



Commercial/Industrial/Multi-Family Building & Parking Lot Application

Rev.20220504

Plan Review, Processing and State Building Code Fees are required to be paid at application submittal. **All requested materials to be submitted electronically.**

PART 1: CLASSIFICATION OF WORK

- ☐ Interior Remodel/Tenant Improvement (TI) ☐ Remodel/TI with Site or Exterior Work
☐ New Construction ☐ Addition to an Existing Structure
☐ Parking Lot/Site Work
☐ Change of Use or Occupancy – Existing Use: _____
Proposed Use: _____

PART 2: BASIC PROJECT INFORMATION

Site Address: _____ Parcel #: _____
Legal Description: _____
Project Title: _____ Pre-Dev Date: _____
Summary of Work Proposed: _____

PART 3: CONTACT INFORMATION

Owner-Applicant: _____ Email: _____
Mailing Address: _____ Phone: _____
Contractor: _____ Email: _____
Mailing Address: _____ Phone: _____
Contact Person: _____ Contractor's License #: _____
Architect: _____ Email: _____
Mailing Address: _____ Phone: _____
Contact Person: _____ Architect's License #: _____
Engineer: _____ Email: _____
Mailing Address: _____ Phone: _____
Contact Person: _____ Engineer's License #: _____

PART 4: DETAILED PROJECT INFORMATION

Work involving separate buildings and/or separate phases of completion require separate permits

Proposed Use: _____ Proposed Valuation: _____

Building Height: _____ Stories Above Grade: _____ # of Residences: _____

Total # of Floors: _____ Levels Below Grade: _____

Automatic Fire Suppression System: ☐ Yes ☐ No

Automatic Fire Alarm System: ☐ Yes ☐ No

Is this application for the building shell only? ☐ Yes ☐ No

Occupant Load: _____ Building Footprint Square Footage: _____

Applicants must submit plans to Spokane Regional Health District for food service, school, water recreation, demolition

PROPOSED USE	OCCUPANCY GROUP	CONSTRUCTION TYPE	SQUARE FOOTAGE
Total Square Footage:			

See Chapter 3 of the International Building Code (IBC) for assistance with identifying Occupancy Groups. Chapter 6 of the IBC provides information for determining Construction Types.

PART 5: AFFIDAVIT OF APPLICATION FOR PERMIT

I hereby acknowledge that I have read this application and all supplemental documents included in the application packet; that the application and all plans, documents, and additional requirements for the application will be presented with the application at project submittal; that all information supplied is true and complete to the best of my knowledge and belief; that the plan review, processing, and State building code fees are non-refundable; that the additional plan review fees will be required for plan revisions; that resources are available on the Development Services Center's website: www.my.spokanecity.org for estimating fees, identifying the Commercial Permit Process, identifying the Certificate of Occupancy (CO) process, identifying average plan review times, and for checking the status of my permit from the Online Permit System; that the CO Coordinator should be contacted a minimum of 10 days prior to completion of the project to begin the Certificate of Occupancy Process; that I will review the footer of the permit when it is issued as it will identify some of the conditions of approval; that I will share all conditions of approval with all sub-contractors; and that I agree to comply with all City ordinances, conditions of approval, and State regulations.

Applicant Signature: _____ Date: _____

Printed Name: _____ Phone: _____