



Commercial Building Permit Application Requirements

Project Address:

Listed below are minimum requirements for your Commercial Building Permit Application. These requirements apply to new commercial buildings and additions. For tenant improvements, please see the Tenant Improvement Submittal Checklist. For large-scale projects, a Pre-Application Meeting is available. Please remember that all land use requirements must be met prior to building permit application.

Please mark each box to designate that the information has been provided. Submit this checklist as part of your submittal documents.

Please Note: Separate application, reviews and permits are required for electrical, mechanical, plumbing, and fire protection systems.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

See the Detailed Submittal Requirements on subsequent pages for more information on the items listed below.

<input type="checkbox"/> Commercial Permit Application Form (One application per building or structure is required.)	<input type="checkbox"/> Three (3) sets of each of the following: <ul style="list-style-type: none">- Architectural Drawings- Structural Drawings- Civil Drawings- Landscape Plan- Mechanical Drawings
<input type="checkbox"/> Pre-Application meeting or waiver	
<input type="checkbox"/> Plan Check Deposit(s) (see Fees handout)	
<input type="checkbox"/> Height Calculation Form	<input type="checkbox"/> Two (2) sets of each of the following: <ul style="list-style-type: none">- Stormwater Site Plan- Stormwater Plans- Stormwater Report- Stormwater Pollution Prevention Plan
<input type="checkbox"/> Stormwater/Erosion Control Form	
<input type="checkbox"/> Washington State Energy Code Compliance Forms	<input type="checkbox"/> One (1) set of each of the following: <ul style="list-style-type: none">- Structural Calculations- Geotechnical Engineering- Project Specification Manual
<input type="checkbox"/> Transportation Concurrency Approval	
<input type="checkbox"/> Sanitary Service Company Approval	<input type="checkbox"/> One (1) reduced size site plan, including all buildings, for addressing (maximum size 11"x17")
<input type="checkbox"/> Health Department Approval (if applicable)	
<input type="checkbox"/> Special Inspection & Testing Agreement and Schedule (if applicable)	

I acknowledge that all items designated above are included as part of this application.

Applicant's Signature

Date



Format & Design Standards

1. Format

- All drawings must be original drawings in ink on white bond paper or photocopied reproductions.
- Diazzo (blueline) prints will not be accepted.
- White out will not be accepted. Changes must be clearly made with a strike out and correction, dated and initialed by the person making the change. If drawings cannot clearly be corrected using this method, they must be redrawn.
- Plans submitted to be reviewed and approved will be the plans used for construction. Therefore, plans marked "Not for Construction" or similar notations will not be accepted.
- Revisions must be clearly marked with a cloud and enumerated delta. A revision list with explanatory text for each delta is required.

2. Paper Size

- Drawings must be submitted on 11" x 17", 18" x 24", or 24" x 36" sheets.
- All sheets in a drawing set, including the site plan and engineering drawings, must be the same size and sequentially labeled and dated.

3. Scale

- All scale sizes must be standard architectural or engineering scales.
- Site plans must be drawn at 1" = 20' or larger scale.
- Floor plans, elevations and sections shall be drawn at not less than 1/8" = 1' scale and must be dimensioned.
- Details must be drawn at a scale large enough to clearly illustrate the particular detail, with a minimum scale of 3/4" = 1'.

4. Reproducibility

- All drawings must be clear, accurate, legible and high-contrast. Contrast must be sufficient to permit archival photographic or digital reproduction.

5. Architectural & Engineering Professional Seal(s)

- Residential Construction: Structures shall be constructed as prescribed by section R301.1 of the 2009 International Residential Code (IRC) or shall be prepared by a licensed design professional in accordance with the provisions of IRC section R301.1.3.
- Commercial Construction: Alterations or additions to structures larger than 4000 square feet and multi-family buildings with five or more units are required to be designed by a licensed professional architect, per RCW 18.08.410.
- Drawings and structural calculations prepared by a professional architect or engineer licensed to practice in the State of Washington must be signed and sealed by the architect or engineer, per WAC 196-23-020.
- Submittals prepared by design professionals must include at least one set of plans with original seals and signatures (additional sets may be copies).
- Structural details shall not be hand-drawn or superimposed upon architectural floor plans prepared by others.
- Structural drawings shall be free of extraneous architectural details.
- Structural details presented elsewhere in the drawings or on documents other than structural drawings shall be reviewed by the design professional and corrected or revised as necessary to eliminate inconsistent or contradictory information, specifications or details.
- One set of structural calculations supporting the plans and details shown in the structural floor plans must include an original seal and signature.

