



COMMUNITY DEVELOPMENT DEPARTMENT  
 6000 Main Street SW  
 Lakewood, WA 98499  
 253-512-2266  
[permits@cityoflakewood.us](mailto:permits@cityoflakewood.us)  
[www.cityoflakewood.us](http://www.cityoflakewood.us)

## New Construction Commercial Building Permit Checklist

*Electronic submittals are strongly encouraged, please contact the City of Lakewood permitting department at [permits@cityoflakewood.us](mailto:permits@cityoflakewood.us) to submit electronically.*

Use this checklist to help gather all of the required information and documents in order to submit a complete building permit application for a project involving construction of a new commercial, multifamily building, or addition. **Please note, incomplete applications will not be accepted.**

**\*IMPORTANT: all required documents must also be submitted digitally via Dropbox, flash drive or CD**

Land Use Approval is recommended prior to submitting the building permit application to avoid delay in project review. If the project has not received Land Use Approval, it may be placed on hold until Land Use review is completed. To contact the planning department to learn more please email [permits@cityoflakewood.us](mailto:permits@cityoflakewood.us).

Project Name:

Did the project receive Land Use Approval? No  Yes

City Planner:

Permit #

### GENERAL SUBMITTAL DOCUMENTS

Req.	Sub.	<i>*All required documents must also be submitted digitally</i>
<input type="checkbox"/>	<input type="checkbox"/>	Completed Commercial Building Permit Application form
<input type="checkbox"/>	<input type="checkbox"/>	Commercial Building Permit Checklist
<input type="checkbox"/>	<input type="checkbox"/>	Check, cash, Visa/MasterCard for applicable fees
<input type="checkbox"/>	<input type="checkbox"/>	<b>One</b> Certificate of Water Availability
<input type="checkbox"/>	<input type="checkbox"/>	<b>One</b> Copy of sewer pre-treatment approval certificate <i>(Must apply separately with Pierce County Sewer. Certificate is required prior to building permit issuance. Not required for submittal)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Three</b> Building packet <i>(see following pages for packet requirements)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Two</b> Planning packet <i>(see following pages for packet requirements)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Two</b> Public Works Engineering packet <i>(see following pages for packet requirements)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Two</b> Fire packet <i>(see following pages for packet requirements)</i>

## MINIMUM DRAWING REQUIREMENTS

- ◆ Plans shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed, and shall demonstrate how the proposed work conforms to the provisions of adopted codes and ordinances. Each plan sheet should be titled and each drawing therein should be labeled.
- ◆ Architectural plans must be drawn to scale (1/4" or 1/8"), dimensioned, and labeled.
- ◆ Civil site plans must be drawn to scale (1" = 20' minimum), dimensioned, and labeled.
- ◆ Plan sheet size must be 24" x 36".
- ◆ Plans shall be drawn in indelible ink. Plan sheets that are cut and pasted, taped, or that have been altered by any means will not be accepted for plan review.
- ◆ Topographic and boundary survey must be stamped by a surveyor licensed in the state of Washington. Survey datum must be KCAS or NAVD 88.
- ◆ All structural plan sheets must be stamped by a licensed structural engineer with the state of Washington.
- ◆ All civil plan sheets must be stamped by a civil engineer licensed in the state of Washington.
- ◆ Projects over 4,000 square feet in area must be designed, stamped, and signed by an architect licensed to practice in Washington State.
- ◆ Drawings and construction documents prepared by a Washington State design professional, whether required to be or not, must be stamped and signed by the preparer.

