

**CITY OF WENATCHEE**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

1350 McKittrick St., Suite A  
Wenatchee, WA 98801  
(509)888-3200  
(509)888-3201 (FAX)

**COMMERCIAL AND MULTI-FAMILY**  
(Including Additions)  
**BUILDING PERMIT APPLICATION**

In order to process and review permit applications in a timely fashion, the documents and document descriptions listed on the following sheets are the minimum requirements necessary for permit submittal and review. The more information that is supplied, the easier it will be to review the project. ***Failure to submit the required information will cause undue delay in the permit review process*** and, failure to include any of the documents or information listed will result in the City's being unable to accept the Building Permit Application. If you should have any questions regarding the minimum submittal requirements, please call the Building Department at (509)888-3200 prior to bringing the submittal package to the City.

Revised 10/31/08

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# COMMERCIAL AND MULTI-FAMILY SUBMITTAL REQUIREMENTS

(Including Additions to Existing Buildings)

APPLICATION DOCUMENTS (Submit 2 sets and one electronic copy unless specified otherwise)

## **WRITTEN DOCUMENTS:**

Building permit application (1 original)  
Copy of deed with legal description of property  
Copy of contractor's registration number  
Geotechnical report (2 copies if required)  
Structural and civil calculations (2 copies if required)  
Special Inspection and Testing Agreement (If required)  
Energy code compliance forms, calculations and plans  
Specifications (2 copies if applicable)

**FEES:** Approximate plan review fees are due at the time of application submittal.

## **REQUIRED PLANS AND DRAWINGS: (See attached pages for specific requirements)**

Site plans  
Grading, Drainage and Utilities plan  
Temporary Erosion and Sediment Control Plan  
Foundation plans  
Floor plans  
Architectural sections and details  
Elevations  
Stair section  
Door, window, finish schedules  
Structural foundation plan  
Structural framing plan(s)  
Roof framing plan(s)  
Structural notes and details  
Landscape plans

## **SPECIFIC REQUIREMENTS FOR PLANS AND DRAWINGS**

The following is a detailed description of the format and the items required to appear on the drawing set. All drawings within a submittal shall conform to the following requirements:

All drawings shall include a drawing title, drawing number, date and revision date.

## **SCALE:**

1. Drawing scale shall be indicated using a bar-scale symbol for plan reduction integrity. The symbol must appear on all sheets.
2. Unless the site size dictates a different scale, site drawings are to be in an engineer's scale and should be at a scale of 1" = 20', or 1" = 30'; architectural floor plans are preferred to be 1/4" = 1' scale.
3. All drawings shall be of a consistent scale.
4. North Arrow - all site drawings and site related drawings (i.e., vicinity map, detail enlargements, etc.) shall include a north arrow.
5. A Vicinity Map shall be included in the drawing sufficient to identify the project location.
6. Plans must be wet stamped and signed by an architect or engineer registered in Washington State (if required by building department or by state law).

### **DESCRIPTION OF SUBMITTAL DRAWINGS:**

The drawing titles and the information described under the titles below are presented in a fashion consistent with standard practice in the industry. However, the information described under the drawing titles is a minimum requirement for a building permit submittal. The logical arrangement of the required information is left up to the applicant.

