



Commercial Application Submittal Requirements

Rev.20200925

Please use the following checklists to ensure all necessary information has been provided. Failure to submit all requirements will result in plan review delays for your project and your application for plan review may be denied until all requirements are submitted.

Basic Submittal Requirements

- ☐ One (1) completed and signed application per building, structure, or separate phase of project
- ☐ Three (3) complete sets of plans – *includes all architectural/construction plans and all site plan sets*
- ☐ One (1) completed Non-Residential Energy Code (NREC) Form
- ☐ One (1) Critical Materials Application, List and Inventory Sheet
- ☐ Electronic copy of the following plans: all Civil Engineering Plans (Utilities, ESC, Grading & Drainage); Landscaping; and Building Elevations

For projects involving food or beverage service, separate plans will need to be delivered to Spokane Regional Health

Supplemental Submittal Requirements

Please contact the departments identified in italics to determine which of the following may be required.

- ☐ Stormwater/Drainage Report – *Engineering Services Reviewer (625-6300)*
- ☐ Geotechnical Report – *Engineering Services Reviewer (625-6300)*
- ☐ Hydraulic Analysis showing adequate fire flow & domestic service – *Engineering (625-6300)*
- ☐ Sewer Capacity Study – *Engineering Services Reviewer (625-6300)*
- ☐ Private Sewer Maintenance Agreement – *Engineering Services Reviewer (625-6300)*
- ☐ Trip Generation & Distribution Letter – *Transportation Reviewer (625-6447)*
- ☐ Shoreline/Critical Areas Checklist – *Planning Services (625-6300)*
- ☐ SEPA Information or SEPA Checklist – *Building Services Reviewer (625-6300)*
- ☐ Pre-Development Conference Notes – *required if there was a Pre-Dev meeting for this project*

Plan Standards

1. Minimum acceptable size: 24" x 36"
2. Maximum acceptable size: 30" x 42"
3. All sheets must be the same size
4. Sheets must be sequentially labeled
5. Plans must be drawn to scale
6. Plans are to be clear and legible

Plans cannot be accepted that are marked preliminary or not for construction, that have red lines, cut and paste details or those that have been altered after the design professionals have signed the plans.

Engineered Design Standards

Ground Snow Load:	39 pounds per square foot
Basic Wind Speed:	110 mph (3-second gust) Exposure B (urban/suburban areas)
Seismic Design Category:	C
Weathering:	Severe
Frost Line Depth:	24 inches
Winter Design Temperature:	4 degrees Fahrenheit – ice shield underlayment is required
Air Freezing Index:	1250
Mean Annual Temperature:	47.2 degrees Fahrenheit

Architectural/Construction Drawings – Minimum Requirements

Please mark each box to designate the information provided and include this checklist outlining the minimum requirements with your application submittal.

☐ 1. Cover Sheet

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> a) Building Information <ul style="list-style-type: none"> 1. Specify model code information 2. Construction Type 3. Number of stories and total height in feet 4. Building square footage (<i>per floor and total</i>) 5. IBC Occupancy Type (<i>show all types by floor and total</i>) 6. Mixed-use ratio (<i>if applicable</i>) 7. Occupant load calculation (<i>show by occupancy type and total</i>) 8. List work to be performed under this permit | <ul style="list-style-type: none"> b) Design Team Information <ul style="list-style-type: none"> 1. Design professional in charge 2. Architects 3. Structural Engineers 4. Owner 5. Developer 6. All other Design Team members |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

☐ 2. Floor Plan

- a) Specify use of each room and/or area
- b) Include occupant load calculation for every floor, room, and/or space
- c) Identify ALL new, existing and eliminated exits
- d) Show barrier-free information
- e) Show locations of all permanent rooms, walls and shafts
- f) Note uses of adjacent tenant spaces (if applicable)
- g) Provide door and door hardware schedules
- h) Identify location of all new walls, doors, windows, etc.
- i) Provide details and assembly numbers for any fire resistive assemblies
- j) Indicate all rated walls, doors, windows, and penetrations
- k) Provide a legend that distinguishes existing walls, walls to be removed, and new walls
- l) Show location of appliances that can generate grease vapors
- m) Identify fire alarm panel and remote annunciator(s)
- n) Include basement areas (whether they are to be used for this project or not)
- o) Identify all fire extinguisher locations
- p) Indicate location of interior refuse storage
- q) Show fire sprinkler riser rooms
- r) Identify location of specialty suppression systems
- s) Include proposed addressing, including unit numbering, conforming to SMC 17D.050A

☐ 3. Reflected Ceiling Plan

- a) Provide ceiling construction details
- b) Show location of all emergency lighting and exit signage
- c) Include lighting fixture schedule