## BUILDING PACKET REQUIREMENTS

Req.	Sub.	<i><b>*All required documents must also be submitted electronically</b></i>
<input type="checkbox"/>	<input type="checkbox"/>	<b>A. Structural Calculations</b> including one original "wet-stamped" copy
<input type="checkbox"/>	<input type="checkbox"/>	<b>B. Washington State Energy Code compliance forms</b> <input type="checkbox"/> Envelope <input type="checkbox"/> Mechanical <input type="checkbox"/> Interior lighting <input type="checkbox"/> Exterior lighting
<input type="checkbox"/>	<input type="checkbox"/>	<b>C. Soils Report</b> prepared by a Geotechnical Engineer
<input type="checkbox"/>	<input type="checkbox"/>	<b>D. Cover Page</b>
		1. Project Name. 2. Project Contact (Name, Address, Phone Number, Email). 3. Project Scope of work 4. Sheets index 5. Building information: <ul style="list-style-type: none"> <li><b>I.</b> Specify model code information</li> <li><b>II.</b> Construction type</li> <li><b>III.</b> Number of stories and total height in feet</li> <li><b>IV.</b> Building square footage (per floor and total)</li> <li><b>V.</b> IBC occupancy classification</li> <li><b>VI.</b> Type of sprinkler system</li> <li><b>VII.</b> Occupancy load calculations</li> <li><b>VIII.</b> Architect of record</li> <li><b>IX.</b> Structural engineer of record</li> <li><b>X.</b> Owner</li> <li><b>XI.</b> List of deferred submittals.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>E. Site Plan (Scale 1"=20') or dimensioned and labeled)</b>
		1. North arrow, bar scale, and vicinity map. 2. Basic data (type of structure, square footage, location). 3. Location and dimensions of existing and proposed structures, property lines, sidewalks, easements, parking layout, street edges, mechanical equipment, trash enclosures, outdoor uses, storage areas, fencing, rockeries, and retaining walls. 4. Show <b>with dashed lines</b> any existing structures to be demolished. 5. Streams, ponds, wetlands, natural drainage courses, and other surface water features on or within 225 feet of the site. 6. Site contours and drainage (existing in dashed and new in solid lines) and details. 7. Existing and proposed utilities including: utility poles and boxes, transformers, generators, water, storm sewer, sanitary sewer, and fire hydrants. 8. Total parking stalls count. Show required van accessible parking space with an adjacent access aisle per ICC/ANSI Standard A1117.1-2009, ANSI 502.4.

<input type="checkbox"/>	<input type="checkbox"/>	<b>F. Foundation Plan</b>
		<ol style="list-style-type: none"> <li>1. Stamped engineering calculations and structural drawings are required for all foundations/footings.</li> <li>2. Provide plan view of foundation.</li> <li>3. Location and size of exterior and interior bearing foundations/footings.</li> <li>4. Location, size, embedment, and spacing of reinforcing steel anchor bolts, hold downs (if required), and post to footing connections.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<b>G. Floor Plan</b>
		<ol style="list-style-type: none"> <li>1. Show all rooms. Specify the use and size of all rooms (classify use per <i>International Building Code</i> [IBC] 302).</li> <li>2. Wall legend must delineate new, existing, demolished, and relocated construction.</li> <li>3. Show location, size, and door swing for all required exits.</li> <li>4. Provide egress plan showing exits, and separation of exits, common path of travel, travel distance, occupancy separation, stair enclosure ratings, and exit signs locations.</li> <li>5. Provide square footage and occupancy type of each room on every floor.</li> <li>6. Provide non-separation calculations and mixed use ratio calculations.</li> <li>7. Provide summary of all occupancies within the building and</li> <li>8. Specify size, grade, species, direction of run, span, and spacing of all framing members (may be provided on floor plan in lieu of separate framing plans).</li> <li>9. Provide reflected ceiling plan. Show required draft stopping for combustible construction. Show attic access.</li> <li>10. Means of egress illumination photometric.</li> <li>11. Indicate on the plans all rated walls, doors, windows, &amp; penetrations.</li> <li>12. Provide doors &amp; doors hardware schedule.</li> <li>13. Provide windows schedule.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<b>H. Framing Plan</b>
		<ol style="list-style-type: none"> <li>1. Specify size, span, spacing, species, and grade of lumber, or manufacturer and series of steel framing for all framing members.</li> <li>2. Provide attachment details for top and bottom plates. Specify size and spacing of fasteners.</li> <li>3. Clearly show bearing and shear walls. Specify nailing schedule.</li> <li>4. Show materials and method of connection for all posts to beams connections.</li> <li>5. Special connection methods must be detailed to show how the structure is held together.</li> <li>6. Provide deflection detail stamped by architect or engineer for full height walls.</li> <li>7. Vertical walls cross section for fire resistive, load bearing, and non-load bearing walls.</li> <li>8. Include a stair section showing rise, riser height, tread depth, landings, headroom, handrails and guard dimensions.</li> <li>9. Include size, spacing, and anchorage of stringers.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<b>I. Building Elevations</b>
		<ol style="list-style-type: none"> <li>1. Front, rear, and side (labeled as north, south, east, and west) building elevations of proposed structures. Show full height elevation from finish floor to highest point of structure.</li> <li>2. Specify finished materials to be utilized in construction. Specify size of all materials.</li> <li>3. Show shear walls and/or diagonal bracing.</li> <li>4. Show complete exterior weatherization details.</li> <li>5. Exterior wall openings. Show all doors and windows. Specify sizes if not shown on floor plan.</li> <li>6. Garbage/recycling facility screen details.</li> <li>7. Roof-top and ground based mechanical equipment screen details.</li> <li>8. Building height calculation.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<b>J. Building Cross Sections</b>
		<ol style="list-style-type: none"> <li>1. Show sections of structure that clarify in detail the typical conditions and describe otherwise hidden conditions.</li> <li>2. Provide typical wall section. Show components of wall, including finish materials.</li> <li>3. Provide detail showing lateral bracing per 1604.4 IBC.</li> <li>4. Ceiling construction (size &amp; spacing of joists) and insulation; provide cross section of dropped ceiling and detail lateral bracing requirements of ASTM Standard C636/C636M.</li> <li>5. Roof structure (size and spacing of joists or pre-manufactured truss spacing) and insulation (if applicable).</li> <li>6. Provide full height details for all mezzanines and stairways. Details must specify framing members, spacing, and finishes.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<b>K. Fire Resistive Elements</b>