### **ARCHITECTURAL SITE PLAN:**

1. Property lines: Show locations and dimensions.
2. Adjacent right-of-way: Locate and label the existing centerline, curb and sidewalk.
3. Streets and alleys: Show 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.
4. Easements: Show the location for all existing and proposed utility, open space, drainage, and access easements, and dimension accurately.
5. Land use code setbacks: Show front, side and rear setbacks (if applicable). Designate which are the front, side and rear setbacks. (See Wenatchee City Code Section 10.46)
6. Existing and proposed structure: Show location, overall dimensions and use of all existing and proposed buildings and structures on the site; show distances to property lines.
7. Indicate compact, full size, and handicapped parking spaces. Indicate signage for compact and handicapped spaces.
8. Pedestrian circulation: Show the layout of all internal walkways and connection to public sidewalk or right-of-way. Provide details and enlargement of pedestrian areas, handicapped ramps and parking spaces. Provide details for pedestrian amenities required in several zoning districts.
9. Indicate location of utility vaults, fire hydrants, fire department connection, electrical equipment pads, flagpoles, all exposed HVAC equipment, and traffic signs.
10. 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. (See Wenatchee City Code Section 10.60)
11. Planting area: Show all areas for new planting. Please ensure that landscaping plans are compatible with the architectural and engineering plans.
12. Walls and fences: Indicate location, length and height. Provide section and elevation details for new construction.
13. 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. Locate temporary and permanent benchmarks.
14. Indicate dumpster/trash enclosures and recycle material storage area.

### **BUILDING DATA TO BE SHOWN ON PLANS:**

1. Type of construction (list if sprinklered or non-sprinklered)
2. Occupancy group(s)
3. Number of stories
4. Occupant load(s)
5. Allowable floor area and Allowable area increases
6. Proposed floor area
7. Building height

### **GRADING, DRAINAGE AND UTILITIES PLAN:**

1. Storm drainage plans and calculations in accordance with the City of Wenatchee's development standards. Plans shall be stamped by a Washington State licensed civil engineer.
2. Location of all contributing off-site drainage.
3. Location of existing storm drainage system.
4. Provide details of pollutant separation and treatment.
5. Show existing contours as established by the topographical survey. Show proposed contours and clearly identify each.
6. Distinguish between areas of 15% to 40% slope and slopes of 40% and greater.
7. Location and type of all retaining walls and/or rockeries and details.
8. Show limits of filling and grading.
9. Show surveyed floodplains, surface waters and wetlands.

10. Indicate excavation and fill quantities.
11. Location of all proposed structures and impervious surfaces.
12. Spot elevations: Provide finished grade spot elevations for the following locations:
  - Around the structure(s) base at all corners.
  - Within proposed paved areas at all corners, high and low points.
  - At the top and bottom of all existing and proposed walls (rockery, retaining, etc.). Elevation at ends and at high and low points.
  - At the top and bottom of all steps.
  - At the top and bottom of all ramps.
13. Provide typical curb and gutter section showing elevations and dimensions.
14. Indicate location of all existing and proposed utilities, including electrical, telephone, fiber optic, water, sewer and cable TV.
15. Temporary Erosion and Sediment Control Plan.

#### **FOUNDATION PLAN:**

1. Foundation wall: Show shape, all dimensions including maximum wall height(s), and all connections. Provide foundation sections at various points around foundation system.
2. Crawl spaces: If crawl space is included, show location and size of all vents, access size and location.
3. Other spaces: Show and label space integral with foundation (i.e., basement, garage, storage areas).

#### **TYPICAL FLOOR PLANS:**

1. Indicate square footage for each floor, including garages and decks.
2. Floor layout: Show arrangement of walls; note proposed use and dimensions of all areas; label all fire-rated walls, state type and hour rating, show stairs, corridors, elevators, restrooms and ramps.
3. Windows and doors: Show location and dimensions of new, removed or replaced windows, doors and skylights.
4. Fixture locations: Show location of exit signs, accessibility signs, fire extinguishers, fans, vents, smoke detectors, plumbing fixtures, mechanical equipment, etc.
5. Show location of all vertical or horizontal fire partitions, fire barriers and fire walls.
6. Indicate barrier free access to the building and all spaces required to be accessible by IBC Chapter 11 and ANSI A117.1-2003. Include dimensions and notes regarding maximum door sill heights, ramp slopes, hardware type and heights of all accessory features (i.e., water fountains, telephones, direction signs, etc.).

