

NON-RESIDENTIAL BUILDING

Submittal Checklist



Building Permit Checklist is designed to provide guidance in the submittal of Non-Residential, Commercial, Mixed Use and/or Multifamily permit applications, as well as the addition and/or alteration of these structure types.

The following checklist sets the minimum requirements for a complete application. If you are not providing an item, specify the reason for omission at the end of this document. The submittal will be deemed incomplete if the submittal does not meet the minimum requirements of this checklist.

1	Building and Fire Prevention Permit Application	☐
2	Site Plan	☐
3	Construction Plans	☐
4	Structural Calculations	☐
5	Building Height Calculation Worksheet	☐
6	Engineers Truss Drawings	☐
7	Water Availability Letter	☐
8	Sanitary Connection	☐
9	Preliminary Mechanical Plans	☐
10	Preliminary Plumbing Plans	☐
11	Geotechnical Report	☐
12	Letter of Special Inspection	☐
13	Impact Fees Worksheets	☐
14	Other Supporting Documents	☐

Upload PDF copies of the documents to the City's [Permit Portal](http://portal.cityofedgewood.org) (portal.cityofedgewood.org). Name each item exactly as identified in the table of documents. Include the name of the project and name and address of the applicant on every document. All documents must comply with our [Electronic Document Submittal Standards](#).

DOCUMENT COMPONENTS

1. Building and Fire Prevention Permit Application – A completed and signed [Building and Fire Prevention Application Form](#).
2. Site Plan – Please provide a copy of your approved site plan from your Design Review Permit. This overall layout of the property should clearly identify the specific structure this application pertains to.

3. Construction Plans – Plans should include the following
 - a. Architectural Drawings – Floor plans showing location, size and use of rooms, hallways, corridors, doors, walls and windows. Required fire walls and doors shall be identified, as well as other required fire-rated assemblies. In addition roof plans, designation of room use, elevations, building sections, details, dimension, etc. If prepared by a WA State licensed design professional, the plans must be stamped and signed by the design professional.
 - b. ADA Compliance Information – such as location and dimensions of accessible routes, ramps, turning spaces, restrooms, etc.
 - c. Restrooms and plumbing fixtures – serving the tenant space shall be identified, whether existing or proposed.
 - d. Building Code Compliance Information – including the building's type of construction, occupancy classification, calculated occupant load, fire sprinkler or fire alarm type (if present), means of egress components, etc.
 - e. Energy Code Compliance – Information shall be included on plans consistent with the submitted Energy Code Compliance Worksheets.
 - f. Multiunit Residential Building or Rehabilitative Construction – The building permit shall not be issued for construction of a building enclosure of a multiunit residential building or for rehabilitative construction unless the building enclosure design documents have been submitted and contain a stamped statement by the person stamping the building enclosure documents that states substantially the following: "The undersigned has provided building enclosure documents that in my professional judgment are appropriate to satisfy the requirements of RCW 64.55.005 through 64.55.090."
 - g. Structural Drawings – Structural notes, design criteria, foundation plan, framing plan, shearwall, holdowns, connection details, truss layout, etc. If prepared by a WA State licensed design professional, the plans must be stamps and signed by the design professional.
 - h. Architectural and Structural Scales and Orientation shall be consistent – review the our [Electronic Document Submittal Standards](#) for recommended scales.
 - i. Plans must be prepared by a licensed architect or engineer if the project includes any of the following:
 - i. A project size more than 4,000 square feet (or combined square footage of more than 4,000 square feet of simultaneous projects in the same building)
 - ii. Alteration of fire-rated construction
 - iii. Alteration to the means of egress, including barrier free provisions
 - iv. An increase in occupant load
 - v. When prepared by a WA State licensed design professional, the plans must be stamped and signed by the design professional
4. Structural Calculations – Structural calculations supporting the construction plan design shall detail the prescriptive path or calculations for lateral and gravity structural design. Calculations performed by a WA State licensed design professional shall bear the stamp of the design

professional. This includes but not limited to any and all work performed by the engineer of record, the calculations and all plan sheets that contain structural information, such as design criteria, connection details, footing/foundations, framing, shearwalls and holdowns.