		<ol style="list-style-type: none"> <li>1. Provide fire rated building elements complying with the fire-resistive prescriptive requirements of IBC Tables 721.1(1), 721.1(2), 721.1(3), or specify file number from the current Gypsum Association <i>Fire Resistance Design Manual</i> or the <i>USG Fire-Resistant Assemblies Manual</i> or other approved fire-resistive design manual. This applies for <b>all rated</b> walls and ceilings, including corridors, occupancy separations, area separation walls, etc. All fire rated assemblies shall be provided in their entirety.</li> <li>2. Provide details that show how penetrations through fire resistive elements are protected using UL listed assemblies.</li> <li>3. Show cross sections for required fire rated parapet walls.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<b>L. Barrier Free Access</b>
		<ol style="list-style-type: none"> <li>1. Provide floor plans and elevations of sufficient detail to show that the building and site facilities are accessible to persons with disabilities, as provided in ICC/ANSI Standard A117.1-2009 requirements for barrier-free accessibility.</li> <li>2. Plans must show an accessible route of travel. An accessible route of travel is a continuous unobstructed path connecting all accessible elements and spaces (restrooms, drinking fountains, elevators, etc.) in an accessible building or facility that can be negotiated by a person using a wheelchair and is usable by persons with other disabilities.</li> <li>3. Show the primary entry door and all accessible entrances into the building.</li> <li>4. Provide floor plans and elevations with dimensions for restrooms, kitchens, counters, and similar fixed facilities showing compliance with barrier-free access requirements.</li> <li>5. Provide hardware schedule specifying door locksets and latch sets having lever, push operated, or other devices.</li> <li>6. In an existing building, to the maximum extent feasible, the path of travel to altered areas shall be made accessible. The path of travel means a continuous, unobstructed way of pedestrian passage by means of which an altered area may be approached, entered, and exited; and which connects the altered area with an exterior approach (including sidewalks, streets, and parking areas), an entry to the facility, and other parts of the facility. (This includes restrooms, telephone, and water fountains serving the altered area.)</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<b>M. Roof Plan</b>
		<ol style="list-style-type: none"> <li>1. Show location of new or replaced HVAC, exterior equipment, duct work, vents screening.</li> <li>2. List of equipment and schedule (include weight of equipment).</li> <li>3. Structural design calculations, curbs, and attachment details for gravity and lateral loads (when applicable).</li> </ol>



**PLANNING PACKET REQUIREMENTS**

All new commercial construction projects are required to go through Design Review.