#### **ARCHITECTURAL CROSS SECTIONS AND DETAILS:**

1. Show typical wall assemblies and ratings; call out material types and thicknesses. Call out approval agency for rated assemblies. (i.e., UL test number for particular assemblies)
2. Show typical floor assemblies and ratings; call out material types and thicknesses. Call out approval agency for rated assemblies. (i.e., UL test number for particular assemblies).
3. Show protection for all penetrations (plumbing, electrical, communication) of assemblies per building code. Show all shaft construction.
4. Call out all door and window ratings and closure equipment. Indicate window classification for Energy Code compliance.
5. Provide details for all vertical or horizontal fire partitions, fire barriers and fire wall assemblies. Indicate UL test number or similar.
6. Show all details for compliance with the accessibility requirements of IBC Chapter 11 and ANSI A117.1-2003
7. Show section and details of dumpster enclosure and recycle material storage area per City of Wenatchee Development Standards

#### **ELEVATIONS:**

1. Show all elevations of each side of structures, elevation of public right-of-way at property line, entrance elevation at or near property line, vehicle access headroom; provide finish floor level for each floor; show proposed grades; show maximum building height; show maximum site slope.
2. Roof: show roof overhang and chimney clearances from roof. Indicate pitch of roof, or minimum slope to drain. Show mechanical equipment and its screening.
3. Note class of roofing material.
4. Openings: Show doors, windows, skylights, and any type of openable vents in windows.
5. Decks: Indicate height of guardrails and spacing of intermediate railing.

6. Note all ramp, signs, guardrails, etc., for compliance with IBC Chapter 11 and ANSI A117.1-2003.
7. Show exterior finish materials.

#### **ROOF PLAN:**

1. Roof slope: Indicate hips, valleys, gables and ridge.
2. Indicate method of roof venting. Show details and calculations for area vented.
3. Indicate roof drains and overflow drains or scuppers. Show details.
4. Show type of roofing materials.

#### **STAIR SECTION:**

Show a section of the stairs. Include: rise, run, handrail height, grasp dimensions, distance between any intermediate rails, fire blocking, minimum head room and landing size.

#### **DOOR, WINDOW AND FINISH SCHEDULE:**

1. Show door size, rating and hardware.
2. Show flame spread of finishes per building code.
3. Show window size, opening size and direction.
4. Note all hardware that is required to comply with IBC Chapter 11 and ANSI A117.1-2003.

#### **STRUCTURAL FOUNDATION PLAN:**

1. Accurately locate all columns, footings and grade beams. Indicate size and reinforcing of all members.
2. Provide column connection details. Indicate any framing anchors, welds, anchor bolts, grout, etc.
3. Floor system: Show floor system structural size, spacing direction, support, connections, blocking, etc.

#### **ROOF, FLOOR AND DECK FRAMING PLANS:**

1. Roof, floor and deck structural system: Show size, spacing, direction, support, connections, blocking, etc.
2. Bearing walls: Show all bearing walls and/or column beam support to footing.
3. Show mechanical equipment location and design for its dead load.

#### **STRUCTURAL CROSS SECTIONS AND DETAILS:**

1. Show typical wall sections with all materials labeled, size and spacing of all members; include all dimensions, height, insulation, sheathing, connections, siding, etc.
2. Show typical roof section with all materials labeled, size and spacing of all members; 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 are typically included in architectural detailing and need not be duplicated in structural drawings.*
3. Show typical foundation section with all materials labeled, size and spacing of all members, all dimensions; include: 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 wall.

#### **STRUCTURAL NOTES:**

Specify all design loads and include: live (including floor, stairs, etc.), dead (including mechanical equipment, materials, etc.), wind, earthquake, snow, equivalent fluid pressure, soil bearing, etc.

#### **REFLECTED CEILING PLANS:**

1. Show locations of suspended ceilings.
2. Show schematic of light switching in accordance with energy code.
3. Show details of suspended ceiling support system and seismic bracing.

#### **FIRE PROTECTION PLAN:**

1. Indicate type of system (wet, dry, etc.).
2. Indicate which standard system will be designed to (NFPA-13 or NFPA-13R).
3. Indicate location of any standpipes.
4. Indicate location of fire department connection and backflow prevention.