☐ 4. Framing Plan & Stair Details

- a) Specify size, spacing, span and wood species or metal gage for all stud walls
- b) Indicate all wall, beam and floor connections
- c) Include stair section showing rise, run, landings, headroom, handrail and guardrail dimensions

☐ 5. Plumbing, Electrical and Mechanical Plans

- a) Plumbing, Electrical and Mechanical Plans are to be included with plan submittal

☐ 6. Storage Racks (*if applicable*)

- a) Structural calculations required for seismic bracing of racks 8 feet or greater in height
- b) Show the positive connection to floor and/or walls for racks 8 feet or less in height

Site Plan Sets – Minimum Requirements

Please mark each box to designate the information provided and include this checklist outlining the minimum requirements with your application submittal. Requirements from each Site Plan Sub-Set may be combined where details will still be legible and to scale.

☐ 1. Planning Services Site Plan

- a) Show building outline of all structures
- b) Identify all exterior improvements
- c) Display property lines
- d) Locate all parking areas, driveways, drive-thru lanes, parking stalls and meters (*existing, proposed, etc.*)
- e) Show all sidewalks, pedestrian walkways and other pedestrian areas
- f) Show all existing and proposed signage
- g) Identify location and height for all fences and walls (*existing and proposed*)
- h) Locate all overhead utility lines, communication lines and street signs
- i) Show existing street trees in the public right-of-way
- j) Include signs, trees, hydrants, etc. in pedestrian areas
- k) Identify how service, loading and trash collecting areas will be screened from neighboring properties

☐ 2. Landscape Plan

- a) Include all information listed in the Planning Services Site Plan
- b) Identify the common and scientific names of all plant materials used and their sizes at the time of planting
- c) Plans must be prepared and stamped by a Licensed Landscape Architect if site/parcel is over 7,000 sq ft.

*** Landscape plans may not be required if there aren't any changes or additions proposed for the outside of the building***

☐ 3. Parking Details

- a) Present parking calculations showing the number of stalls required and the number of stalls to be provided
- b) Identify building area in square feet for all uses on site
- c) Include parking requirements for each use
- d) Display bicycle parking
- e) Show dimensions of parking lot including stalls and drive aisles
- f) Identify parking angle
- g) Display driveways and their dimensions
- h) Show disabled parking spaces

☐ 4. Building/Structure Information

- a) Identify building elevations
- b) Include Floor-Area-Ratio calculations ($FAR = \text{Interior Floor Area} \div \text{Site Area}$)
- c) Show exterior lighting fixtures and shielding details

☐ 5. Utility Plan

- a) Show all property lines and footprints of all structures on the site
- b) Include all parking areas, driveways, drive-thru lanes, parking stalls, and meters (*existing, proposed, etc.*)
- c) Provide location and size of all existing and proposed water service(s) – identifying any services that will be abandoned; include depth of service(s), separation from other utilities and structures; and sleeving
- d) Provide location and size of all existing and proposed sewer service(s) – identifying any services that will be abandoned; include slope of services, separation from other utilities and structures; and cleanouts
- e) Identify location and detail of the water meter vault – include all pipe, meter and vault sizes
- f) Show existing and proposed fire hydrants
- g) Display locations of sewer and water crossings
- h) Provide locations of existing and proposed easements
- i) Provide plan and profile sheets for all proposed main extensions using Department of Engineering design and drafting standards

☐ **6. Stormwater Plan**

- a) Show existing and final contours
- b) Locate drainage facilities – drywells, pipes, inlets, ponds, ditches, swales, etc.
- c) Provide bottom dimensions of all ponds and swales
- d) Identify typical sections for all ponds or swales including slopes and planting requirements
- e) Show overflow route(s)
- f) Identify existing and proposed easements

☐ **7. Erosion/Sediment Control Plan**

- a) Show existing and final contours
- b) Identify type and location of proposed BMPs for temporary and permanent erosion and sediment control
- c) Provide location and type of future stormwater facilities
- d) Include standard notes

☐ **8. Fire Prevention Site Plan**

- a) Show existing and proposed fire hydrants within the immediate area of the project
- b) Identify proposed locations for Fire Department Connections for fire sprinkler and standpipe systems
- c) Identify Post Indicating Valves for fire services mains
- d) Provide the proposed Fire Department key box location
- e) Show location of tanks exceeding 60 gallons

☐ **9. Addressing** *(if applicable: for multi-tenant buildings, apartments, duplexes/triplexes)*

- a) Proposed addressing, including unit numbering, conforming to SMC 17D.050A.