Detailed Submittal Requirements

A. Architectural Drawings

1. Cover Sheet
 - a. Site Information:
 - i. Location
 - ii. Zoning
 - iii. Total site area (square feet)
 - iv. Lot coverage (square feet and percentage)
 - v. New and existing impervious surface calculations
 - vi. Occupancy
 - vii. Parcel number
 - viii. Legal description
 - ix. Building Address/es
 - x. Open and usable space if project is residential multi-family (check with the Planning Division for residential multi-family optional development standards)
 - b. Building Information:
 - i. Specify applicable building codes
 - ii. Type of construction
 - iii. Number of stories
 - iv. Occupancy classification
 - v. Mixed occupancy compliance methods (if applicable)
 - vi. Specify if the building is fully or partially sprinklered, and the system type
 - vii. Building area in square feet (per floor and total), allowable area calculations
 - viii. Briefly describe work to be performed under this permit
 - ix. Identify and count plumbing fixtures
 - c. Design Professional in Responsible Charge. Provide name, address, telephone and fax numbers, and email addresses for the design professional.
2. Architectural Site Plan
 - a. A north arrow, the drawing scale (minimum 1" = 20'), the site address, the lot size, the parcel number and the legal description
 - b. Property lines with dimensions
 - c. The location of all existing and proposed structures
 - d. Existing and proposed vehicular ingress and egress to and from the site, including the size and location of driveways, streets, and existing and proposed street names
 - e. Accessible route of travel and accessible parking
 - f. Location of all existing and proposed easements
 - g. Recycling and garbage enclosure, mailbox location if residential multi-family
 - h. Location of existing critical areas or buffers affecting the site, both on-site and on adjacent properties, including, but not limited to, shorelines, wetlands, streams, steep slopes and special habitats
 - i. For project sites within a shoreline designation or with critical areas on-site, locate all existing vegetation proposed to remain and all proposed landscaping, including type
 - j. Five-foot contour lines showing existing and proposed grades.
 - k. Total cubic yards of material to be imported to, or exported from site
 - l. Impervious surface calculations and construction erosion control measures
 - m. Location of proposed and existing retaining walls, rockeries and fences

- n. Location of underground or aboveground utility vaults, motors, transformers
- 3. Floor Plan(s)
- 4. Reflected Ceiling Plan(s)
- 5. Roof Plan
- 6. Elevations
- 7. Details/Sections
- 8. Schedules
- 9. Lighting/Photometric Plan
 - a. The location of all proposed exterior lighting fixtures and poles, to include distances from rights of way and buildings, pole height, security lighting, etc
 - b. The design specifications for all proposed exterior lighting fixtures including photometric data, cutoff fixtures, bulb wattage, bulb type, and other descriptive information
 - c. Any other information deemed necessary to allow for complete and thorough review of the proposals

B. Structural Drawings

Submit structural drawings for all structural assemblies required for the building. A design professional licensed to practice in the State of Washington shall prepare all structural drawings. All drawings prepared or reviewed by the design professional must be signed and sealed.

- 1. General Structural Information:
 - a. Design criteria (wind speed, exposure and seismic zone) used for foundation, floors, roof and lateral designs – include geotechnical criteria used in design
- 2. Structural Sheet(s):
 - a. Provide foundation, floor and roof framing plans as applicable
 - b. Illustrate size and location of all structural elements including, but not limited to: footings, columns, beams, girders, joists, shear walls, bracing and floor and roof diaphragms. Details of structural assemblies must be referenced to their location using standard symbols.
 - c. Structural details and schedules shall be provided as required to clarify specific information of the structural assemblies
 - d. Statement of special inspections per 2009 IBC Section 1704
 - e. Quality assurance plans per 2009 IBC Chapter 17

C. Structural Calculations

Structural calculations must be submitted with structural drawings for all commercial buildings. A cover sheet must be provided that is signed and sealed by the design professional of record licensed to practice in the State of Washington. Calculations should include a table of contents with each page numbered. Calculations prepared by a computer program must include an explanation of the program and documentation for input and output data formats. Any drawing details contained within the structural calculations packet must also be included in the structural drawings plan set.

