

Commercial & Multifamily Building Permit Submittal Requirements

The following items must be provided in order to apply for a building permit. Plans and application will not be reviewed if information is incomplete. The building official may require additional information or materials when necessary to augment a permit application. Please contact the Permit Center at 425-837-3100 for more information.

I. Please Note

- The property owner bears the responsibility for accuracy and completeness of all information provided with or affecting the application submittal.
- The Development Services Department may require additional information as needed. If you have any questions concerning your application submittal, please visit or contact the Issaquah Permit Center.

II. Application Process

1. Gather your plans and supporting documents per the application checklist and plan set requirements.
2. Save the documents in PDF file format per our [PDF File Format Requirements](#).
3. Apply and upload your plans to www.MyBuildingPermit.com.
Select the following options when applying:
Building – Multifamily Residential – New Construction
4. Plans are reviewed, commented, and approved electronically as PDF documents.
5. See [Resubmittal Instructions](#) when responding to comments.
6. You print your approved set upon permit issuance.
7. See [Revision Instructions Sheet](#) for making changes post-approval.

III. Pre-submittal Meeting

A Pre-submittal meeting is strongly encouraged prior to a permit submittal for the following permit types:

- New commercial buildings
- New multi-family buildings greater than 3 stories
- Projects with multiple buildings on one site
- Tenant improvements greater than 8,000 s.f. or including a new restaurant or commercial kitchen

Any deviation from the above requires the approval of the building official.

The purpose of a pre-submittal meeting is to have staff provide a cursory review of the building permit submittal and provide feedback to the design team prior to submitting the permit application. The goal is to shorten the review time by eliminating an entire round of review so permits can be issued in a more expedited manner.

Schedule a pre-submittal meeting with your permit technician at least two weeks prior to submitting your building permit application. At least one week before the scheduled pre-submittal meeting, submit your most complete drawings for all disciplines. Include geotechnical reports, structural calculations, energy compliance forms, etc. Use this Building Permit Submittal Requirements checklist as a guide for what to submit. You do not need to submit all forms such as applications, notices of decision, fixture count forms, etc. Those documents will be reviewed once the building permit application is submitted and staff provides a sufficiency review.

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To have an effective meeting, the architect must be present. The design team may also bring the contractor (particularly if there are some sequencing concerns), structural engineer (only necessary if there are structural issues that need to be discussed), geotechnical engineer (needed only if geotechnical concerns), mechanical engineer (only if there are unique mechanical systems on the project), civil engineer (particularly if there is a question of what goes in the site work package vs. building permit package), the owner (if desired), etc.

IV. Submittal Timing

It is assumed that applications for all permits will be submitted concurrently. If your project has been approved for early approval of site work, your site work permit may be broken into the following:

- **Site Work 1:** May include ROW work, clearing and grading, peat removal, ground improvement (other than that supporting the building), underground utilities, site structures not connected to the building, detention or utility vaults, bridges, etc. The Site Work 1 permit has the potential of being submitted and approved prior to your building permit.
- **Site Work 2:** May include finish grade elevations, accessible route of travel, curb cuts, slopes of sidewalks, details of ramps, etc. The Site Work 2 permit application must be submitted with your building permit application.
- **Site Structures** will be given a separate permit number if structural review is required. Examples include storm vaults, bridges, and retaining walls detached from the building. All retaining walls should be numbered on the site plan. These elements can be submitted with your site work permit or, if approved, as a deferred submittal if so noted on your site work permit.

V. Application Checklist

This checklist has been designed to provide a brief overview of the City's submittal requirements for all written documentation. For a comprehensive list of requirements, please see remainder of this guide. Please note that permit applications missing one or more items listed are considered incomplete and will delay the permit review process.