Separate Design Review Packet submitted? No  Yes  Submittal Date: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Notes \_\_\_\_\_

Req.	Sub.	<i><b>*All required documents must also be submitted electronically</b></i>
<input type="checkbox"/>	<input type="checkbox"/>	<b>A. Site Plan</b> (See Building Packet for requirements)
<input type="checkbox"/>	<input type="checkbox"/>	<b>B. Building Elevation</b> (See Building Packet for requirements)
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>C. Landscape Plans</b>                      A detailed landscape plan shall be drawn to scale by a Washington state registered landscape architect, a Washington state certified nurseryman, or a Washington state certified landscaper. The landscape plan must include the following information to be considered complete:</p> <ol style="list-style-type: none"> <li>1. Site address.</li> <li>2. Property lines.</li> <li>3. Lot dimensions and total square footage.</li> <li>4. North arrow and decimal engineering scale (only use one of the following scales: 1"=10', 1"=20', or 1"=30'). The site plan, tree retention plan and landscape plan generally should use the same scale.</li> <li>5. Proposed and existing building locations.</li> <li>6. All areas designated as undeveloped or for future development.</li> <li>7. All existing and proposed public and private roads, driveway accesses and road right-of-ways with dimensions and road names, including curbs and gutters, sidewalks and/or edges of pavement. Include all existing driveways within 200 feet of the subject property on both sides of all streets, in both directions along public street frontages.</li> <li>8. All easements (access, utility, railroad, stormwater, etc.). Indicate type and dimensions of easement.</li> <li>9. Location of existing and proposed fire hydrants on site.</li> <li>10. All major manmade or natural features (slope, shorelines, riparian areas, railroad tracks, bridges, etc.).</li> <li>11. Water features or wetlands, including but not limited to lakes, ponds, saltwater, year-round or seasonal streams, creeks, wetlands, gully or natural drainage way, drainage ditches, etc.</li> <li>12. Adjacent uses (undeveloped, single family, commercial, etc.) and the location of any structures within 5 feet of the property line on all abutting property.</li> <li>13. Location of all proposed landscape areas, including landscape islands in parking areas. Provide dimensions and square footage calculations for each landscape area inside of curbing.</li> <li>14. Location and dimensions of all paved areas and curb cuts, including pedestrian sidewalks, walkways and paths. Provide the height of all curbs and total square footage of paved areas. (include dimensions and calculations of total square footage of paved and gravel areas).</li> <li>15. Type of paving material(s) to be utilized, including pedestrian sidewalks, walkways and paths.</li> <li>16. Location of any graveled areas (include dimensions and total square footage).</li> <li>17. Location of all parking stalls. Provide dimensions of stalls, accesses and drive aisles including calculations of total square footage of parking and maneuvering areas.</li> <li>18. Outside storage areas (include calculations of total square footage of area).</li> <li>19. Proposed location of trash dumpster(s) and illustrate fencing and landscape details.</li> <li>20. Existing and proposed fences and retaining walls (type of materials and height).</li> <li>21. Location of overhead loading doors and indicate loading deck height (dock-high or ground level).</li> <li>22. Location of all exterior entrance/exit doors.</li> </ol>
		<b>D. Other items pertinent to Planning</b>

I acknowledge that the above required documents/plans contain all the listed information.

Initials/Date:

**PUBLIC WORKS ENGINEERING PACKET REQUIREMENTS**

Separate Site Development (PWE) Permit Submitted? No  Yes  Submittal Date: \_\_\_\_\_