D. Civil Drawings for Private Facilities on Site and/or Civil Drawings for Public Facilities:

1. All water service and meters and their sizes.
2. All sewer lines in the site and their sizes
3. All stormwater facilities and conveyance systems

Submit six separate plans for construction of all streets, water main and sewer main construction directly to Public Works Engineering. Contact Public Works Engineering at 360-778-7900.

E. Landscape Plans

1. Scale
2. Rockeries, retaining walls, fences
3. Surface storm water facilities
4. Buildings and paving, utility vaults, transformers
5. Topography
6. Wetlands, ponds, streams and proposed buffers
7. Existing vegetation to be retained
8. General location of proposed trees, shrubs and ground cover
9. Plant schedule providing the scientific name, common name, size, and spacing of proposed plants
10. Locations of all existing trees and an indication if they are to be saved as part of the development
11. If an irrigation system is planned, show where it will get water and the size of the water needed, and the location of the required backflow assembly

F. Multi-family Moisture Protection Requirements

As required by RCW 64.55, multi-family buildings (those with three or more units) must provide the following submittals for the building enclosure and comply with additional requirements during the course of construction:

1. Plans, details and specifications for the construction of the building enclosure of new and rehabilitated buildings must be prepared and stamped by a licensed engineer or architect
2. The architect or engineer of record must submit a statement affirming that the building enclosure documents satisfy the requirements of EHB-1848
3. A third party inspector must inspect the building enclosure during construction to verify compliance with the design documents and details
4. The third party inspector must submit a signed letter of certification to the Permit Center attesting to the inspections and substantial building compliance

Please note that the Permit Center is NOT required by this legislation to:

1. Review the building enclosure details for adequacy;
2. Review the qualifications of the third party inspector; or
3. Review the inspection record of the building envelope construction.

However, a certificate of occupancy cannot be issued or a final inspection approved until the inspector's certification report has been submitted.

For more information, please contact the Permit Center, or visit <http://apps.leg.wa.gov/billinfo/>, click on the 2005-06 tab, and search by Bill Number 1848.

G. Washington State Energy Code

All non-residential commercial projects must submit the Washington State Non-Residential Energy Code (NREC) Building Envelope and Mechanical Worksheets (available at <http://www.neec.net>, click on Resources).

For multi-family projects, submit one completed copy of either the Prescriptive or Component Approach Washington State Residential Energy Code forms (available at <http://www.energy.wsu.edu/pubs/>, under Energy Code).

H. Special Inspections

Where special inspection is required by 2009 IBC Section 1704, the architect or engineer of record shall prepare a statement of special inspection requirements, in accordance with the provisions of IBC Section 1705. The statement must be submitted to the City of Bellingham and approved prior to issuance of the building permit. Contractors shall likewise provide statements of responsibility per IBC Section 1706.

I. Geotechnical Reports

As required by 2009 IBC Section 1802, soil characteristics and/or allowable load bearing capacities for soils shall be substantiated by soil investigation data or a geotechnical report.

J. Stormwater Submittal Requirements/Drainage Calculations

Please see the Public Works Stormwater packet for general information. Begin with the "Impervious Surface Calculation" worksheet from the packet. Using the total new and replaced impervious surface, follow the "Stormwater Management Requirement Determination" diagram to determine the stormwater management requirements for your project. Attach the calculation sheet to the stormwater site plan or incorporate it into the stormwater drainage report.

K. Transportation Concurrency Evaluation and Approval

The Washington State Growth Management Act (GMA) (RCW 36.70A.030 (6) (b)) requires that needed transportation improvements or programs be in place concurrent with development or that a financial commitment exists to complete the improvements or strategies within a six year time period.

Effective June 15th, 2006, all land use development and building permit applications that generate 10 PM peak hour vehicle trips are required to submit a Transportation Concurrency Application to Public Works, and must receive a Temporary Certificate of Concurrency PRIOR to submitting for land use development or building permit application. Those applications which are subject to a concurrency evaluation will not be accepted without a Temporary Certificate of Concurrency.

