

COMMERCIAL BUILDING PERMIT APPLICATIONS Required Submittal Items Matrix

The below matrix lists submittal items that may be required as part of a complete building application.
If other permits are required for your project, they will be required to be submitted separately.
Not every project will require every specified item.

Permit Type	Required Submittal Item																											
	Application	Additional Permit	Certificate of Water Availability & Fire flow	Manufacturers Specifications	Construction Plans	Floor Plans	Roof Plans	2021 WA State Energy Code Forms	Mechanical Plans	Plumbing Plans	Racks Construction Documents	Sewer Pre-treatment Approval Certificate	Site Plan	Geotechnical Investigation Report	Storm Drainage Site Plan w/ Building Connections	Topographic and Boundary Survey	Commercial Tenant Improvement Checklist	Code Summary Sheet	Equipment Schedules	Lakewood Water Disconnection	Operational Characteristics Form	Parking Plan	Pierce County Sewer Capping Permit	Pipe size and material for potable water and sewer	Puget Sound Clean Air Agency (PSCAA) Notification	Scope of Work Narrative	Septic Decommissioning Permit	
Commercial Building-New	X	X ¹	X		X	X	X	X	X	X	X ²	X	X	X	X	X		X				X						
Change or Use or Occupancy	X				X	X											X	X			X	X						
Demolition	X												X							X			X ³		X	X	X ³	
Factory Assembled Structure	X				X	X ⁴	X						X															
Gate	X												X															
Tenant Improvement	X	X ¹	X ⁵		X	X	X ³	X ³	X	X	X ²	X ³	X ³			X ³	X	X										
Permanent Sign	X				X								X ⁵															
Re-Roof	X			X		X	X																					
Electric Fence	X												X															

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Plumbing	X			X		X ³		X	X										X					X		X		
Mechanical	X			X		X ⁴	X ⁶	X	X										X						X		X	

For assistance in determining permit submittal requirements specific to the scope of your project, please contact us:

- Schedule a virtual or in person appointment with our Tech of the Day [HERE](#)
- Visit us Tuesday – Thursday 9am – 12pm in the office at 6000 Main St SW Lakewood, WA 98499.
- Call us at (253) 512-2261
- Email us at permits@cityoflakewood.us
- Visit our website [HERE](#)

¹ Such as Site Development Permit, Land Use Permit, Tree Removal Permit, SEPA, Racks, Mechanical, Plumbing, etc.

² When racks are included in the project scope.

³ Required when work proposed changes the location.

⁴ L&I approved plans or HUD DAPIA approved manufacturer installation manual

⁵ May be required depending on scope of work.

⁶ Required when located on roof.