### **ENERGY CODE COMPLIANCE DATA:**

1. Submit Non-Residential Energy Code Compliance Forms with building permit application.
2. Show R values of all insulation in appropriate places on architectural sections.
3. Provide an energy code design summary on the plans and include: Insulation R values, glazing class of windows and skylights, percentage of total glazing in floor area, type of heating system(s) and its efficiency rating. <http://www.neec.net/files/forms06/ENV06-2.xls>
4. If a U- value analysis is done, provide a design summary on the plans and include: Type of heating system and its efficiency rating, R- values of insulation, U- values of all windows, skylights, wall assemblies, floor assemblies and roof assemblies. Provide detailed calculations.  
<http://www.neec.net/files/forms06/LTG06.xls>  
<http://www.neec.net/files/forms06/MECH06.xls>

### **LANDSCAPING PLAN:**

1. General: all landscaping plans shall meet the specific requirements of Wenatchee City Code Chapter 10.62.
2. Locate and label all existing and proposed ground cover, shrubs and trees; distinguish deciduous and evergreen trees.
3. Trees to remain: Location of all significant trees (6" or more in diameter).
4. Plant legend: List all proposed plants. Provide the symbol, quantity, common and botanical names, proposed size and spacing.
5. Show all existing and proposed utilities, i.e., water, sewer, storm water, irrigation, power vaults, hydrants, overhead wires, lights, poles, signs, etc., in relation to plantings.
6. Show typical sections of all sidewalks, paths and trails.
7. Landscaping plans shall be prepared by a registered landscape architect, Washington State-certified nursery professional, Washington State-certified landscaper or a person with a minimum of four years of experience in landscape design and pre-approved by the Director of Community Development prior to landscape plan submittal.
8. Owner shall include a signed statement on the face of the landscape plans which states: "As owner of the subject property, I have reviewed this landscape plan and understand my responsibilities for the landscaping installation and maintenance."

### **EXTERIOR LIGHTING PLAN:**

1. This information can be incorporated and noted on the Planting Plan.
2. Include site building exterior and parking area lighting.
3. Provide details, including pole and mounting height, for all proposed fixtures. All fixtures must be designed to prevent light spillage to adjacent properties.

### **LICENSING REQUIREMENTS:**

1. Contractors must be licensed as required by Washington State Law.
2. Business licenses are required in the City of Wenatchee.

### **UTILITIES:**

1. Water, sanitary sewer and storm sewer connections. Contact: City of Wenatchee Public Works Department (509)888-3200.
2. Electrical and water. Contact: Chelan Co. PUD (509)663-8121.
3. TV cable. Contact: Charter Communications (877-728-3126)
4. Buried cable. Before you dig - call 1-800-424-5555

### **PARKING:**

The City of Wenatchee has a code requiring a minimum number of parking spaces for each type of use. Contact: Planning Department (509)888-3200.

### **OTHER INFORMATION AND REQUIREMENTS:**

1. Design minimums:

40 lb. PSF roof snow load w/drift loading  
Wind 85 m.p.h., three second gust  
Wind Exposure "C" typical  
Seismic Design Category "C"  
Energy Code Climate Zone - 2  
Frost Line - 18"

2. Architect/Engineer design and calculations required for buildings over 4,000 sq. ft. (new, addition or remodeled) and/or more than four dwelling units. RCW 18.08.410.

3. Plans for any building or structure with more than four dwelling units shall have the stamp and signature of a Washington State Registered Architect. Wenatchee City Code Section 2.04.030(3)

3. SEPA (State Environmental Policy Act) Environmental Checklist: You must complete an environmental checklist if your project meets any of the following criteria:

- a. The construction or location of any residential structures with more than twenty dwelling units.
- b. The construction of an office, school commercial, recreational, service or storage building more than 12,000 sq. ft. and up to forty parking spaces.
- c. The construction of a parking lot designed for 40 automobiles.
- d. Any landfill or excavation of more than 500 cubic yards throughout the total lifetime of the fill or excavation.

