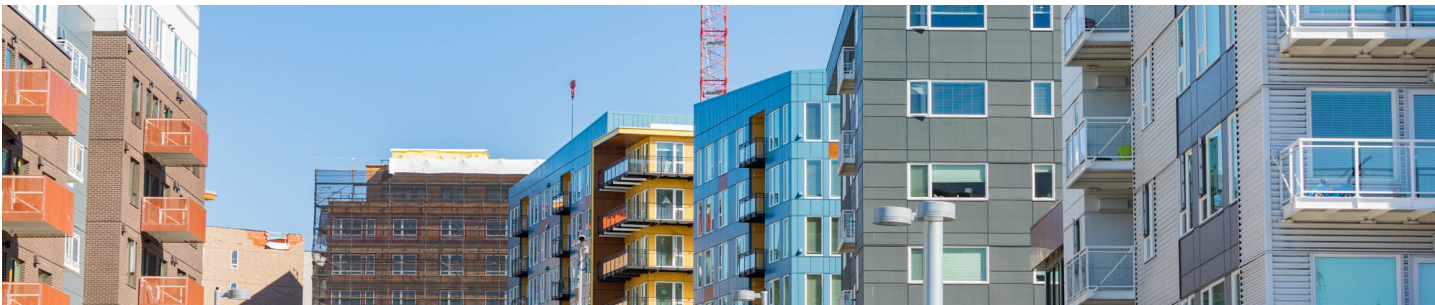




Miscellaneous Building Permit Packet

Rack Storage, Retaining Wall, Vault & Wireless Antenna



Redmond
WASHINGTON

redmond.gov/BuildingPermits

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

City of Redmond Design Requirements

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

Design Wind Speed	See 2021 IBC figure 1609.3
Ground Snow Load	15 psf (snow drift per ASCE 7-10)
Rain-on-Snow Surcharge	5 psf added to flat roofs per (ASCE 7-10)
Seismic Design Category	D
Rainfall	1"/hr (UPC Table D101.1)
Frost Line Depth	12"
Soil Bearing Capacity	1500 psf unless a Geotechnical report is provided (IBC Table 1806.2)

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](#)

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.

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)

___ **Building Permit Application**

___ **Site Plan: required for each type of work**

- ⇒ *Rack Storage*
 - Location of building, accessible parking, number of parking spaces, route of travel
- ⇒ *Retaining Wall*
 - Easements, Right-of-way, utilities, property lines, grading, ROW (if applicable)
- ⇒ *Vault*
 - Grading information, building and vault location, easements and Right-of-Way
- ⇒ *Wireless Antenna*
 - If on a monopole: provide location, easements, ROW (if applicable) and property lines

___ **Drawings: Stamped and signed by a Washington State Engineer**

- ⇒ *Rack Storage*
 - Specify the use of each room/area, including shafts, electrical/mechanical rooms and elevators
 - Complete means of egress, common path of travel, travel distance, and diagonal distance
 - Provide door and door hardware schedules (where applicable)
 - Specify rated walls, doors, windows and penetrations (where applicable)
 - Specify required rack anchorage
 - Specify required plaque showing maximum rack load
 - Show layout of racks including dimensions and rack type
 - Design load values, minimum design concrete strength, reinforcing bar grade, blocking, and bolts, where applicable.
- ⇒ *Retaining Wall*
 - Length of wall in plan thickness & height of wall, type of wall.
- ⇒ *Vault*
 - Dimensions including thickness of walls, length, breadth & depth/height.
 - Foundation details including thickness and reinforcing details.
 - Precast or cast in place vault lid detail. (soil cover depth for lid)
- ⇒ *Wireless Antenna*
 - Show attachment to the structure for antenna, attachment of equipment and ground work.

___ **Structural Calculations: Stamped and signed by a Washington State Engineer**

- ⇒ *Rack Storage*
 - Required for seismic bracing required of racks greater than 5'9" in height.
- ⇒ *Retaining Wall*
 - Indicate surcharge (where applicable)
- ⇒ *Vault*
 - Indicate loading for fire truck and vector truck (where applicable).
- ⇒ *Wireless Antenna*
 - Include wind analysis

SUBMITTAL CHECKLIST - CONTINUED

___ **Statement of Special Inspections Form** - owner/agent and engineer signatures required at intake.

___ **Geotechnical Engineering Report** - required for Vault and Retaining walls. May be required for wireless if antennas are installed on a monopole.

If applicable, submit the following:

___ **Approval from Public Works Water and Waste Water Division** - required for wireless antenna equipment installed on City owned property.

WIRELESS INSTALLATION

ON CITY OWNED PROPERTY

For example, an antenna installed on an existing city owned water tank

Provide approved construction drawings by Public Works Water & Waste Water Division.

