



COMMERCIAL BUILDING PERMIT SUBMITTAL CHECKLIST

Applicant name(s) _____ Date _____

Project location _____

Occupancy Classification: _____, Type of Construction: _____, Allowable Floor Area: _____, Number of Stories: _____

Occupant Load(s): _____ Height Modifications: _____, Area Modifications: _____

Please use this checklist to aid in preparing a complete building permit application package. Most permit processing delays are the result of incomplete or inadequate permit submittal information. Please check off each line as you identify that your submittal contains the required information, place N/A on lines that do not apply to your specific project, and then submit the checklist with your application.

Office Applicant **Documents Required:** (for each proposed structure) See KCC 14.04.265 for additional information.

- 1 _____ Completed commercial building permit application, including all parcel, applicant, and square footage information
- 2 _____ Current copy of contractor's license
- 3 _____ 6 copies of the approved site plan (Use the approved SDAP site plan if a SDAP is required)
(Note: if proposed structure is within 20' of a property line, or within 40' of an existing building, additional fire resistive requirements may apply. See IBC Chapter 5 & 6 for limitations.)
- 4 _____ Completed Vicinity Map (Kitsap County can not accept copies of copyrighted maps)
- 5 _____ Completed Energy Code application and/or heat loss calculations and compliance information.
- 6 _____ Completed Mechanical/Plumbing unit charge list or permit application. (identify fuel type & storage locations)
- 7 _____ Completed SDAP application and plans if new impervious surfaces exceed 5000 square feet, or if otherwise req'd.
- 8 _____ Completed Road Approach Permit application (not required if a SDAP has been submitted)
- 9 _____ Completed Address request form (Include copy of site plan with address request)
- 10 _____ Completed Concurrency Test application
- 11 _____ Bremerton-Kitsap County Health District approval:
(May be exempt if no new construction or change in water/sewer use is proposed. See KCC 14.04.265(9))
 - Accepted BSA (Building Site Application) for new const.
 - Approved BC (Building Clearance) for existing buildings

Construction Plans: (3 sets required) Verify that all of the following are provided:

- 12 _____ Recognized scale
- 13 _____ Floor plan(s) (use of rooms)
- 14 _____ Elevations of all sides
- 15 _____ Foundation plan
- 16 _____ Floor & roof framing plans
- 17 _____ Building Cross Section
- 18 _____ List of hazardous materials proposed to be used or stored
- 19 _____ List of all required special inspections

Verify that the Construction plan sheets contain all of the following in detail:

(Include all structural member sizes, wood species and grades, i.e. 2x10 DF#2, HF#2, PT, etc.)

- | Office | Applicant | |
|--------|-----------|--|
| 20 | _____ | Foundation details (footing, and pier sizes, reinforcements, depths, grades, and anchorage) |
| 21 | _____ | Concrete wall details (Sizes; reinforcement size, location and grade; openings, etc.) |
| 22 | _____ | Structural masonry details (Sizes; reinforcement size, location and grade; openings, etc.) |
| 23 | _____ | Structural steel details (Sizes; grades; welding details, bolting details, etc.) |
| 24 | _____ | Floor beams (size, grade, species, spacing and direction) (provide calculations) |
| 25 | _____ | Floor joists (size, grade, species, spacing and direction) (provide calculations) |
| 38 | _____ | Wall framing detail (size, grade, species, and spacing) |
| 39 | _____ | Headers and beams (size, grade, and species for all openings) (provide calculations) |
| 40 | _____ | Roof framing detail (size, grade, species, spacing, direction and drainage provisions) |
| 41 | _____ | Mechanical systems detail (locations, sizes, support, dampers, smoke control and/or ventilation systems, etc.) |
| 42 | _____ | Plumbing systems detail (sizes, penetration fixture locations & descriptions, piping & vent protection devices, etc) |

Additional information required on plans:

***The construction documents shall show in sufficient detail the location, construction, size and character of all portions of the means of egress in compliance with the provisions of the IBC. The documents shall designate the number of occupants to be accommodated on every floor, and in all rooms and spaces.**

