COMMUNITY DEVELOPMENT DEPARTMENT
6000 Main Street SW
Lakewood, WA 98499
253-512-2266
permits@cityoflakewood.us
www.cityoflakewood.us

New Construction Commercial Building Permit Checklist

Applications and all required documentation are required to be submitted through our on-line dashboard. https://pals.cityoflakewood.us/palsonline/#/dashboard.

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. **Deferred submittal is not allowed. Please note, incomplete applications will not be accepted.**

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.

Project Name:

Did the project receive Land Use Approval? No ☐ Yes ☐

City Planner: Permit #

GENERAL SUBMITTAL DOCUMENTS

Req.	Sub.	
☐	☐	Completed Commercial Building Permit Application form
☐	☐	Commercial Building Permit Checklist
☐	☐	Check, cash, Visa/MasterCard for applicable fees
☐	☐	**One** Certificate of Water Availability
☐	☐	**One** Copy of sewer pre-treatment approval certificate *(Must apply separately with Pierce County Sewer. Certificate is required prior to building permit issuance. Not required for submittal)* ***Applicant's responsibility to contact Pierce County Sewer.**
☐	☐	**One** Building packet (*see following pages for packet requirements*)
☐	☐	**One** Planning packet (*see following pages for packet requirements*)
☐	☐	**One** Public Works Engineering packet (*see following pages for packet requirements*)
☐	☐	**One** Fire packet (*see following pages for packet requirements*)

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.
- Site and Civil 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.	
☐	☐	**A. Structural Calculations** including one original "wet-stamped" copy
☐	☐	**B. *Washington State Energy Code* compliance forms**
☐	☐	**C. Soils Report** prepared by a Geotechnical Engineer
☐	☐	**D. Building Enclosure Design Documents.** Any person applying for a building permit for construction of a multi-unit residential building or rehabilitative construction shall submit plans, details, and specifications for the construction of the building enclosure stamped by a licensed architect or engineer. The construction documents shall include statements of third party inspections of the building enclosure, and statement affirming the building enclosure design satisfy the requirements of RCW 64.55.
☐	☐	**E. Cover Page**
		1. Project Name. 2. Project Contact (Name, Address, Phone Number, Email).
☐	☐	**F. Site Plan**
		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 **with dashed lines** 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.
☐	☐	**F. Foundation Plan**
		1. Stamped engineering calculations and structural drawings are required for all foundations/footings. 2. Provide plan view of foundation. 3. Location and size of exterior and interior bearing foundations/footings. 4. Location, size, embedment, and spacing of reinforcing steel anchor bolts, hold downs (if required), and post to footing connections.
☐	☐	**G. Floor Plan**

	1. Show all rooms. Specify the use and size of all rooms (classify use per *International Building Code* [IBC] 302). 2. Wall legend must delineate new, existing, demolished, and relocated construction. 3. Show location, size, and door swing for all required exits. 4. Provide egress plan. 5. 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). 6. Provide reflected ceiling plan. Show required draft stopping for combustible construction.
☐ ☐	**H. Framing Plan**
	1. Specify size, span, spacing, species, and grade of lumber, or manufacturer and series of steel framing for all framing members. 2. Provide attachment details for top and bottom plates. Specify size and spacing of fasteners. 3. Clearly show bearing and shear walls. Specify nailing schedule. 4. Show materials and method of connection for all posts to beams connections. 5. Special connection methods must be detailed to show how the structure is held together. 6. Provide deflection detail stamped by architect or engineer for full height walls.
☐ ☐	**I. Building Elevations**
	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. 2. Specify finished materials to be utilized in construction. Specify size of all materials. 3. Show shear walls and/or diagonal bracing. 4. Show complete exterior weatherization details. 5. Exterior wall openings. Show all doors and windows. Specify sizes if not shown on floor plan. 6. Garbage/recycling facility screen details. 7. Roof-top and ground based mechanical equipment screen details. 8. Building height calculation.
☐ ☐	**J. Building Cross Sections**
	1. Show sections of structure that clarify in detail the typical conditions and describe otherwise hidden conditions. 2. Provide typical wall section. Show components of wall, including finish materials. 3. Provide detail showing lateral bracing per 1604.4 IBC. 4. Ceiling construction (size & spacing of joists) and insulation; provide cross section of dropped ceiling and detail lateral bracing requirements of ASTM Standard C636/C636M. 5. Roof structure (size and spacing of joists or pre-manufactured truss spacing) and insulation (if applicable). 6. Provide full height details for all mezzanines and stairways. Details must specify framing members, spacing, and finishes.
☐ ☐	**K. Fire Resistive Elements**
	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 *Fire Resistance Design Manual* or the *USG Fire-Resistant Assemblies Manual* or other approved fire-resistive design manual. This applies for **all rated** walls and ceilings, including corridors, occupancy separations, area separation walls, etc. All fire rated assemblies shall be provided in their entirety. 2. Provide details that show how penetrations through fire resistive elements are protected using UL listed assemblies. 3. Show cross sections for required fire rated parapet walls.
☐ ☐	**L. Barrier Free Access**