5. Building Height Calculation Worksheet – Please provide a completed [Building Height Calculation Worksheet](#). The building heights shown on the elevations within the construction plans shall be consistent with this worksheet. Benchmarks shall be shown on the site plan and consistent with this worksheet.
6. Engineers Truss Drawings – Please provide the entire truss specification packet that is stamped and signed by the truss manufacturer.
7. Water Availability Letter – Please provided a Water Availability Letter indicating the nearest hydrant and fire flow (GPM) available. Water Availability Letters must be completed and signed by the water purveyor.
8. Sanitary Connection - Determine the type of sanitary connection available at the project site and provide one of the following.
 - a. Septic - Onsite System – Approval from the Tacoma Pierce County Health Department (TPCHD) complete with stamped approved site plan showing exact location of the onsite septic system and the number of allowed bedrooms.
 - b. Septic - Community System – Proof of application of the TPCHD community septic connection permit including the submitted septic design stamped received by the Health Department.
 - i. *A copy of the issued sewer connection permit is required to be submitted prior to the issuance of this permit.*
 - c. Sewer Connections - Letter of sewer availability from City of Edgewood Public Works, or partner agency. A proof that the sewer connection permit application is under review by the sewer purveyor is preferred.
 - i. *A copy of the issued sewer connection permit is required to be submitted prior to the issuance of this permit.*
9. Preliminary Plumbing Plan – Preliminary Plumbing plans should include the following:
 - a. Fixture counts
 - b. Isometric drawing
 - i. Pipe sizing
 - ii. Water supply
 - iii. Drainage systemsPlumbing work shall be applied for under a separate [Plumbing Permit](#)
10. Preliminary Mechanical Plan – Preliminary Mechanical plans should include the following:
 - a. HVAC Equipment counts
 - b. Isometric drawing

- i. Duct sizing
- ii. Registers
- iii. Returns
- iv. Supply
- v. Appliance locations

Mechanical work shall be applied for under a separate [Mechanical Permit](#)

11. Geotechnical Report – Required if construction will occur in an area containing soft compressible soils, or where there are landslide or seismic hazards, or when the foundation design calls for unique or deep foundations.
12. Letter of Special Inspection – Please complete and sign the City's [Letter of Special Inspection](#)
13. Impact Fees Worksheets
 - a. Traffic Impact – Submit a completed [Traffic Impact Fee Worksheet](#).
 - b. Park Impact – If your project includes the creation of new dwelling units, submit a completed [Park Impact Fee Worksheet](#)
 - c. School Impact – Deferred Submittal – If your project includes the creation of new dwelling units, your School Impact Letter must be obtained and uploaded to your permit file prior to issuance. You can obtain this letter directly from the school district. You will be provided with a *School Impact Fee Worksheet*. This worksheet is required to be presented to the School District at time of payment.
14. Other Supporting Documents – Other drawings or documents as required for specific projects to fully demonstrate the scope of work and how it complies with current adopted building codes.

ADDITIONAL STEPS

- ☐ Electrical work shall be applied for under a separate [Electrical Permit](#).
- ☐ Plumbing work shall be applied for under a separate [Plumbing Permit](#)
- ☐ Mechanical work shall be applied for under a separate [Mechanical Permit](#)
- ☐ Fire Prevention work shall be applied for under a separate [Fire Prevention Permits](#) (Underground, Standpipes, Suppression, Sprinklers, Alarm, Tanks, etc)
- ☐ Demolition of existing structure(s) shall be applied for under a separate [Demolition Permit](#)
- ☐ If full or partial demolition is to occur which would render the building uninhabitable, you must contact the [Puget Sound Clean Air Agency](#) whether there is asbestos or not. Call 1-800-552-3565 with questions or go to PSCAA website for instructions and regulations.
- ☐ If Fats, Oils & Grease (FOG) will be produced by this tenant, certain requirements must be met and will be required to be documented as part of the plumbing work. Contact Public Works at engineering@edgewoodwa.gov.

If any document is not provided with this application, please explain using the corresponding item number.

Item	Reason for Omission
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