Projects which expect to generate less than 10 PM peak hour vehicle trips, including those listed below, are exempt from the Transportation Concurrency requirement:

1. Residential development projects of 10 or fewer units;
2. Non-residential developments that generate 10 or fewer peak hour vehicle trips;
3. Any addition or accessory structure to a residence with no change in use or increase in the number of dwelling units;
4. Interior renovations with no change in use or increase in the number of development units;
5. Interior completion of a structure for use(s) with the same or less intensity as the existing use or a previously approved use;
6. Replacement structure with no change in use or increase in the number of development units;

7. Temporary construction trailers;
8. Driveway resurfacing, or parking lot paving;
9. Re-roofing structures; and
10. Demolitions

For more information, please contact Public Works Engineering at (360) 778-7900.

L. Sanitary Service Company Approval

The Permit Center must receive written approval of the location and size of your solid waste facility from Sanitary Service Company (SSC) at the time of application. Details of their requirements are on page 9 of this packet.

Contact SSC at (360) 734-3490 for further information.

M. Health Department Approval

Any new or altered space that involves food handling or preparation requires Whatcom County Health Department approval before the permit can be issued. The Permit Center must be provided with a copy of the approval letter or the approved plans and a copy of the menu.

Contact the Whatcom County Health Department at (360) 676-6724 with any questions or for more information.

N. Deferred Submittals

Deferred submittals require approval by the Building Official as outlined in Construction Administrative Code Section 106.4.1 and 106.5. All deferred submittals that are approved by the Building Official must be indicated on the approved plans with the specific time in which they are to be submitted for review. An additional plan review fee may be required for deferred submittals.



Adopted Codes

Effective July 1st, 2010

The City of Bellingham enforces the following International Codes, Washington State Amendments, Washington Administrative Code (WAC), all as adopted in the Bellingham Municipal Code (BMC) Chapter 17.

2009 International Building Code (IBC) and Amendments – Chapter 51-50 WAC
2009 International Residential Code (IRC) and Amendments –Chapter 51-51WAC
2009 International Mechanical Code (IMC) and Amendments – Chapter 51-52 WAC
2009 International Fuel Gas Code (IFGC) and Amendments – Chapter 51-52 WAC
2009 International Property Maintenance Code (IPMC)
2009 International Existing Building Code (IEBC)
2009 National Fuel Gas Code (NFPA 58) – Chapter 51-52 WAC
2004 Liquefied Petroleum Gas Code (NFPA 58) – Chapter 51-52 WAC
2009 Uniform Plumbing Code (UPC) and Amendments – Chapters 51-56, 51-57 WAC
2006 Washington State Energy Code (WSEC)
2009 Washington Cities Electrical Code
2008 National Electrical Code

The Construction Administrative Code set forth in BMC 17.10.020 replaces the administrative chapters of the adopted codes.

Structural Design Criteria

Seismic Zone: D1 (residential), Site Specific (commercial)
Wind Speed: 90 mph (three-second gust)
Exposure B*
Snow Load: 25 lbs/ft²-Ground and Roof
Rain: 2"/hour for roof drainage design
Soils: Per IRC Table R405.1, IBC Section 1804
Frost Depth: 18"
Maximum Allowable Soil Bearing Capacity: 2000 lbs/ft²**
Soil Classification Type: Group IV**

* Unless a greater value is required under site specific conditions

** Unless a site-specific soils report assigning a different soil group classification is submitted and approved.

Sanitary Service Company Approval Procedures & Requirements

Approval of your garbage and recycling facilities are required as part of your application.

Applications without SSC approval will not be accepted. Follow the procedures outlined below to obtain a review by Sanitary Service Company (SSC). Additional information and guidelines appear on the following pages of this packet.

WHO: All new construction (except R3 and M occupancies). Strongly recommended for commercial remodels where the use or building size represents a substantial change.

WHAT:

- Project name
- Project address
- Site plan (showing location of the storage and collection of solid waste, recyclable material, collector access, volume and number of containers, and frequency of service)
- Enclosure area enlargement
- Occupancy
- Number of dwelling units
- Total square footage

WHERE: Generally exterior of the building by at least 5 feet, located on an accessible route of travel (per WAC 51-20-3102). Facilities may be subject to zoning setbacks, screening requirements, etc.

