



## Technical Assistance Bulletin

Keeping **TABs** on Current Permitting and Construction Issues

November 2008

In our continued effort to facilitate the building permit approval process, the City will be sending a series of regular TABs highlighting “commonly missed items” of a technical nature to help you reduce the number of review cycles required for an approval. This list will be compiled collectively by plan reviewers and is intended to assist various design professionals in the permit submittal process. We hope you find this helpful and informative. We welcome your suggestions on other subjects you would like to see highlighted in a future bulletin.

**Special Inspection and Testing Agreements:** This form is required for the majority of new commercial buildings and should be turned in at the time of application. Turning this form in at application will avoid having this item appear in a correction letter. The form is now available [on-line!](#)

**Deferred submittals:** Deferred submittals should be listed as such on the cover sheet of the construction plans submitted for review to the City (IBC106.3.4.2). This requirement also applies to shop drawings for trusses and other prefab components. The design professional in responsible charge should provide a time line for deferred submittals.

**Mechanical Permit submittals:** The plans submitted for a mechanical application should conform to the published commercial and residential Format and Design Standards. These are available [on-line](#) or in the Permit Center. This would include two complete sets of plans, on the same size paper, with legible drawings clearly showing location and scope of work.

Important points to remember are the Appliance Specifications: size, weight, Btu's, clearances, energy rating ; Location: building key plan, roof plan, scaled floor plans with room uses stated; Gas Piping: location of piping, appliance and meter, size and length, Btu's served; Combustion Air: outside air is required for the appliance, unless it is a listed direct vent appliance. Wood stove always require outside combustion air; Installation Details: If the unit suspended, how is it supported? If it is on the roof, was the roof designed for the additional loads, or is a structural engineer review required? Are guard rails required?  
The more information that can be placed on the plans to explain the project in full, the easier (quicker) it is to review.

Specific handouts on mechanical installations and helpful tips will be available soon at the Permit Center.

**Important code data:** An easy way to avoid corrections is to make sure the following required code data is on your plans: building area, number of stories, basement?, type of construction, proposed use(s), occupancy, occupant load, sprinkler system? This information is commonly incomplete for tenant improvements and is necessary to complete the plan review. This information is sometimes available in our archives. If you have any questions or need assistance with microfiche, please ask our front desk!

**Design Criteria:** When Design Criteria is missing or incorrect, unfortunately the submittal cannot be accepted for review. Here are the current design criteria for the City of Bellingham. This information can also be found [on-line](#):

Seismic Zone: D1  
Wind Speed: 90 mph (three-second gust)  
Exposure B\*  
Snow Load: 25 lbs/ft<sup>2</sup>-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/ft<sup>2</sup>\*\*  
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.