



Commercial Building Permit Submittal Checklist



Project File Number: _____ Accepted By: _____

Project Name: _____ Date: _____

The following information is needed in order for your application to be submitted for review. If you have any question on required item, please call 425-377-3235. Read each item carefully and provide all applicable information.

Applicant / Staff Verify

- ___ / ___ Building Permit Application Form (signed & dated)
- ___ / ___ Plan Check Fee/Intake Fees
- ___ / ___ Grading Application
- ___ / ___ SEPA Checklist (4 copies)
- ___ / ___ Public Notice Requirements (if subject to SEPA review, Type II)

Required Supporting Documents

- ___ / ___ Traffic Study (2)
- ___ / ___ Engineer Report - Drainage (2)
- ___ / ___ Critical Area Study and Mitigation Plan (if applicable)
- ___ / ___ Tree Retention Survey
- ___ / ___ Geo-Tech Report (if applicable)
- ___ / ___ Copy of Hearing Examiner's Decision (if applicable)
- ___ / ___ Short Plat Conditional Approval Decision (if applicable)

Required Plans/Reports

- ___ / ___ **Architectural/structural plans** 3 sets, wet stamped
PLANS SHALL INCLUDE:
 - ___ / ___ Structural Calculations (2);
 - ___ / ___ Energy Analysis, including lighting summary (2);
 - ___ / ___ Mechanical and Plumbing Plans or noted if deferred;
 - ___ / ___ Building Elevations;
 - ___ / ___ ADA Compliant;
 - ___ / ___ Cross Sections;
 - ___ / ___ Requirements of IBC, IRC Sections 105.3 and 106;
 - ___ / ___ Egress Path of Travel;
 - ___ / ___ Compliant with ICC/ANSI (ADA) A117.1 - 2003.

- ___ / ___ **Site Plans** (3 full sized with 3 reduced - 8.5 x 11 or legal size)
PLANS SHALL INCLUDE:
 - ___ / ___ Vicinity Map;
 - ___ / ___ Tax Account Number(s);
 - ___ / ___ Legal Description;
 - ___ / ___ North Arrow;
 - ___ / ___ Date of Preparation;
 - ___ / ___ All property lines with dimensions;
 - ___ / ___ Topography at contour intervals of 5 feet or less (if less than 1% make a note on site plan instead of showing topos);
 - ___ / ___ Right-of-Way Dedication area (when applicable);
 - ___ / ___ Location of existing/proposed easements, access areas and utilities;

- ___ / ___ Setbacks from: all property lines, easements and/or existing buildings, for all proposed and existing building locations;
- ___ / ___ Proposed and existing fence, rockery and/or retaining wall locations;
- ___ / ___ Proposed or existing bio-filtration swales and/or detention/retention ponds;
- ___ / ___ Distance from Right-of-Way center line to property lines;
- ___ / ___ Access points showing arrows for ingress and egress;
- ___ / ___ Proposed or existing fire hydrant locations;
- ___ / ___ Location and size of Utility District Water/Sewer line (located in street);
- ___ / ___ Existing Septic Tank, drain field and reserve areas (if applicable);
- ___ / ___ Critical areas (wetlands, streams, water bodies or slopes include proposed and existing buffer areas;
- ___ / ___ Proposed and existing parking areas;
- ___ / ___ Individual parking stalls numbered consecutively;
- ___ / ___ Dimensions of parking stalls;
- ___ / ___ Indicated if compact or barrier free;
- ___ / ___ Aisle width;
- ___ / ___ Proposed and existing landscaping areas;
- ___ / ___ Indicate size of required landscape buffers and note type;
- ___ / ___ Indicated parking area landscaping calculations on site plan;
- ___ / ___ Show compliance with the IBC Chapter 11 Barrier Free requirements;
- ___ / ___ Proposed limits of any additional site disturbance (clearing/grading not already identified).

- ___ / ___ **Landscape Plans** 3 sets
PLANS SHALL INCLUDE:
- ___ / ___ Plans key indicating species, quantity, size, and space of each plant type;
- ___ / ___ Identify gross parking area square footage;
- ___ / ___ Show square footage of each landscape area that is being counted towards parking area landscaping;
- ___ / ___ Show trees to be retained.

- ___ / ___ **Civil Drawings** 3 sets
PLANS SHALL INCLUDE:
- ___ / ___ Topography at contour intervals of 5 feet or less;
- ___ / ___ Detailed drainage, grading and temporary erosion control plans;
- ___ / ___ Frontage improvement plan;
- ___ / ___ Limits of Clearing;
- ___ / ___ Trees to be retained;
- ___ / ___ Drainage Courses, etc;
- ___ / ___ City of Lake Stevens Engineer Signature Block;
- ___ / ___ Documentation that all utilities will be placed underground per Lake Stevens Municipal Code 14.60.