Stormwater and Geotechnical Reports – Minimum Requirements☐ **1. Stormwater Report**

- a) Provide project narrative
- b) Include basin map
- c) Identify time of concentration and route
- d) Show calculations for pipe sizing, inlets, ditches and storm modeling
- e) Show calculations for stormwater treatment (*GPA sizing*)
- f) Show calculations for stormwater disposal
- g) Provide UIC (Underground Injection Control) analysis
- h) Identify square footage of existing and proposed asphalt, concrete, roof (include type) and landscaping
- i) Provide overflow analysis
- j) Include perpetual operation and maintenance requirements and considerations

☐ **2. Geotechnical Report**

- a) Identify type of soils on-site *(field verified by a qualified professional)*
- b) Show infiltration rate to be used for design including a factor of safety
- c) Provide results of any field or lab tests *(sieve analysis, infiltration testing, cat-ion exchange, etc.)*
- d) Include foundation and/or roadway recommendations
- e) Provide hydraulic analysis showing adequate fire flow and domestic service
- f) Include sewer capacity study
- g) Include Private Sewer Maintenance Agreements as applicable



Critical and Hazardous Materials

ENV-01

Rev.20190725

Will you use or store:

Liquids other than water?

Products that can mix with water?

These are considered to be critical materials!

A **Critical Material** in any product that, once released to the environment could contaminate our drinking water supply, the Spokane Aquifer. Critical Materials can be a flammable, combustible, inert material, health hazard, or non-hazardous product.

A **Critical Materials Review** is a process used to identify and prevent potential sources of surface and ground water pollution. A review is required for all new businesses or additions to existing businesses. The exception to the review is residential, one- and two- family dwellings, detached buildings accessory to a dwelling, and building shell construction.

Where determined to be a hazard to the drinking water, existing businesses may be required to be subject to a Critical Materials Review.

The Critical Materials List and Hazardous Materials inventory Forms must be answered accurately and completely in in order for us to

Please list all products (examples listed) on the forms as follows:

ENV-03 Critical Materials List

- cleaning supplies
- beverages
- saline/salts

ENV-04 Hazardous Materials Inventory

- petroleum products
- fertilizers
- cryogenics

The critical materials by name, including common chemical names generally associated with the material;

The total Amounts of each critical material along with container sizes;

MSDS Sheets: Provide MSDS sheets (preferably in electronic format such as CD) or other information pertinent to the product on this list; and

Areas of the building where the product is used or stored

process your application. Incomplete forms will delay the approval of your application.

These lists will be reviewed to determine the applicability of any additional critical material requirements such as secondary containment and/or a spill control management plan. Storage of total Quantities of 5 gallons or more and or tanks (containers of more than 60 gallons) requires Permits from the Fire Department.

For more information, refer to the "Critical Materials Handbook" found in the "Critical and Hazardous Materials" Section of the Development Services Informational Handouts Page accessible from www.buildingspokane.org.



Critical/Hazardous Materials

ENV-02 Application

Please Review the **ENV-01 Critical and Hazardous Materials List Information** prior to Completing this application.

Business Name: _____ Date: _____

Business Address: _____

Contact Person: _____ Phone: _____

1. Briefly describe the principal activity at the existing or proposed site. Include in your description the products used:

2. At the existing or proposed site, will you regularly sell, store, use or in any other manner handle hazardous substances? YES _____ NO _____; Critical Materials? YES _____ NO _____

3. If you answered 'yes' to question 2, describe the products and how they will be used. Please enclose a sketch of your floor plan indicating the locations of stored products.

4. Could and Accidental spill enter a public sewer system, on site disposal system, or drywell either directly or as a component of site run-off (i.e., through a floor drain?) YES _____ NO _____

If yes, which ones? Public Sewer _____ On-site system _____ Drywell _____

If your answer is 'no', explain the spill containment or control methods being used:

Storage room _____ Cabinets _____ Secondary containment _____ None _____

I certify by my signature that I have reviewed the above information and that, to the best of my knowledge it is accurate and complete.

Applicant's Signature: _____

Printed Name: _____

Title/Position: _____

Company: _____

Address: _____



Critical/Hazardous Materials

ENV-03 List

Please refer to **ENV-01 Critical and Hazardous Materials List Information** and Complete the **ENV-02 Critical and Hazardous Materials List Application**. This Critical Materials List must be attached to the Application.