Pre-submittal Requirements	
	Approved King County septic system permit , if applicable
	Sammamish Plateau Water & Sewer Certificate of Water Availability , if applicable
Forms	
	Utility Service Application
	King County Sewer Use Certification Form [Residential] [Non-Residential], if project is not within Sammamish Plateau Water and Sewer District or Bellevue Water
	Temporary Erosion and Sediment Control (TESC) Report form
	Land Use Compliance Condition List
Supporting Documents	
	Boundary and Topographic Survey
	Geotechnical Design Report (See Soils Report Requirements handout)
	Copy of Recorded Easements
	Hazardous Materials Inventory and Management Plan, if applicable (Critical Aquifer Recharge Area – CARA)
	Structural Calculations (gravity and lateral load calculations required – stamped by Professional Engineer licensed in the State of Washington)
	Civil Structural Calculations
	Storm-water Technical Information Report (TIR) For projects 2,000 – 5,000 s.f. submit Storm-water Drainage Report for Small Sites form For projects over 5,000 s.f. see Civil Storm Drainage / TESC / Utilities Plans section of this document
	Energy Code Compliance forms and calculations (incorporate into plan set, do not submit separately)
	King County Health Department letter and/or stamped plans of approval from for any of the following types of buildings: food service, schools, hospitals, nursing homes, public/semi-public pools/spas
	Covenant Not-to-Sue (flood hazard, steep slope, coal mine hazard) , if required
	Shared Parking Plan , if applicable (see land use conditions)
	Transportation Management Plan , if applicable (see land use conditions)
	City Vision on Sustainable Development Discuss how the proposed project will address the City's Vision and if you plan to certify the development as green building
	Solid Waste Service Company Approval of Access and Collection Space Standards
Intake Fee	
✓	Plan check fee deposit required at time of submittal based on project valuation. Other permit fees will apply – see Permit Technician for more information.

VI. Plan Set

Cover Sheet

- a. Site area in square feet and acres
- b. Vicinity map
- c. Provide a general project description
- d. Site data summary (include required/allowed and proposed)
 - Number of dwelling units/acre (if applicable)
 - Number of bedrooms per unit
 - Developable site area
 - Gross area of proposed structure(s), broken down by land use
 - Gross site area per building, if on multiple parcels
 - Floor area ratio
 - Total coverage of impervious surface ([IMC 18.07.050](#)), area and percentage
 - Building height as defined by land use code, required and proposed
 - Parking number and type (include bike), required and proposed
 - Landscaping, area in square feet
 - Required building setbacks
 - If project is to be phased, provide construction phasing schedule
 - Zoning and sub area
 - Comprehensive plan land use designation
 - Shoreline designation
 - Required community spaces area (per sq. ft./unit; type: on-site amenity, individual, common, private)
 - Density bonus, calculation of applicable area and public benefits provided
 - Requested administrative adjustment of standards
- e. List of deferred submittals (list to be approved by the building official); typically approved are:
 - Signage (i.e., accessible, stair, permanent rooms)
 - Bolt-on balconies
 - Guards
 - Connection details for mechanical equipment weighing more than 400 pounds
 - Continuous rod hold-down system
 - Shop drawings for post-tensioned concrete
 - Storage lockers
 - Through and membrane penetration firestop systems
 - Prefabricated roof trusses (used for lateral load transfer)

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- Prefabricated floor trusses (used for lateral load transfer)
- f. Reference any approved Alternate Materials or Methods of Construction used on this project
- g. Provide a 3" x 3" blank area on a consistent location on each sheet (including all disciplines) in the title block or on the right side of the sheets for city approval stamps

Code Summary & Exiting Plans

List the following:

- a. All current applicable codes (see [code page](#))
- b. Occupancy classifications
- c. Type of construction
- d. Type of fire sprinkler system (wet, dry etc.) and standard used (NFPA-13 or NFPA-13R)
- e. Number of stories and number of basements
- f. Allowable height and calculated building height based on calculated grade plane elevation
- g. Allowable number of stories and actual number of stories
- h. Determination of allowable area
 - Indicate if frontage increase is used and show how it was determined
- i. Specify actual areas per story
 - Clearly show the gross floor area per occupancy
 - Refer to the definition of Floor Area, Gross to determine applicable areas
 - Include area of stacked decks in area determination
 - Verify that interior walls, stairs, and all spaces within the inside perimeter of exterior walls are included in the area (show clearly on code plans for verification)
- j. Mixed use and occupancies
 - Identify accessory occupancies if applicable
 - Indicate if using nonseparated occupancies
 - Indicate if using separated occupancies
 - Identify any incidental uses
- k. Indicate if utilizing the horizontal building separation allowance
- l. Identify fire separation distances and evaluate to determine if rated exterior walls or opening protection is required
- m. Identify the fire-resistance requirements based on type of construction
- n. Provide code plans that identify the following:
 - Identify occupant load factors, areas, and occupant loads for each space
 - Determine total occupant loads per floor
 - Distribute occupant loads to exit components
 - Identify common path of egress travel distances