	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. 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. 3. Show the primary entry door and all accessible entrances into the building. 4. Provide floor plans and elevations with dimensions for restrooms, kitchens, counters, and similar fixed facilities showing compliance with barrier-free access requirements. 5. Provide hardware schedule specifying door locksets and latch sets having lever, push operated, or other devices

☐	☐	**M. Energy/Ventilation –** Select energy code compliance option and provide completed forms for option chosen.
		1. *Component Performance Compliance Approach* – Provide a separate sketch of elements for each wall, ceiling, and floor type. A wall schedule keyed to the individual sketches is necessary for projects with more than one wall, ceiling, or floor type. Provide appropriate sections with dimensions sufficiently detailed to indicate where each type of element occurs. 2. Provide completed *Lighting Power Summary* and *Lighting Budget Worksheet* specifically identifying light fixture (wattage for light fixtures must include ballast wattage). 3. Show compliance with the ventilation requirements of the *International Mechanical Code* (IMC) Table 403.3, as amended by the state.
☐	☐	**N. Plumbing Plans – CANNOT** be deferred on Commercial Projects.
		1. Plumbing equipment layout over the floor plan. 2. Show plumbing isometric drawings (riser diagrams showing all plumbing dimensions for supply lines and drains).
☐	☐	**O. Mechanical Plans – CANNOT** be deferred on Commercial Projects.
		1. Roof plan (if equipment is located on the roof) showing all mechanical equipment, vents, roof access, and equipment screening. 2. Elevation views of building (if equipment is located on the roof) from all adjacent streets and property lines. 3. Show parapet or screening methods for both ground-related & rooftop units. (Rooftop screening must be architecturally compatible with building if the equipment extends above the roofline.) 4. Legend and general notes. 5. Mechanical envelope summary form and/or mechanical summary forms. 6. List of equipment and schedule including equipment brand names, model numbers, input and output gas capacities, tons of cooling, efficiency ratings, cfm capacity, electric motor efficiencies, location, and weight. 7. Structural drawings required. (Weight load evaluated and seismic attached. For replacement equipment, state the weight of the old and new equipment on the plans, and show the old and new location of the replacement equipment. If the new equipment weight is equal or less than the existing, and in the same location, structural calculations will not be required.) 8. Mechanical floor plan layout. a. Duct and equipment layout over the floor plan. b. The size of ducts and outlets. c. The name and anticipated usage of each room. d. The cubic feet of air per minute (cfm) at each diffuser, return air register, exhaust, and transfer grills. e. Location and details of fire dampers.
☐	☐	**P. Racks**
		1. Steel storage racks shall be designed per IBC 2209 and 1705.12.7, and shall be designed by a Washington State licensed professional engineer per IBC Chapter 16. 2. Load application and rack configuration drawings shall be furnished with each rack installation. 3. Plans shall detail rack locations; height and length of each rack; width of aisles; ceiling/roof height; location of exits; and shall detail products, including packaging, shelving, and sprinkler design information. 4. Specify size, spacing, and manufacturer of anchors. 5. High pile storage racks shall comply with *International Fire Code* (IFC).
☐	☐	**Q. Other items deemed pertinent by the Building Division.**

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

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.	
☐	☐	**A. Site Plan** (See Building Packet for requirements)
☐	☐	**B. Building Elevation** (See Building Packet for requirements)
☐	☐	**C. Landscape Plans** 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: 1. Site address. 2. Property lines. 3. Lot dimensions and total square footage. 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. 5. Proposed and existing building locations. 6. All areas designated as undeveloped or for future development. 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. 8. All easements (access, utility, railroad, stormwater, etc.). Indicate type and dimensions of easement. 9. Location of existing and proposed fire hydrants on site. 10. All major manmade or natural features (slope, shorelines, riparian areas, railroad tracks, bridges, etc.). 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. 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. 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. 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). 15. Type of paving material(s) to be utilized, including pedestrian sidewalks, walkways and paths. 16. Location of any graveled areas (include dimensions and total square footage). 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. 18. Outside storage areas (include calculations of total square footage of area). 19. Proposed location of trash dumpster(s) and illustrate fencing and landscape details. 20. Existing and proposed fences and retaining walls (type of materials and height). 21. Location of overhead loading doors and indicate loading deck height (dock-high or ground level). 22. Location of all exterior entrance/exit doors.
		D. *Other items pertinent to Planning*