Email WirelessAntennaPermit@redmond.gov

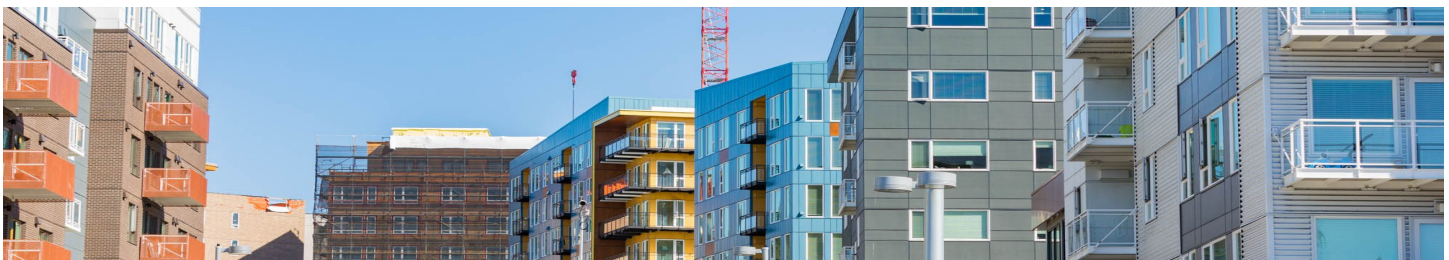
IN THE RIGHT-OF-WAY

Right of way permits are required if the wireless facility is within the right-of-way.

Right of Way Department:

Email: ROWPermit@redmond.gov

Call: 425-556-2723



Statement of Special Inspections



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redmond.gov/BuildingPermits

In accordance with Chapter 17 of the current adopted International Building Code (IBC), the **owner**, or the **registered design professional in responsible charge** acting as the owner's agent, is required to hire an independent testing/inspection agency to perform required special inspections.

The independent agency hired to perform the duties of special inspection is required to be a registered agency with Washington Association of Building Officials (WABO), under the Special Inspection Registration Program (SIRP) Standard No. 1701 or most current adopted special inspection standard published by WABO.

The design professional shall complete the attached forms and submit them to the Building Department prior to issuance of the building permit. For projects requiring continuous inspection, the preparer shall submit the name and qualifications of the individual (s) assigned to the project. The inspectors assigned to any project within the Jurisdiction shall be currently registered with WABO and certified for the disciplines assigned.

Contractor's Responsibilities

Notify the agency

The contractor is responsible for notifying the inspection agency in enough time for scheduling personnel to perform required inspections.

Provide written statement of responsibility

The contractor shall provide a written statement of responsibility as required in IBC Section 1704 for construction of designated main wind or seismic force resisting system.

Provide access to Jurisdiction approved plans

The approved plans shall be readily accessible at the job site.

Provide access to work

The contractor shall provide reasonable access to all work requiring special inspection.

Retaining special inspection reports at the job site

The contractor is also responsible for retaining at the job site all special inspection records submitted by the special inspector and providing these records for review by the Building Department's inspector upon request.

Notify Jurisdiction of special inspections prior to scheduled inspection time.

Duties of the Special Inspector

Observe the work

The inspector shall observe the work for compliance with the Jurisdiction approved plans, specifications, and applicable provisions of the IBC. The architect/engineer's reviewed shop drawings, and/or placement drawings, may be used only as an aid to inspections.

Continuous Special Inspection – The full-time observation of work requiring special inspection by an approved special inspector who is present in the area where the work is being performed.

Periodic Special Inspection – The part-time or intermittent observation of work requiring special inspection by an approved special inspector who is present in the area where the work is being performed and at the completion of the work.

Duties of the Special Inspector (Continued from Previous Page)

Report non-conforming items

The inspector shall bring non-conforming items to the immediate attention of the contractor and note all such items in the daily report. If any item is not resolved in a timely manner and is about to be incorporated in the work, the special inspector shall immediately notify the Building Department, the engineer or architect, his/her office.

Furnish daily reports

The special inspector shall complete a daily report for each day's inspections. The daily reports shall remain at the job site with the contractor for the Building Department's inspector. The reports shall include the following:

- Name of special inspector with WABO certification number and certification type, date, time, temperature, and weather conditions
- Description of the inspections, with locations and tests performed
- List of any non-conforming items
- Describe how items were resolved or unresolved
- List of any changes or corrections to non-conforming issues authorized by the engineer, architect, or Jurisdiction's building inspectors

Furnish weekly reports

The inspection agency shall furnish weekly reports of the tests and inspections performed directly to the Building Department, project engineer, architect, and/or others as designated.

Furnish final report

The inspection agency shall submit a final signed report to the Building Department stating that all items requiring special inspections and testing were fulfilled, all discrepancies were corrected or resolved, and all work requiring special inspections is in conformance with the approved design drawings and specifications.