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- Identify travel distances
 - Evaluate remoteness of exits or exit access doorways
 - Demarcate rated assemblies with specific line types
 - Clearly label and identify hourly ratings of exterior walls, fire walls, fire barriers, fire partitions, smoke barriers, smoke partitions, horizontal assemblies, vertical openings, and shafts
 - Indicate locations requiring opening protection and specify hourly rating and where smoke gasketing is required
- o. Indicate if providing pressurized stairs or elevator shafts
 - p. Provide a smoke control narrative if using pressurization equipment for stairs or elevators (rational analysis will be required which will include a CONTAM model and review by a third-party consultant)
 - q. Identify the number of dwelling units or sleeping units and provide an evaluation of Accessible, Type A, and Type B units
 - r. Appropriately evaluate distribution among classes of units
 - s. Identify Accessible, Type A, and Type B units on code plans
 - t. Indicate the number of parking spaces and evaluate require accessible and van-accessible spaces
 - u. Indicate how resolving requirements in RCW 64.55 for Construction Defect Disputes – Multi-unit Residential Buildings
 - v. Evaluate plumbing fixture requirements
 - w. Identify elements provided with standby or emergency power and indicate how this is being provided (if using on-site fuel storage, indicate fuel type and tank size)
 - x. Include complete [WSEC Compliance form for Building Envelope](#) on the drawings

Site Plan – Architectural

Show the following:

- a. Location and dimensions of property lines
- b. Legal description showing point of beginning if the legal description is a metes and bounds description
- c. All adjacent right-of-ways
 - Locate and label the existing centerline, curb, sidewalk and all proposed surface hardware
 - Identify distances to right-of-way centerline
 - Indicate road type and design speed
- d. Location, name or number of all streets and alleys adjacent to the site
 - Show any off-site easements or private streets that provide access from the site to a public road
- e. Location for all existing and proposed utility, open space, drainage, native growth protection and access easements and accurately dimension. Show all Tracts
- f. Location, overall dimensions and use of all existing and proposed buildings and structures on the site
 - Show distances to property lines
 - Show all calculated fire separation distances

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- g. Setbacks to all property lines (not just BSBL), including between buildings, architectural features and retaining walls
- h. Location of accessible route from public transportation stops, accessible parking spaces and all accessible features to accessible building entrances
 - Identify slopes, widths, and dimensions of all walks, ramps, stairs, etc.
 - Provide clear references to fully detail all accessible elements
- i. Indicate water meter location, meter size, supply, service line sizes, standpipes and fire department connections
- j. Identify and dimension compact, full-size, accessible and van-accessible parking spaces including access aisles
 - Show dimensions of all garages and indicate proposed tandem parking spaces
 - Indicate signage for compact and accessible spaces
 - Indicate bike racks and loading spaces
 - Indicate overhangs
- k. Pedestrian circulation:
 - Show the layout of all internal walkways and connection to public sidewalks, trails and/or right-of-ways
 - Provide details and enlargement of pedestrian areas, including accessible ramps
- l. Existing trees, types and sizes
- m. Zoning and critical area building setback lines
- n. Clearly indicate demolitions and additions
- o. Indicate all plazas, patios, courtyards, and play areas.
- p. Indicate location of mailboxes, utility vaults, hydrants, fire department connections, electrical equipment pads, flagpoles, all exposed HVAC equipment, and traffic signs
- q. Parking and circulation:
 - Locate and dimension all entry drives
 - Show the proposed layout including parking stall angle, bay and aisle width, and provide typical dimensions for stall width and length to the wheel stop
 - Locate and dimension on-site loading areas
- r. Show all areas for new planting and all areas of existing vegetation to be retained
- s. Walls, rockeries and fences:
 - Indicate location, length and height
 - Provide section and elevation details for new construction
- t. Indicate utility crossings
- u. Spot and topography elevations:
 - Show surface elevation at each corner of the site
 - For sites with slopes greater than 10%, show existing and proposed contours at 2' intervals
 - Indicate portions of sites with slopes greater than 15%