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|----|-------|--|
| 43 | _____ | Means of Egress: The following <u>MUST</u> be indicated on plans:
* Exit Access (IBC Section 1014).
* Exit & Exit Access Doorways (IBC 1015).
* Exit Access Travel Distance (IBC 1016). |
| 44 | _____ | Are all required fire resistive walls indicated on the plans and identified by an assembly identification number? |
| 45 | _____ | Are all required horizontal fire resistive assemblies indicated on the plans and identified by an assembly number? |
| 46 | _____ | Are protective devices or listed assemblies indicated for all penetrations of fire resistive construction assemblies? |
| 47 | _____ | Are protective devices or listed assemblies indicated for all door & window openings in fire resistive construction? |
| 48 | _____ | Are all window and door sizes indicated? U value of windows _____, U value of doors _____ |
| 49 | _____ | Are all glazing requirements clearly identified, including all tempered safety glazing, laminated glass, etc? |
| 50 | _____ | Are all insulation values indicated? Walls R-____; Ceiling R-____; Floor R-____; Slab/Foundation R-____ |
| 51 | _____ | Are all stair and ramp details indicated? (Including handrails, rise and run, stair width, landings, ramp slope, etc.) |
| 52 | _____ | Are guardrails indicated on landings or walking surfaces greater than 30" above grade? |
| 53 | _____ | Are all required accessible facilities indicated, clearly describing all accessible bathroom facilities and drinking fountains; accessible paths of exit travel; accessible parking and exterior paths of travel; etc. |
| 54 | _____ | Is a propane tank to be installed? _____, If yes, what size? _____ Is the location indicated on the site plan? |
| 55 | _____ | Are all gas (propane or natural) fueled appliances identified on the plan sheets? |
| 56 | _____ | Are any propane appliances proposed to be located in a basement, underfloor space or pit situation? _____
(If yes, revisions are required, Propane is prohibited in locations where heavier-than-air gas might collect) |
| 57 | _____ | Does the building contain a fire alarm system? _____ If yes, an additional, separate permit is required. |
| 58 | _____ | Do the plans include a fire extinguishing system (sprinkler)? _____ If yes, an additional, separate permit is req'd. |
| 59 | _____ | Do the plans include a commercial kitchen hood? _____ If yes, an additional, separate permit is required. |

Office _____ Applicant _____

Structural Information: See IBC 2308.12, Seismic Zone D. (If engineered, skip to line # 76)

***Construction documents shall describe the exterior wall envelope in detail to determine compliance with the IBC. Documents shall provide wall envelope to include flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistive membrane and details around openings.**

- 60 _____ Does structure exceed IBC Section 2308? If yes, full structural engineering is required.
- 61 _____ Is the structure 4000 square feet or larger? _____, If yes, full structural engineering is required.*
- 62 _____ Is there any non-conventional framing (steel, log, foam panel, etc.)? _____ If yes, full struc. eng. is required.*
- 63 _____ Do any light frame bearing walls exceed 10' in height? _____ If yes, lateral engineering is required.*
- 64 _____ Are there any structural members supporting concentrated point loads? (ie: large gravity loads bearing at a specific point on a beam) _____ If yes, are they identified and are structural calculations provided? _____
- 65 _____ Are any covered porches or roof extensions greater than 6' proposed? _____ If yes, lateral engineering is required.*
- 66 _____ Are all braced wall lines and braced wall panel types and locations clearly indicated on the plan sheets?
- 67 _____ Are interior braced wall lines indicated for building portions greater than 25 ft in length? (2308.12)
- 68 _____ Does the proposed structure satisfy the minimum IBC prescriptive braced wall requirements?
 If not, or if any of the following "irregular structures" exist, then lateral engineering is required.*
IRREGULAR STRUCTURES:
- 69 _____ Are any braced wall panels offset from the vertical plane directly above a foundation?
 (Some exceptions apply, see IBC 2308.12.6)
- 70 _____ Are any floors or roofs **not** laterally supported on all edges by braced wall lines? (2308.12.2)
- 71 _____ Does any roof or floor extends more than 6 feet beyond a braced wall line? (2308.6(2) & (2308.12.6(4)).
- 72 _____ Do any required braced wall panels (BWPs) extend more than 1 ft over an opening in the wall below?
 (BWPs may extend over an opening 8 ft or less in width if the header is 4x12 or larger), (2308.12.6 (3))
- 73 _____ Are any floor openings more than 12' wide or more than 50% of the least floor dimension? (2308.12.6 (6))
- 74 _____ Are any portions of floor vertically offset such that the floors can not be tied together? (2308.12.6 (4))
- 75 _____ Do any braced wall lines **not** meet in a perpendicular direction? (2308.12.6 (5))

***Structural engineering documents** If engineering is required, the following must be included:

- 76 _____ Coversheet identifying the project location, scope, and the design professional's address and phone number
- 77 _____ Design criteria indicated: 2006 IBC; ground snow load 30 psf; wind 85 mph, exposure B; seismic zone D
- 78 _____ Stamped structural calculations, 2 sets
- 79 _____ Stamped structural general notes, 2 sets
- 80 _____ WA State registered engineer's or architect's original seal, signature, signature date, & registration expiration date.
- 81 _____ All engineers' or architects' construction requirements must be clearly and accurately transferred to the plans.

Reviewed by: _____
Date: _____

Other Comments: _____