Any items unresolved or discrepancies in coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

Jurisdiction's Responsibilities

To verify compliance

The Jurisdiction is required to oversee the implementation of Structural Tests and Special Inspection requirements found in IBC Chapter 17 and the WABO - SIRP Standards 1701.

Review special inspections

The Building Department shall review all special inspectors and special inspection requirements.

Monitor special inspections

Work requiring special inspections, and the performance of special inspectors, shall be monitored by the Building Department's inspector. The jurisdiction's approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

Issue Certificate of Occupancy

The Building Department will only issue a Certificate of Occupancy after all special inspection reports and the final special inspection report have been submitted and accepted.

Owner Responsibilities

The owner, the design professional in responsible charge acting as the owner's agent, shall fund special inspection services. The owner is responsible for seeing that these requirements are met.

Registered Design Professional Responsibilities

- The registered design professional in responsible charge (engineer, or architect), shall include special inspection requirements and specifications on the plans.
- Provide structural observation Per IBC Section 1704 as amended by the State of Washington requirements and specifications on the plans.
- Prepare the Statement of Special Inspections in accordance with IBC section 1704 and identify Structural Testing for Seismic Resistance per IBC section 1705 (When required). The statement of special inspections shall identify items fabricated on the premises of an approved fabricator where special inspections are not required by section 1704.2.5
- Review the special inspection reports and provide corrective action for work that may not conform to the approved plans.

PROJECT AND CONTACT INFORMATION

Project Name _____

Permit # _____

Address _____

Date _____

Inspection Agency

Contact Person _____

Phone # _____

Address _____

City _____ **Zip** _____

Geotechnical Engineer (Fill in the blanks with "N/A" if no special inspection / geotechnical observation is required)

Contact Person _____

Phone # _____

Address _____

City _____ **Zip** _____

Design Professional

Contact Person _____

Phone # _____

Address _____

City _____ **Zip** _____

ACKNOWLEDGMENTS

I have read and understood my responsibilities regarding special inspections.

Owner/Agent

Name _____ **Company** _____ **Signature** _____ **Date** _____

Contractor

Name _____ **Company** _____ **Signature** _____ **Date** _____

Inspection Agency

Name _____ **Company** _____ **Signature** _____ **Date** _____

Geotechnical Engineer (Fill in the blanks with "N/A" if no special inspection / geotechnical observation is required)

Name _____ **Company** _____ **Signature** _____ **Date** _____

Registered Design Professional in Responsible Charge

Name _____ **Company** _____ **Signature** _____ **Date** _____

Check Required Special Inspections (IBC 1705):

General

- ___ Structural Welding (1705.2, AISC 360)
- ___ High Strength Bolting (1705.2, AISC 360)
- ___ Structural Concrete and Reinforcing Bars (1705.3)
- ___ Prestressed Concrete and PT tendons (1705.3)
- ___ Anchor Bolts in Concrete (1705.3)
- ___ Expansion and Adhesive Anchors (1705.3)
- ___ Shotcrete (1705.3)
- ___ Masonry (1705.4, TMS 402, TMS 602)
- ___ Wood - High Load Diaphragms / Trusses (1705.5)
- ___ Soils - Grading, Excavation, and Filling (1705.6)
- ___ Driven Deep Foundations (1705.7)
- ___ Cast-in-Place Deep Foundations (1705.8)
- ___ Helical Pile Foundations (1705.9)

Wind / Seismic

- ___ Structural Steel and Welding (1705.13.1, AISC 341)
- ___ Structural Wood (1705.12.1, 1705.13.2)
- ___ Cold-Formed Steel Light-Frame (1705.12.2 /13.3)
- ___ Architectural Components. (1705.13.5)
- ___ Mech. and Elec. Components (1705.13.6)
- ___ Storage Racks (1705.13.7)

Fire Resistance

- ___ Sprayed Fire-Resistant Materials (1705.15)
- ___ Mastic and Intumescent Coatings (1705.16)
- ___ Fire-Resistant Penetrations (1705.18)
- ___ Smoke Control / Stair Pressurization (1705.19)

Others

- ___ Exterior Insulation and Finish System (1705.17)

List other inspections not listed above and required by the Design Professional or the Building Official (1705.1)

*List the Fabricated Items to be fabricated by the Approved Fabricators (1704.2.5)

Specify designated seismic systems that require seismic qualification (1705.13.4, ASCE 7:13.2.2)

List the items of Structural Observations by Design Professional (IBC 1704.6)

Specify Structural Testing for Seismic Resistance (IBC 1705.14)

Structural Steel (1705.14.1)

Test Description _____ Frequency _____

Nonstructural Components (1705.14.2)

Test Description _____ Frequency _____

Other Testing Required by Design Professional or Building Official

Test Description _____ Frequency _____

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.