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- Locate temporary and permanent benchmarks
- v. Indicate location of dumpster or trash enclosures, trellises, mailbox enclosures, and other site elements
- w. All plans must be printed in the same orientation that the structure(s) will be built. We do not accept plans that are reflected or mirrored images. This includes site plans, floor plans, elevation and structural drawings

Landscape Plans

Show the following:

- a. The landscape plans applicable to your building permit do not include documents required for your separate landscape permit (which includes ground cover, trees, shrubs, planting plans, irrigation plans, etc.). Please note in some cases (for smaller projects) a separate landscape submittal will not be required; however, a separate landscape permit may be issued.
- b. Elements required for your building permit that may be on landscape plans (but are not required to be) include:
 - A site plan with site features such as exterior amenity spaces, patios, BBQ areas, trellises, arbors, monuments, fences, gates, etc.
 - Details of site features
 - Surface materials compliant with accessibility requirements
 - Paths and trails including features on the accessible route of travel
 - Rooftop gardens
- c. Structural calculations and details are required for many structures including fences over 7' tall

Architectural Floor Plans

Show the following:

- a. Area of each floor including covered decks, porches, garages and carports
- b. Floor layout labeling use of each space and providing complete dimensions
- c. Stairs, corridors, ramps, elevators, restrooms and drinking fountains
- d. Locate and dimension new, removed or replaced windows, doors and skylights
- e. Locations of exits, signage, fire extinguishers, fans, vents, plumbing fixtures, mechanical equipment, standpipes, etc.
- f. Locations and cross references to details for all vertical and horizontal fire-resistive separations including fire walls, fire barriers, fire partitions, smoke partitions and draft-stops
- g. Incorporate accessible features showing maneuvering clearances with typical dimensions at doors and show turnaround spaces within rooms to meet accessibility requirements
- h. If crawl space is included, show location and size of all vents, access size and location, and an evaluation of the required ventilation area
- i. Show and label spaces integral with foundation (i.e.: basement, garage, storage areas)
- j. All detail callouts must be accurately cross referenced to the appropriate location on the plans

Roof Plan

Show the following:

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- a. Hips, valleys, gables and ridges showing all roof slopes
- b. Evaluate required and provided roof ventilation area
- c. Roof jacks and gable-end vents must be specifically shown in plan or elevation
- d. Ridge and eave venting details
- e. Roof drainage identifying all drains and overflow drains
- f. Show location of mechanical equipment and detail screening

Reflected Ceiling Plans

Show the following:

- a. Locations of suspended ceilings
- b. Detail references for each type of suspended ceiling support system

Elevations

Show the following:

- a. Elevations of every side of the building, finished floor level for each floor, proposed grades, maximum building height and maximum site slope
- b. Grade plane elevation based on IBC requirements and note actual building height based off grade plane elevation
- c. Roof information:
 - Overhang dimensions
 - Chimney clearances
 - Pitch or minimum slope to drain
 - Mechanical equipment and its screening
 - Class of roofing material
- d. Doors, windows, skylights, and any type of openable vents in windows
- e. Window sill height above finished floor
- f. Decks with height of guards and spacing of intermediate rails identified
- g. Ramps, signs, etc. for compliance with accessibility requirements
- h. Exterior color and materials as approved by the Development Commission (specific reference to manufacturer required). This requirement is not applicable to Issaquah Highlands
- i. Highest and lowest points of all awnings, canopies, windows, doors and archways

Architectural Sections, Details & Enlarged Plans

Detail the following:

- a. Typical wall, floor and roof assemblies and ratings
 - Call out all material types and thicknesses
 - Provide complete wall, floor and roof tags that reference assembly types
 - Provide weatherproofing and flashing details