	Product/Chemical	Quantity	Area Stored	Largest Container Size



Critical/Hazardous Materials

ENV-04 Inventory

Address _____ Project # _____

Completed By/Contact _____ Date _____

Critical Material User: Yes _____ No _____ Containment Areas: Yes _____ No _____

Physical Hazard Material	Class	Quantity in Storage	Quantity in Use	Total Allowed	Largest Container Size
Combustible Liquids	II				
	III-A				
	III-B				
Combustible Fiber					
Cryogenic, Flammable to oxidizing					
Explosive					
Flammable solid					
Flammable gas					
Flammable liquid	I-A				
	I-B				
	I-C				
Combination I-A, I-B, I-C					
Organic Peroxide, Unclassified detonable					
Organic Peroxide					
Oxidizer					
Oxidizer-gas					
Pyrophoric					
Unstable (reactive)	4,3,2,1				
Water reactive	3,2,1				
Corrosives					
Highly toxics					
Irritants					
Sensitizers					
Other health hazards					
Toxics					



Non-Residential Energy Code (NREC)

Rev.20180111

Non-Residential Energy Code Overview

This brochure is intended to provide an overview of certain provisions of the Non-Residential Energy Code (NREC). The NREC is a portion of the Washington State Energy Code, WAC 51-11, that applies to non-Residential buildings.

An important feature of this code is the enforcement alternatives available to the Building Official. Working together, Building Officials, utility companies/agencies, and the private sector have streamlined the code implementation and enforcement process. These groups developed several options for enforcement of the NREC.

Building Services, in cooperation with local utilities, utilizes an option referred to as "SPE/SI" or Special Plans Examiner/Special Inspector. The general concept behind SPE/SI is similar to other special inspector programs such as those used for steel, concrete or soils inspections. Owners, applicants, or agents are responsible for contracting directly with a Special Plans Examiner/Inspector for plan review and inspection services with regard to the NREC.

A Special Plans examiner or Special Inspector (SPE/SI) is an individual who has applied for and passed a comprehensive exam administered by the International Code Council (ICC) in the category of (1) Commercial Energy Plans Examiner or (2) commercial Energy Inspector. All SPEs and SIs used in this system must be approved by the local building department. ICC maintains an ongoing list of certified individuals available at: www.iccsafe.org/Accreditation/Pages/default. (click on the Certified Code Safety

Professional's link in the **Navigation** menu on the left hand side of the page and then select the **Search for ICC Certified Code Professionals** from the **Related Links** menu on the right side of that page).

To re-emphasize, the Department of Building Services does not provide plan review or inspection services for Non-Residential Energy Code Inspections; *the owner, applicant, or agent contracts directly with the SPE/SI for these services.*

NREC Procedures

Employ and pay for the services of an SPE/SI
Supply complete and accurate drawings to the SPE

Include a completed **NREC Disclosure Form** (*the next page of this handout*) with the submittal for application for a Plan Review/Building Permit

Request SI field inspections at appropriate times

Provide direct access to all inspection areas and/or components

Maintain an accessible, on-site repository for:

1. Approved plans, specifications and material documents
2. SPE/SI records and documents
3. Change orders

Notify the Building Official of SI approval submitting appropriate documents. Upon completion of the project and prior to the Certificate of Occupancy issuance, a final report generated by the SPE/SI must be submitted to Building Services.

See the next page for the Non-Residential Energy Code (NREC) Disclosure Form.



Non-Residential Energy Code (NREC) Disclosure Form

Rev.20180111

The referenced project requires special plans examination and special inspection in accordance with City policy and the requirements of the Washington State Non-Residential Energy Code (NREC). Please acknowledge below and submit to the City of Spokane Department of Building Services.

Project Title: _____ Permit #: _____

Project Address: _____

Owner's Name: _____ Phone #: _____

Owner's Address: _____ State: _____ Zip: _____

A permit for a non-residential building cannot be issued until this form has been submitted and recorded. If separate agencies/individuals are performing the plans examination and special inspection services, separate forms will be required.

Plan Review Acknowledgement

I hereby acknowledge that I am a qualified Special Plans Examiner (SPE); and I certify that the plans for the referenced project substantially meet or exceed the *(check all that apply)*:

☐ Envelope ☐ Mechanical ☐ Lighting

...compliance provisions of the Non-Residential Energy Code currently adopted by the State of Washington.

Signature: _____ Date: _____

Printed Name: _____ Phone: _____

Address: _____ State: _____ Zip: _____

The inspection Acknowledgement section (below) must be completed and submitted to the Department of Building Services before a Certificate of Occupancy for the project can be issued.

Inspection Acknowledgement

I hereby acknowledge that I am a qualified Special Inspector (SI); that I have inspected the referenced project; and that the completed project substantially meets or exceeds the *(check all that apply)*:

☐ Envelope ☐ Mechanical ☐ Lighting

...compliance provisions of the Non-Residential Energy Code currently adopted by the State of Washington.

Signature: _____ Date: _____

Printed Name: _____ Phone: _____

Address: _____ State: _____ Zip: _____