Please allow a minimum of four to six weeks for review.

4. Conditional use permits, variances, SEPA review, shoreline substantial development permits shall be approved prior to building permit issuance.

5. Chelan-Douglas Health District permit required for all food services. Contact: (509)886-6400

6. Public swimming pools require Chelan-Douglas Health District review and approval. (509)886-6400

7. Elevator Permit. Contact: Labor & Industries (360)902-6130.

8. Electrical Permit. Contact: Labor & Industries (509)886-6500.

9. Plumbing and Mechanical permits. Contact: City of Wenatchee.

**PLEASE REFER TO THE INTERNATIONAL BUILDING CODE, INTERNATIONAL FIRE CODE, INTERNATIONAL MECHANICAL CODE, UNIFORM PLUMBING CODE, CITY OF WENATCHEE MUNICIPAL CODE AND DEVELOPMENT STANDARDS FOR CODE REQUIREMENTS.**

The department director may require additional information or materials when necessary to augment a permit application.

If you have any questions concerning your application submittal, please call the City of Wenatchee Community Development Department at (509)888-3200.

**SIGN PERMITS AND FILL AND GRADE PERMITS MUST BE OBTAINED SEPARATELY FROM THE CITY BUILDING DEPARTMENT. RIGHT-OF-WAY EXCAVATION PERMITS MUST BE OBTAINED FROM THE CITY OF WENATCHEE DEPARTMENT OF PUBLIC WORKS.**

Revised 10/31/08

CITY OF WENATCHEE PERMIT APPLICATION DEPARTMENT OF COMMUNITY DEVELOPMENT 1350 McKITTRICK ST., Suite A WENATCHEE, WA 98801 (509) 888-3200 or (509) 888-3262 FAX (509)888-3201		DATE APPLIED
		PERMIT NO.
JOB SITE ADDRESS		JOB SITE PHONE
LEGAL DESCRIPTION		PARCEL NO.
NATURE OF WORK		LABOR AND MATERIALS \$
TYPE OF CONSTRUCTION: <input type="checkbox"/> New Commercial <input type="checkbox"/> Commercial Alteration <input type="checkbox"/> Commercial Addition <input type="checkbox"/> Foundation <input type="checkbox"/> New Residential <input type="checkbox"/> Residential Alteration <input type="checkbox"/> Residential Addition <input type="checkbox"/> Mobile Home <input type="checkbox"/> Multi-Family <input type="checkbox"/> Demolition <input type="checkbox"/> Tenant Improvements <input type="checkbox"/> Other		
APPLICANT'S NAME:		DAY PHONE: ( ) _____ CELL PHONE: ( ) _____
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)		CONTACT NAME: _____ PHONE: ( ) _____
OWNER'S NAME:		DAY PHONE: ( ) _____ CELL PHONE: ( ) _____
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)		
CONTRACTOR'S NAME: (copy of contractor's registration card required):		DAY PHONE: ( ) _____ CELL PHONE: ( ) _____
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)		CONTACT NAME: _____ PHONE: ( ) _____
CONTRACTOR'S LICENSE NO.	LICENSE EXPIRATION DATE:	<b>CITY BUSINESS LICENSE NO. (REQUIRED)</b>
ARCHITECT/DESIGNER'S NAME:		PHONE: ( ) _____ FAX No.:( ) _____
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)		EMAIL ADDRESS: _____
LENDING AGENCY NAME: (RCW 19.27.095)		
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)		
Is Structure Fifty Years Old Or Older?    Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Is Structure In a Historical District?    Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Is Structure On a Historical Register?    Yes <input type="checkbox"/> No <input type="checkbox"/> Is Structure In Central Business District?    Yes <input type="checkbox"/> No <input type="checkbox"/>		
By signing below, I certify that the information provided with this application herein is true and accurate. I further certify that any and all work performed shall be done in accordance with the ordinances and laws of the City of Wenatchee.		
Applicant Signature _____		Authorized Agent Signature _____
Print Name _____		Print Name _____

10/31/08