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- b. Roof section showing height of mechanical equipment and height of screening; include materials and color
- c. Sections through corridors, shafts and stair enclosures and include details at floor and roof intersections showing continuity
- d. Complex fire-resistive assemblies and intersections such as at occupancy separations, fire walls, fire barriers, etc.
- e. Roof eave conditions, decks, guard connections, protection at overhangs, roof and floor drains
- f. Enlarged stair, elevator, and shaft plans and sections with complete details showing continuity
- g. Interior elevations to demonstrate compliance with accessibility requirements
- h. Typical accessibility details
- i. All components attached to the building including trellises, architectural features, canopies, etc.
- j. Unless there are multiple buildings on site and a separate Site Work permit will detail site structures, detail all site structures including detached trellises, retaining walls, rockeries, outbuildings, dumpster enclosures, etc.
- k. Provide enlarged plans for units, common areas, public bathrooms, etc. to clearly demonstrate accessibility requirements
- l. Enlarged unit plans must identify Accessible, Type A and Type B units
- m. Enlarged Type B unit plans must indicate if complying with Option A or Option B

Assembly, Door, Window, Hardware & Finish Schedules

Show the following:

- a. Assembly schedules:
 - Call out approval agency and listing number for each rated assembly
 - All components of tested assemblies must be called out on the drawings so the contractor can build the assembly and the inspector can inspect the assembly from the plans
 - Cut sheets from tested assemblies included on the plan sheets are acceptable
 - Key all assembly types in plan and section to clearly describe
 - Show flame spread of finishes
 - Where applicable, justify STC and IIC ratings with tested assembly reports or provide a separate acoustic report
- b. Door schedule:
 - Show door size, rating and hardware
 - All hardware information must be on the drawings to indicate smoke gasketing, closing devices, panic hardware, etc.
 - Specify U-values in coordination with your WSEC Compliance form for Building Envelope
 - Identify safety glazing
- c. Window schedule
 - Show window size, opening size and direction, rating and hardware
 - Specify U-values and SHGC in coordination with your WSEC Compliance form for Building Envelope

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- Identify sill height in window schedule or on elevations
 - Specify all panes having safety glazing
- d. Show protection for all penetrations (plumbing, mechanical, electrical, communication)
 - e. If intending to address through- and membrane-penetration firestop systems as a deferred submittal, this must be specifically noted on the Cover Sheet
 - f. Finish materials need to be identified on a Finish Schedule

Structural Notes

Show the following:

- a. Design loads and include:
 - Live (including floor, stairs, etc.)
 - Dead (including mechanical equipment, materials)
 - Snow (25 psf minimum; see Structural Reviewer for additional requirements)
 - Wind (including exposure, ultimate and ASD wind speed, topographic factors)
 - Seismic (including seismic design category D)
 - Soil loads (soil bearing pressure, equivalent fluid pressure, site class)
- b. Specifications for all materials (concrete, masonry, steel, wood, anchors)
- c. Minimum design concrete strength, concrete sack mix, and reinforcing bar grade
- d. Grade and species of all framing lumber
- e. Combination symbol (strength) of all GLU-LAM beams and design requirements for engineered lumber such as PSLs, LVLs, LSLs
- f. Itemize all structural deferred submittals (such as connection details for mechanical equipment weighing more than 400 pounds, continuous rod holdown system, shop drawings for post-tensioned concrete, prefabricated roof trusses carrying lateral loads, prefabricated floor trusses carrying lateral loads)
- g. Refer to the geotechnical report by company, date, and number and summarize allowable design criteria and foundation requirements
- h. Provide a statement of special inspections itemizing all requirements
- i. Specifically identify required geotechnical special inspections
- j. Indicate if structural observation is required

Structural Foundation Plan

Show the following:

- a. Accurately locate all columns, footings, grade beams, holdowns
- b. Size and reinforcing of all foundation members
 - Provide column connection details
 - Indicate any framing anchors, welds, anchor bolts, grout, etc.
- c. Size of floor framing members, spacing, direction, support, connections, blocking, etc.
- d. All detail callouts must be accurately cross-referenced to the appropriate location on the plans

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- e. Foundation walls must be fully dimensioned and show maximum wall heights and all connections
- f. Foundation sections at various points around foundation system
- g. Under-slab requirements and details per geotechnical report

