



Residential Change of Use

EDR Submittal Guidelines

Rev.20201215

A Residential Change of Use EDR submittal must contain the following components to be considered a complete submittal. Please review the EDR Electronic File Standards for document parameters and naming conventions.

Have Questions? Permit Team Hotline: (509) 625-6999 or email: PermitTeam@SpokaneCity.org

Requirement	Details
PLANS	<p>Plan submittal shall include a minimum of:</p> <ul style="list-style-type: none"> • Floor Plan with dimensions <ul style="list-style-type: none"> ○ Room locations and labels ○ Location and size of doors, landings, windows, & egress windows ○ Location of CO/Smoke Detectors & Vent Fans ○ Location HVAC/Electrical Panel • Detail of separation wall/ceiling assembly between Dwelling Units <ul style="list-style-type: none"> ○ If multiple dwelling units in proposed use • Must Follow EDR Electronic File Standards
SITE PLAN	<p>Site plan submittal shall include a minimum of:</p> <ul style="list-style-type: none"> • Property address • Property lines and dimensions • North arrow and scale of drawing • Location & dimensions existing structures and distances to property lines • Main driveway location and dimensions • Street names and location of alley • Curb to property line dimensions • Must Follow EDR Electronic File Standards
Application Submittal	<p>Application information shall be submitted along with the required submittal documents via Accela Citizen Access.</p> <ul style="list-style-type: none"> • COU to 3+ unit multifamily or commercial occupancies, please use the Commercial Building Permit Application • COU & alteration applications require selection of alteration level. <ul style="list-style-type: none"> ○ Repair: Patching, restoration or replacement of damaged materials, elements, equipment or fixtures for the purpose of maintaining such components in good or sound condition with respect to existing loads or performance requirements. ○ Level 1 Alteration: The removal and replacement or the covering of existing materials, elements, equipment, or fixtures using new materials, elements, equipment or fixtures that serve the same purpose. ○ Level 2 Alteration: The reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment. ○ Level 3 Alteration: The work area exceeds 50 percent of the building area

Application Submittal Cont.	<ul style="list-style-type: none"> • COU that involves an addition of square footage <ul style="list-style-type: none"> ○ Submit all required documents for a residential addition permit. • COU that increases number of dwelling units in building <ul style="list-style-type: none"> ○ Submit WSEC and Ventilation Compliance documentation as required for a new residential dwelling unit. ○ Submit detail of separation wall/ceiling assembly between dwelling units or provide a listed rated assembly. • All documents must be in compliance with EDR Electronic File Standards.
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EDR Electronic Document Criteria Quick Checklist

Please utilize this quick checklist to ensure you have completed all [EDR Electronic File Standards](#).

1. ALL

- a) Files saved as PDF file type

2. PLANS

- a) Plan sheets consolidated into one PDF document
b) Plan sheets oriented to landscape
c) Space allocated on plan sheets for approval stamps
d) Bookmarks added to plan pages
e) Correct naming convention e.g. PLANS

3. SITE PLAN

- a) Site Plan oriented to landscape
b) Space allocated on site plan for approval stamps
c) Bookmarks added to site plan pages
d) Correct naming convention e.g. SITE PLAN

4. SUPPORTING DOCS

- a) Supporting documents consolidated into one PDF document or separate named PDF documents
b) Correct naming convention
 - e.g. SUPPORTING DOC or DOC NAME

ACA Application Project Type Selection

Select the following application options in ACA

All COU

Permit Type: Residential (New, Addition, Alteration or Change of Use)

COU and Increase Dwelling Units

Classification of Work: Change of Use

Project Type: COU – Alteration/ Increase Dwelling Units

COU – Addition/ Increase Dwelling Units

COU – Addition & Alteration/ Increase Dwelling Units

COU and Decrease Dwelling Units**Classification of Work:** Change of Use**Project Type:** Alteration to Create ADU - Detached

- Alteration to create ADU in existing detached accessory structure (Garage or Pole Building)