, that portion of roofs, walls, balcony support columns, decks, windows, doors, vents, and other penetrations through exterior walls, which waterproof, weatherproof, or otherwise protect the building or its components from water or moisture intrusion.



Applies to permit applications submitted on or after May 1, 2025

Building Permits: Waste Reporting Requirements



Reporting Site

Waste from construction projects must be reported on our online platform. See our [reporting guide](#).



Waste Plan

Once your building permit is approved, set up the project on our [online waste tracking platform](#). It will walk you through creating a waste plan.

The project's waste plan will identify:

- how much waste you expect to generate,
- what materials you plan to dispose or recycle,
- and where you plan to take construction waste.

redmond.wastetracking.com



Waste Reporting

Throughout construction, report waste and upload waste tickets on our [online platform](#).

There is no requirement for recycling or salvage. Construction debris must be taken to designated facilities ([see list](#)).

Waste reporting must be completed before the permit can receive final inspection approval and a Certificate of Occupancy can be issued.

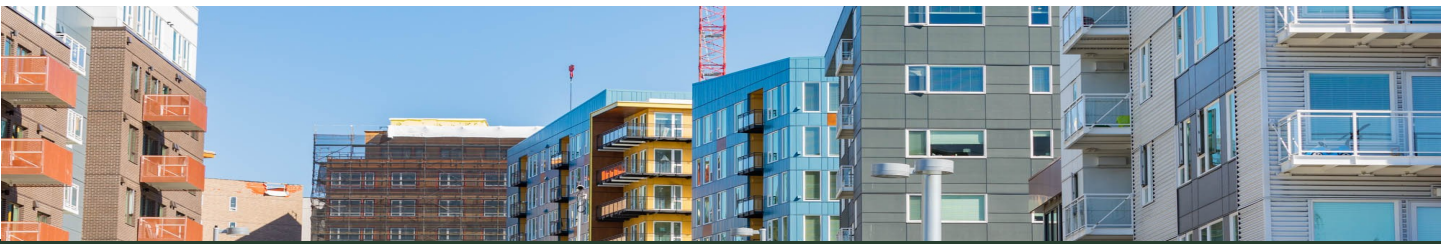


More information at redmond.gov/cdwaste



Redmond
WASHINGTON

Notice of nondiscrimination is available at redmond.gov/TitleVI
无歧视声明可在本市的网址 redmond.gov/TitleVI 上查阅
El aviso contra la discriminación está disponible en redmond.gov/TitleVI



Commercial Building Permit Application

☐ Commercial ☐ Multi-Family ☐ Mixed Use ☐ Change of Occupancy



Redmond
WASHINGTON

redmond.gov/BuildingPermits

TYPE OF WORK

☐ New ☐ Accessory Structure ☐ Addition ☐ Garage ☐ Modular ☐ Portable ☐ Reroof
☐ TI ☐ Exterior Alteration ☐ Rack Storage ☐ Awning ☐ Dock ☐ Fence ☐ Pool

SITE LOCATION

Site address: _____
Suite/FLR/RM: _____
Tax parcel number: _____
Project name/Tenant: _____
Plat name/Lot number: _____
Property owner: _____
Mailing address: _____
City _____ State: _____ Zip: _____

VALUE OF CONSTRUCTION & KING COUNTY ASSESSORS IMPROVEMENT VALUE*

Value of Construction: \$ _____

The value of construction shall be based on the value of the work that is being performed. The total value of work shall include materials and labor but does not include the value of trade permits.

Value calculations for new square footage are based on the type of construction and occupancy. [Development Service Fees page](#)

Taxable Improvements Value: \$ _____

Find this value here: [King County Department of Assessments: eReal Property](#). Search for your property, then click on the "Property Detail" tab. Scroll down to find the "Taxable Imps Value" for the current year.

DETAILED DESCRIPTION OF WORK

APPLICANT

Contact Person: _____
Company Name: _____
Phone: _____
Email: _____
Mailing address: _____
City _____ State: _____ Zip: _____

DESIGNED BY ☐ ARCHITECT ☐ ENGINEER

Contact Person: _____
Company Name: _____
Phone: _____
Email: _____
Mailing address: _____
City _____ State: _____ Zip: _____

CONTRACTOR

Company name: _____
Phone: _____
Email: _____
Mailing address: _____
City _____ State: _____ Zip: _____
UBI # _____
State contractor's license #: _____
Contractor has a City of Redmond Business License? ☐ Yes

GREEN CERTIFICATION LEVEL

Built Green: ☐ 4 star ☐ 5 star
LEED for Homes: ☐ Silver ☐ Gold ☐ Platinum

LENDER INFORMATION

☐ N/A

Lender Name: _____
Phone _____ Email _____
Mailing address: _____
City _____ State: _____ Zip: _____

BUILDING INFORMATION

Automatic Sprinkler Required ___ Yes ___ No
Automatic Sprinkler Provided ___ Yes ___ No
Quick Response Throughout ___ Yes ___ No
Quick Response per Occupant ___ Yes ___ No
Number of Stories _____
Special Conditions * ___ Yes ___ No

*If Yes, please explain _____

Alarm ___ Yes ___ No
Hazardous Materials ___ Yes ___ No
Basement ___ Yes ___ No
Change of Occupancy ___ Yes ___ No
Certificate of Occupancy Required ___ Yes ___ No
Smoke Control * ___ Yes ___ No

* If Yes, the design and construction documents shall be submitted as a separate Fire Installation permit in conjunction with Building Permit Application.

BUILDING INFORMATION FOR PROPOSED WORK - PER IBC

Location *	Interior Remodel (SF)	New/Added (SF)	Type of Construction	Proposed Occupancy	# of occupants	Non-separated use?
Total						

* Enter location by occupancy type (i.e. B, S-1, E, M, etc.) and by floor or suite number.

EXISTING BUILDING INFORMATION

Locate the building history form here <http://gis.redmond.gov/pv/#/MapView> and enter the information below. If a form is not available, the information will be verified during plan review.

GIS #	Construction Type	Occupancy	Square Footage	Code Year

ADDITIONAL APPLICANTS THAT NEED ACCESS TO THE PERMIT

Name: _____ Company: _____

Name: _____ Company: _____

Name: _____ Company: _____

Applicants must be registered in the City of Redmond REPS system: [Civic Access \(redmond.gov\)](http://CivicAccess.redmond.gov)

BUILDING OWNER OR AUTHORIZED AGENT

Expiration of Permit: Per RMC 15.08 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 365 days after the date of filing unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 365 days each. The extension shall be requested in writing and justifiable cause demonstrated.

I hereby certify that I have read and examined this application and know the same to be true and correct, and I am authorized to apply for this permit.

Print Name: _____ Date: _____

Signature: _____