Structural Floor and Roof Framing Plans

Show the following:

- a. Size of roof, floor and deck structural members with spacing, direction, support, connections, blocking, etc.
- b. Bearing walls and column/beam supports to the foundation
- c. Weight and locations of all mechanical equipment and support system
- d. Shear wall plan and holdown locations
- e. Detail callouts accurately cross-referenced to the appropriate location on the plans

Structural Sections and Details

Show the following:

- a. Typical wall sections with all materials labeled including all dimensions, height, insulation, sheathing, connections, siding, etc.
- b. Lateral engineering details
 - Specifically show complete load path through nailing for top plate, bottom plate, roof sheathing to wall, cantilevered floors, roof edge nailing, and interior shear walls
 - All details must be referenced on plan at all typical locations
 - Include details of holdown connectors
- c. Typical roof section with all materials labeled
 - Include all dimensions, venting, insulation, connections, sheathing, type of roofing, slope of roof
 - Show scupper, overflow and downspout details
 - Note that many of these details may be included in architectural details and need not be duplicated on structural drawings
- d. Typical foundation section with all materials labeled
 - Include dimensions, wall thickness, rebar size and spacing, rebar clearance, footing depth below grade, clearance between grade and sill plate, maximum wall height, connections, anchor bolt size and spacing, connection between floor diaphragm and foundations, slab thickness, drainage for foundation retaining walls
- e. Specify metal connectors, including joist hangers, clips, post caps, post bases, etc.

Lateral and Gravity Design

Provide the following:

- a. Wind and seismic calculation comparisons
- b. Complete lateral design for controlling wind or seismic load
- c. Details showing complete load path transfer at roof perimeter, interior shear walls, cantilevered floors, offset shear walls and ceiling diaphragm-to-shear walls (if used)

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- d. Engineer's stamp required on drawing and calculations
- e. Shear wall schedule noting nail spacing, blocking, bolts, top and bottom plate nailing
- f. Holdown connector locations on plans
- g. Holdown details for various conditions provided
- h. All structural calculations for lateral and gravity design must include a key plan or similar way of identifying beams, headers, girder trusses and shear walls noted in the calculations with those indicated on the plans
- i. Structural calculations for rooftop mechanical equipment screening
- j. Plans submitted that do not identify and coordinate plans and calculations will be considered insufficient and not accepted for permit submittal

Energy Code Data

- a. Provide commercial compliance forms for Building Envelope, Lighting, and Mechanical; refer to [Washington State Energy Code Website](#) (sign-in required). Include forms on the appropriate plan sheets
- b. Compliance forms must be completely filled out including the checklists that identify the location information is provided in the documents
- c. Identify insulation R-values or assembly U-values for each wall, floor, and roof/ceiling assembly in the exterior envelope
- d. Indicate U-values and SHGC of all glazing in the exterior envelope
- e. Provide energy code compliance notes and specify method of compliance in summary
- f. Show location of air barriers and address air leakage requirements
- g. Provide specifications for air leakage building test on the drawings
- h. Provide vestibules where required
- i. Provide lighting fixture tables noting watts in coordination with compliance forms for interior and exterior lighting
- j. Identify on the drawings the Additional Efficiency Package Options applied to the project

Plumbing

- a. Plumbing plans must be submitted with all applications and may not be a deferred submittal
- b. Plumbing plans are required for:
 - Commercial projects with over 10 fixtures
 - Multifamily projects over 4 dwelling units (except for IRC townhouses)
 - All commercial kitchens for food service (does not include office lunchrooms)
 - Gravity grease interceptors, hydro-mechanical grease interceptors, and oil-water separators
 - Septic systems or private sewer or water lines (septic systems require King County Department of Health approval)
- c. Reference the applicable codes on the plans including edition (UPC)
- d. Drawings for commercial projects over 4,000 s.f. must be stamped and signed by an engineer licensed in the State of Washington. The name and address of the person responsible for the drawings and the address of the project should be included on the plans