Send your information to:

Sanitary Service Company
Attn: Rodd Pemble
1001 Roeder Ave
Bellingham, WA 98227

Phone: 360-734-3490
Fax: 360-671-0239
Email: rodd@ssc-inc.com

Hours: 8:00 am to 5:00 pm, Monday – Friday

Solid Waste & Recycling Enclosure Guidelines

The following comments are intended as starting points for architects and designers working on your project. Before you spend time and money on detailed drawings, contact the Compliance Manager (Rodd Pemble, 360-734-3490) for discussion of your needs and site limitations.

Access: As close to alley or street entrance as possible. Striped, signed, and enforced “No Parking Zone” in front of enclosure. Toters rolled over 5' from enclosure to truck are subject to roll out charge (\$0.48 for the 1st 25', \$0.48 for each additional 25'). Metal containers rolled over 5' are subject to charge (\$2.52 per container per pick up, up to 25', \$0.48 each additional 25'). Excessive slope may rule out certain enclosure locations, or limit service to toters rather than dumpsters.

Bumpers: All walls other than CMU should have bumpers installed on the wall or on the slab. Treated 2x4's, angle steel, or parking stops can serve as bumpers. Install AFTER containers are delivered, to ensure proper clearance to fence (the top edge of containers overhang the wheels).

Fence: Required on three sides, recommend fourth side open to level access opposite prevailing wind. 5'-6' high is generally ok. Materials are up to applicant – wear and tear is a given, so choose carefully. Spend a bit more up front and you'll save on maintenance down the road. Appropriate vegetation can perform the same functions in some situations.

Gates (see next page for diagram): We prefer no gates. If gates will be used, numerous site specific questions must be addressed in consultation with SSC. Gate opening must be 11'-12' clear for direct truck access (i.e., no rollout charge) to one container, 18' for two containers. A 40" access gate for toters and customer reduces wear on large gates. If gates are opened and closed by driver, charges apply for driver time (\$2.32/pick up). Please DO use 30" cane bolts (3/4" dia.) with 1/4 turn rest shelf, into lined 1.5" dia. hole through slab into permeable substrate. Please do NOT use center drop gate posts with integral “U” hasp - they hurt folks!

Lighting: Appropriate illumination for safe access, reading toter labels and signage after dark.

Overhead Obstructions: NO wires, balconies, branches, signs, phone lines, etc. within 20 feet of collection facility or of truck access to facility.

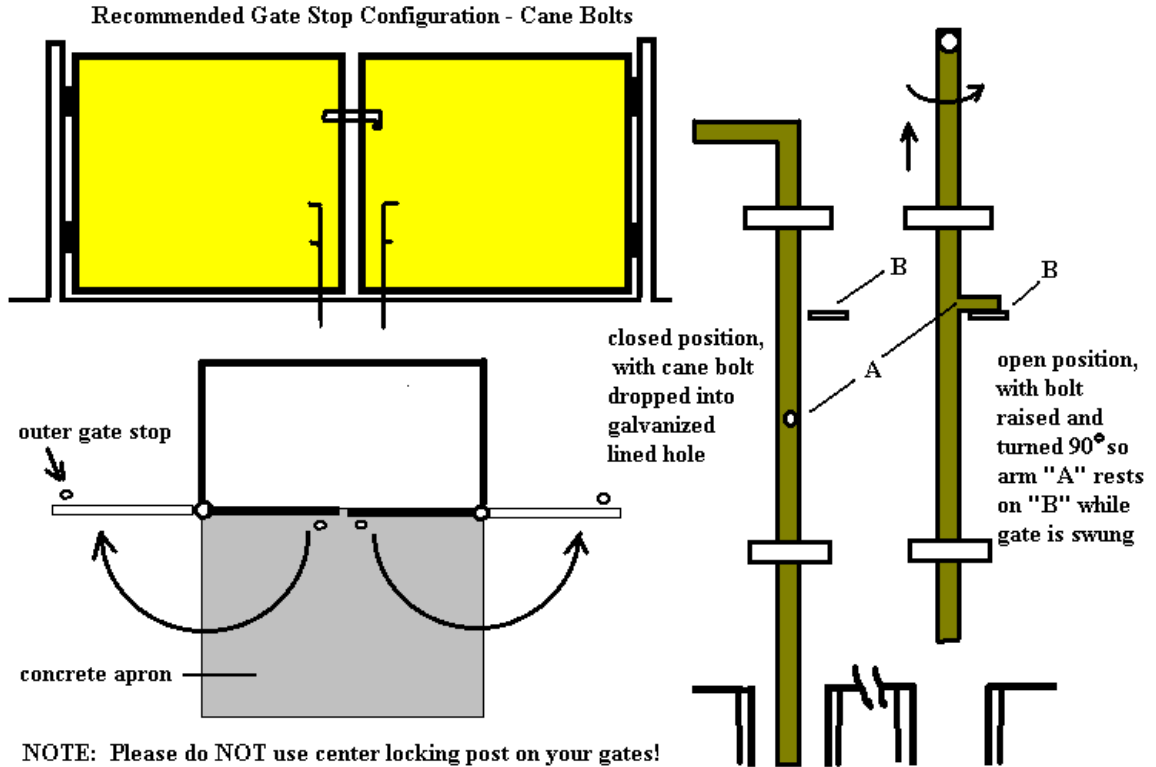
Size: Rectangular layout is best, opening to grade level access on the long side. This allows independent pick up of any container, reducing roll out charges. Garbage and recycling dumpsters require 2 feet clearance on all sides (*11' minimum clear gate opening*), while recycling toters require 6" on all sides, 40" front clearance. Average area is 225-250 square feet.