Rack Storage, Stormwater Vault and Wireless Antenna permits are exempt from waste reporting requirements.

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.

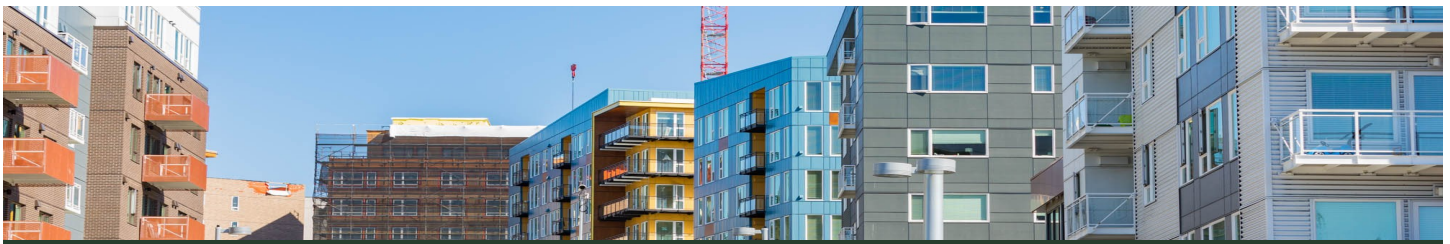


More information at redmond.gov/cdwaste



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



Miscellaneous Building

Permit Application



Redmond
WASHINGTON

redmond.gov/BuildingPermits

Permit Type: ☐ Rack Storage ☐ Stormwater Vault* ☐ Retaining Wall* ☐ Wireless Communication Facility*

*Multiple structures are allowed on one permit as long as they are on one parcel.

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](#)

SITE LOCATION

Site address: _____ Suite/FLR/RM: _____

Tax parcel number: _____ Project name/Tenant: _____

Property owner: _____ Mailing address: _____

City _____ State: _____ Zip: _____

APPLICANT

Contact Person: _____ Company Name _____

Email: _____ Phone: _____

Mailing address: _____

City _____ State: _____ Zip: _____

WIRELESS COMMUNICATION FACILITY - DESCRIPTION OF WORK - LOCATION, QUANTITY AND ASSOCIATED GROUND WORK IF ANY

STORMWATER VAULT - DESCRIPTION OF WORK - INCLUDE THICKNESS OF WALLS, LENGTH, BREADTH AND DEPTH/HEIGHT

RETAINING WALL - DESCRIPTION OF WORK - TYPE OF WALL, DIMENSIONS (LENGTH, THICKNESS AND HEIGHT)

RACK STORAGE - DESCRIPTION OF WORK - INCLUDE NUMBER OF RACKS, TYPE AND RACK DIMENSIONS (LENGTH, WIDTH AND HEIGHT)

MISCELLANEOUS PERMIT APPLICATION - CONTINUED**DESIGNED BY** ☐ **ARCHITECT** ☐ **ENGINEER**

Company Name: _____ Contact Person: _____
Email: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____

CONTRACTOR

Company Name: _____ Email: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____
UBI: _____ State contractor's license #: _____
Contractor has City of Redmond business license? ☐ Yes
Contractors are required to have a City of Redmond business license prior to working in the City.
Get a Redmond City business license here: [WA State DOR](#)

WHO IS PAYING FOR THE PERMIT? ☐ **CONTRACTOR** ☐ **APPLICANT** ☐ **OWNER** ☐ **DESIGN PROFESSIONAL**

If the Payee is none of the above, please provide contact information:

Name: _____ Email: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____

LENDER INFORMATION ☐ **N/A**

Lender Name: _____ Email: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____

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 \(redmond.gov\)](#)**BUILDING OWNER OR AUTHORIZED AGENT**

Expiration of Permit Review: Applications for which no permit is issued within 365 days following the date of application, shall expire and all fees paid shall be forfeited. Upon written request of the applicant and prior to expiration, the Building Official may grant a single 365 day extension to the plan review time as specified in RMC Chapter 15.12. No application shall be extended for a period of more than 365 days. See the Fee Schedule for extension fee information.

Expiration of Permit: Permits for which no inspection has been performed will expire 365 days from the date of issuance. If an inspection is passed before the expiration date of the permit, the expiration date will be extended to 365 days from the date of the latest successful inspection (except for Final Inspections). The customer can choose to pay a fee in order to extend the expiration date of the permit an additional 365 days. Once the permit is expired the customer has 365 days to pay a fee to reinstate the permit. Any permits expired for more than a period of 365 days will not be able to be reinstated and a new permit will need to be applied and paid for. Permits cannot be reactivated across code cycle changes.

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: _____