Notes \_\_\_\_\_

Req.	Sub.	<i>*All required documents must also be submitted electronically</i>
<input type="checkbox"/>	<input type="checkbox"/>	<b>A. Site Plan</b> (See Building Packet for requirements)
<input type="checkbox"/>	<input type="checkbox"/>	<b>B. Topographic and boundary survey of existing conditions</b>
		<ol style="list-style-type: none"> <li>1. Project name, plan date, and/or revision date(s).</li> <li>2. Name, phone number, and license stamp of surveyor.</li> <li>3. North arrow and bar scale.</li> <li>4. Existing grades, minimum two-foot contours for slopes less than 15 percent and five-foot contours for slopes 15 percent or greater. Call out Critical Areas (Steep Slopes).</li> <li>5. Existing property lines, easements, lot corners, and monuments.</li> <li>6. Existing utilities including: utility poles and boxes, water, storm sewer, sanitary sewer, underground cable and fiber optics, gas, and fire hydrants.</li> <li>7. Existing wetlands, wetland buffers.</li> <li>8. Existing trees.</li> <li>9. Existing structures, fences, walls, etc.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<b>C. Grading/Demolition Plan</b>
		<ol style="list-style-type: none"> <li>1. All items listed in B (above).</li> <li>2. Proposed contours.</li> <li>3. Proposed demolition.</li> <li>4. Proposed improvements.</li> <li>5. Retained trees.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<b>D. Erosion Control Plan</b>
		<ol style="list-style-type: none"> <li>1. Overlaid on Grading/Demolition Plan.</li> <li>2. Proposed sediment retention.</li> <li>3. Proposed flow control facility</li> <li>4. Perimeter control.</li> <li>5.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<b>E. Storm Drainage Plan and Profiles</b>
		<ol style="list-style-type: none"> <li>1. Existing and proposed conveyance system with pipe type, sizes, etc. (may be combined with frontage improvement plan).</li> <li>2. Proposed detention/retention system in plan and profile views.</li> <li>3. Proposed water quality system in plan and profile views.</li> <li>4. Proposed Low Impact Development measures.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<b>F. Frontage Improvement Plan and Profiles</b>
		<ol style="list-style-type: none"> <li>1. Plan view of existing and proposed road, curb, gutter, sidewalk, ADA ramps, driveways, and utilities.</li> <li>2. Profile view of road centerline grades, gutter flowline grades, vertical and horizontal curves, with stationing.</li> <li>3. Section view showing pavement section, curb, gutter, and sidewalk.</li> <li>4. Striping Plan.</li> <li>5. Signage.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<b>G. Street Lighting Plan with Photometrics</b>
		<ol style="list-style-type: none"> <li>1. Plan view with streetlights, J-boxes, conduit, control cabinets. Include stationing.</li> <li>2. Photometric plan.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<b>H. Landscape Plan</b>
		<ol style="list-style-type: none"> <li>1. All landscape plan items listed in the Planning Packet (above).</li> <li>2. Street tree locations.</li> <li>3. Low Impact Development soils and planting plan.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<b>I. Details</b>
		<ol style="list-style-type: none"> <li>1. Low Impact Development measures.</li> <li>2. Control Structure.</li> </ol>

		3. Water Quality. 4. All applicable standard City details for streets, street tree planting, street lighting, striping, signage, erosion control, storm structures, etc. 5. ADA ramps with elevations to fit site.
<input type="checkbox"/>	<input type="checkbox"/>	<b>J. Drainage Design Report</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>K. Geotechnical Report with Soils Infiltration tests</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>L. Other Plans/Reports (check required items)</b>
		<input type="checkbox"/> Traffic Signal. <input type="checkbox"/> Rapid Flashing Beacon/Crosswalk. <input type="checkbox"/> Offsite improvements. <input type="checkbox"/> Sight Distance Analysis. <input type="checkbox"/> WSDOT Approval. <input type="checkbox"/> Other
<input type="checkbox"/>	<input type="checkbox"/>	<b>M. Other items deemed pertinent by Public Works</b>

I acknowledge that the above required documents/plans contain all the listed information.  
Initials/Date:

**FIRE DEPARTMENT PACKET REQUIREMENTS**

Req.	Sub.	<i>*All required documents must also be submitted electronically</i>
<input type="checkbox"/>	<input type="checkbox"/>	<b>A. Site Plan</b> (See Building Packet for requirements)
<input type="checkbox"/>	<input type="checkbox"/>	<b>B. Floor Plan</b> (See Building Packet for requirements)
<input type="checkbox"/>	<input type="checkbox"/>	<b>C. Certificate of Water Availability</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>D. Water System Hydraulic Model (fire flow) report</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>E. Other items deemed pertinent by West Pierce Fire and Rescue</b>

I acknowledge that the above required documents/plans contain all the listed information.  
Initials/Date:

**STAFF USE ONLY**

File # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Intake by: \_\_\_\_\_

Date: \_\_\_\_\_