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.	
☐	☐	**A. Site Plan** (See Building Packet for requirements)
☐	☐	**B. Topographic and boundary survey of existing conditions**
		1. Project name, plan date, and/or revision date(s). 2. Name, phone number, and license stamp of surveyor. 3. North arrow and bar scale. 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). 5. Existing property lines, easements, lot corners, and monuments. 6. Existing utilities including: utility poles and boxes, water, storm sewer, sanitary sewer, underground cable and fiber optics, gas, and fire hydrants. 7. Existing wetlands, wetland buffers. 8. Existing trees. 9. Existing structures, fences, walls, etc.
☐	☐	**C. Grading/Demolition Plan**
		1. All items listed in **B** (above). 2. Proposed contours. 3. Proposed demolition. 4. Proposed improvements. 5. Retained trees.
☐	☐	**D. Erosion Control Plan**
		1. Overlaid on Grading/Demolition Plan. 2. Proposed sediment retention. 3. Proposed flow control facility 4. Perimeter control. 5.
☐	☐	**E. Storm Drainage Plan and Profiles**
		1. Existing and proposed conveyance system with pipe type, sizes, etc. (may be combined with frontage improvement plan). 2. Proposed detention/retention system in plan and profile views. 3. Proposed water quality system in plan and profile views. 4. Proposed Low Impact Development measures.
☐	☐	**F. Frontage Improvement Plan and Profiles**
		1. Plan view of existing and proposed road, curb, gutter, sidewalk, ADA ramps, driveways, and utilities. 2. Profile view of road centerline grades, gutter flowline grades, vertical and horizontal curves, with stationing. 3. Section view showing pavement section, curb, gutter, and sidewalk. 4. Striping Plan. 5. Signage.
☐	☐	**G. Street Lighting Plan with Photometrics**
		1. Plan view with streetlights, J-boxes, conduit, control cabinets. Include stationing. 2. Photometric plan.
☐	☐	**H. Landscape Plan**
		1. All landscape plan items listed in the Planning Packet (above). 2. Street tree locations. 3. Low Impact Development soils and planting plan.
☐	☐	**I. Details**
		1. Low Impact Development measures. 2. Control Structure. 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.
☐	☐	**J. Drainage Design Report**
☐	☐	**K. Geotechnical Report with Soils Infiltration tests**
☐	☐	**L. Other Plans/Reports (check required items)**
		☐Traffic Signal. ☐Rapid Flashing Beacon/Crosswalk. ☐Offsite improvements. ☐Sight Distance Analysis. ☐WSDOT Approval. ☐Other
☐	☐	**M. Other items deemed pertinent by Public Works**

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

FIRE DEPARTMENT PACKET REQUIREMENTS

Req.	Sub.	
☐	☐	**A. Site Plan** (See Building Packet for requirements)
☐	☐	**B. Floor Plan** (See Building Packet for requirements)
☐	☐	**C. Certificate of Water Availability**
☐	☐	**D. Water System Hydraulic Model *(fire flow) report***
☐	☐	**E. Other items deemed pertinent by West Pierce Fire and Rescue**

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

STAFF USE ONLY

File # ___ ___ – ___ ___ -___ ___ ___ ___ ___

Intake by: _____

Date: _____

Commercial Building Permit Application

Community Development
6000 Main St. SW Lakewood, WA 98499
Phone (253) 512-2261 permits@cityoflakewood.us

Office use only:

Permit # _____

Date _____

Pre-App? Y___ N ___

Please refer to the Commercial building permit checklist for additional submittal requirements.

FILL OUT ALL AREAS – IF NOT APPLICABLE, PLEASE ENTER N/A

PROJECT NAME:	Parcel #:
PROJECT ADDRESS :	
TENANT:	Phone:
APPLICANT:	Phone:
Address (City, State, Zip):	E-Mail Address:
OWNER:	Phone:
Address (City, State, Zip):	E-Mail Address:
LENDING AGENCY:	Phone:
Address (City, State, Zip):	E-Mail Address:
CONTRACTOR*:	Phone:
Address (City, State, Zip):	License #: Exp. Date:
Contractor must have a valid City of Lakewood business license prior to doing work in the City	

PROJECT DESCRIPTION:

_____

_____

_____

_____

During the plan review process, the building valuation will be evaluated. When necessary, the value of construction will be updated.

☐New ☐Addition ☐Tenant Improvement ☐New tenant ☐Existing tenant	1ST Floor (sq. ft.) _____ 2nd Floor: _____ 3rd Floor : _____ Basement: _____ Other: _____	Customers Value: $ _____ Is the building sprinkled? ☐Yes ☐ No Occupancy group: _____ Type of construction: _____

I hereby certify that the information provided is correct and that the construction on the above described property, the occupancy, and use will be in accordance with the laws, rules, and regulations of the State of Washington and the Lakewood Municipal Code. I agree to hold harmless the City of Lakewood as to any claim incurred as a result of this work.

Print Name:_____ ☐Owner ☐Agent/Other(specify): _____

Signature:_____ Date: _____

(Date must be within past 14 days)