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- e. Grease interceptors are required to be sized per UPC requirements and designed and stamped by a licensed mechanical engineer
- f. Show the size and location of gravity grease interceptors on the site plan or location of hydro-mechanical grease interceptors on the floor
- g. Isometric drawings are required for buildings over 3 stories, commercial kitchens and grocery stores
- h. Line drawings must show all piping (water, gas, waste and vent) materials, sizes and lengths, water source and entry, shut-off isolating valves, and backflow prevention device(s)
- i. A fixture schedule showing the number, types and locations of all fixtures must be provided
- j. Details must show construction of interceptors, piping support, firestop penetration systems, etc.
- k. Calculations must be provided for water meter sizing and DWV fixture units for building drain
- l. Provide roof drain piping calculations. Show size and location of roof drains and scuppers
- m. If intending to address through- and membrane-penetration firestop systems as a deferred submittal, this must be specifically noted on the Cover Sheet

Mechanical

- a. Mechanical plans must be submitted with all applications and may not be a deferred submittal
- b. Mechanical plans are required for any of the following conditions:
 - Multifamily projects over 4 dwelling units (except for IRC townhouses)
 - All commercial kitchens
 - Type I and Type II hoods
 - All rooftop or floor mounted units over 400 lbs. (structural details and sliding and overturning calculations are required)
 - All new commercial buildings
 - Tenant improvements over 1,000 s.f.
- c. Plans shall be of sufficient clarity to indicate the location, nature and extent of the work proposed
- d. Reference the applicable codes on the plans including edition (IMC, WSEC)
- e. Drawings for commercial projects over 4,000 s.f. or containing Type I hoods must be stamped and signed by an engineer licensed in the State of Washington. The name and address of the person responsible for the drawings and the address of the project should be included on the plans
- f. Include [WSEC Compliance form for Mechanical](#) on the drawings
- g. WSEC compliance form must be completely filled out including the checklist that identifies the location information is provided in the documents
- h. Provide an HVAC basis of design project description
- i. Provide equipment schedules with complete information
- j. Verify that structural drawings address support of equipment
- k. Show locations of all HVAC ducts and include size, gauge, and register locations
- l. Indicate location and R-value of duct insulation

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- m. Drawing underlays must coordinate with current architectural plans and show the location of all rated fire-resistive assemblies
- n. All fire/smoke dampers must be clearly shown at all locations; where applying the provisions of any exceptions where fire/smoke dampers are typically required, justify condition without fire/smoke damper
- o. Provide make-up air for all exhaust system
- p. Show required access for roof-mounted equipment
- q. Detail rated enclosures for grease ducts
- r. If intending to address through- and membrane-penetration firestop systems as a deferred submittal, this must be specifically noted on the Cover Sheet

Electrical

- a. Electrical plans must be submitted with all applications and may not be a deferred submittal
- b. Electrical plans are required for:
 - All new commercial buildings
 - All multi-family projects over 3 stories
 - Tenant improvements over 1,000 s.f.
 - Other projects where necessary to provide required information
- c. Where electrical plans are not required or provided, the items in this section must be provided on other sheets in the building permit submittal
- d. Reference the applicable codes on the plans including edition (NEC, WSEC)
- e. Plans shall be of sufficient clarity to indicate the location, nature and extent of the work proposed; however, a separate permit through Labor & Industries is required for your electrical permit
- f. Include [WSEC Compliance form for Lighting](#) on the drawings and indicate method of compliance
- g. Electrical drawings must include:
 - Location of exit signs and directional exit signs
 - Lighting plans showing regular and emergency lighting
 - Smoke alarms and carbon monoxide detectors
 - Information on any standby or emergency power systems
 - Specialty electrical equipment required for building code compliance
 - Fixture schedules identifying watts per fixture for both interior and exterior lighting that coordinates with your WSEC Compliance form for Lighting
 - Schematic of light switching
 - Lighting controls, daylight zones, time-switch controls, light-reduction controls, dimmers, toplight daylight zones, etc.
 - Locations of all occupancy sensors
 - Controlled receptacles in all locations required by the WSEC
- h. Provide an exterior lighting plan including the following:

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- Exterior lighting controls