Slab: Reinforced 6" concrete poured LEVEL at grade max. 2% slope for drainage. 12' deep concrete loading apron in front of enclosure bears truck weight and eliminates asphalt repair.

Turning Radius: 30' inside, 45' outside is required. Trucks cannot safely back out into traffic, so on site turn-around is required if drive-through is not possible. All standard collection trucks for garbage and recycling are 8 feet wide, and 35-37 feet long.

Sanitary Service Company Enclosure Specs: GATES

Gates should open 180 degrees from closed position if truck drives in and there is less than 24" clear on both sides of container. With 24" clear, gates may open to 90 degrees from closed. Gate stops are 30" long, 3/4" O.D. steel bar, sliding in 2 sleeves (1.25" I.D.) welded to gate frame. Weld on anti-theft spur between sleeves, rest shelf on frame so bolt can be raised and turned 1/4 turn to rest while gate is moved. Stops should drop into 1.5" O.D. hole drilled through pavement into permeable layer for drainage.





Permit Center
210 Lottie Street
Bellingham, WA 98225
phone: 360-778-8300
fax: 360-778-8301
www.cob.org

Commercial Building Permit Application

Project Address

Contractor Applicant
Company: _____
Contact Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
State License #: _____ Exp: _____
Email: _____
Bellingham Business Reg. #:

- Applications accepted by mail must include a check for the deposit(s)
- See our TI checklist or Commercial Building Application packet for submittal requirements

Office Use Only
Date Received: _____

 QRP Standard Major

Permit Numbers:

Property Owner Applicant
Name: _____
Address: _____
City/State/Zip: _____
Phone/Fax: _____ Email: _____

Project Description

Parcel Number

Legal Description

Architect Designer Engineer Applicant
Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
Email: _____

Project Valuation
\$ _____

Building Information
Number of Stories: _____ Type of Construction: _____
Occupancy: _____
Floor Area: Existing: _____ New: _____
Sprinklers? Yes No Type: _____
Basement: Yes No
Number of dwelling units: _____

Tenant Applicant
Company: _____
Contact Name: _____
Address: _____
City/State/Zip: _____
Phone/Fax: _____ Email: _____

Lender Information
Lender information must be provided for projects over \$5,000 in valuation per RCW 19.27.095
Name: _____

Plan Review Fee Paid
Date: _____ Amount: _____
Receipt Number: _____

I am the owner of the property described above or am authorized by the owner to sign and submit this application. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete and correct. I also acknowledge that by signing the application I am the responsible party to receive all correspondence from the City regarding this project including, but not limited to, expiration notifications. If, at any point during the review or inspection process, I am no longer the Applicant for this project, it is my responsibility to update this information with the City in writing in a timely manner.

Signature by Owner/Applicant/Agent
City and State where this application is signed _____

Date _____