Smoke Control Design

- A smoke control narrative and rational analysis needs to be provided during the building permit review for any smoke control system utilized for an additional story or when pressurizing elevators to meet corridor protection requirements
- Submit a CONTAM model to show compliance with IBC 909.4. This information as well as coordination with the project drawings must be reviewed by a third-party consultant contracted by the city and approved prior to permit issuance
- The drawings must show how shaft pressurization equipment, control wiring, power wiring, and ductwork for shaft pressurization is protected as indicated in IBC 909.20.6.1
- The drawings must call for smoke control systems to be tested by a special inspector
- The drawings must state that smoke control systems subject to the provisions of IBC 909 will undergo special inspections and tests sufficient to verify the proper commissioning of the smoke control design in its final installed condition

Exterior Lighting Plan

- This information can be incorporated and noted on the Planting Plan
- Include a photometric site building exterior and parking area lighting plan. (Compliance with the Washington State Energy Code lighting provisions is in addition to this requirement.)
- Provide fixture cut sheets and details, including pole and mounting height for all proposed fixtures
- All fixtures must be designed to prevent light spillage to adjacent properties

Construction Coordination Plan

- The construction coordination plan may be incorporated into other site drawings if so desired
- Indicate areas reserved for contractor employee parking. Areas that are to be shared with a neighboring business must include a copy of the contract or agreement with the neighboring business.
- Indicate construction vehicle wash down areas. Also include the location of the nearest fire hydrant or other water service. Show where runoff water will be collected and how it will be treated
- Preconstruction water supply will require a Hydrant Meter Use permit obtained from Public Works Operations. Call 425-837-3470.
- Indicate construction access to the site. Also indicate which access point is to be the primary reception point for the delivery of construction materials. Note that city streets may not be blocked for the unloading of construction materials
- Provide a statement related to clearing and grading describing the proposed disposal site with anticipated haul routes.

VII. Additional Permits Required

- Site Work Permit.** Separate site work permits may be required; see page 1 for additional information.
- Landscape Permit.** Please coordinate with your planner for landscape submittal requirements.
- Shoreline Permit.** A shoreline permit is required if the structure will be located within 200 feet of Lake Sammamish, Issaquah Creek, or the East Fork of Issaquah Creek.
- Flood Hazard Permit** Contact the stormwater engineer reviewing your project for more information.

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- e. **Irrigation Backflow Device.** A backflow device is required for any irrigation system. A separate over-the-counter plumbing permit must be pulled by the contractor performing the work.
- f. **Fire Sprinkler Permit.** Site, plat or building construction may require that a fire sprinkler system be installed. If a fire sprinkler system is installed, a separate fire sprinkler permit is required.
- g. **Fire Alarm Permit.** Site, plat or building construction may require that a fire alarm system be installed. If alarm system is installed, a separate fire alarm permit is required.
- h. **Fire Suppression Permit.** A separate fire suppression permit required for any suppression systems.
- i. **Underground Fire Line Permit.** Contact the engineer reviewing your project for more information.
- j. **Electrical Permit.** Electrical permits are reviewed and issued by the Washington State Department of Labor and Industries. The closest L&I office is located in Bellevue:

616 120th Avenue NE, Ste. C201
Bellevue, WA 98005 ([map](#))
425-990-1400
- k. **King County Department of Health (Septic).** For lots not served by sewers, an approved septic design from the King County Department of Public Health is required prior to submitting a building permit application. You may contact them at:

Eastgate Environmental Health Services ([website](#))
14350 SE Eastgate Way ([map](#))
Bellevue, WA 98007
206-296-4932

VIII. Revision Submittals

All revisions must be submitted to the Permit Center and date-stamped by a permit technician. Each revision package must include the same number of sheets/documents that were required for the original submittal. The Permit center can be reached by calling 425-837-3100 or by e-mail at DSD@issaquahwa.gov

IX. Links to Select Issaquah Municipal Code (IMC) Sections

Land Use Code: <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

Central Issaquah: <http://issaquahwa.gov/DocumentCenter/View/1411>

Development & Design Standards

Subdivisions: <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

Environmental Protection: <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

District Standards Table: <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

Density calculation in Critical Areas: <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

Street Standards: <http://issaquahwa.gov/DocumentCenter/View/1048>

Landscaping & Tree Preservation: <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

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