



COMMERCIAL APPLICATION SUBMITTAL REQUIREMENTS

Department of Building Services
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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

Basic Submittal Requirements:

The following forms, documents, and plans are required for EVERY commercial project. ***EXCEPTION:** The 8 additional Site Plan Sets are not required for most Remodels that do not involve a change of use and that do not involve any site or exterior work.

- 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*
- *Eight (8) additional Site Plan Sets - *these are in addition to those included in the 3 Complete Set of Plans*
- One (1) completed Non-Residential Energy Code (NREC) Form
- One (1) Critical Materials Application, List, and Inventory Sheet

** For projects involving food or beverage service, separate plans will need to be delivered to Spokane Regional Health (324-1500). **

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 (625-6700)*
- Geotechnical Report -- *Engineering Services Reviewer (625-6700)*
- Hydraulic Analysis showing adequate fire flow & domestic service -- *Engineering (625-6700)*
- Sewer Capacity Study -- *Engineering Services Reviewer (625-6700)*
- Private Sewer Maintenance Agreement -- *Engineering Services Reviewer (625-6700)*
- Trip Generation & Distribution Letter -- *Transportation Reviewer (625-6447)*
- Shoreline/Critical Areas Checklist -- *Planning Services (625-6300)*
- SEPA Information or SEPA Checklist -- *Building Services Reviewer (625-6114)*
- 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 professional has signed the plans.

Engineered Design Standards:

Ground Snow Load:	39 pounds per square foot
Basic Wind Speed:	85 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



DETAILED COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

Project Title:

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

Architectural/Construction Drawings - *Minimum* Requirements:

Combined, the Architectural/Construction Drawings and the Site Plan Sets become a Complete Set of Plans.

1. Cover Sheet

- a) Building Information
 1. Specify model code information.
 2. Construction Type.
 3. Number of stories and total height in feet.
 4. Building square footage (*per floor and total*).
 5. IBC Occupancy Type (*show all types by floor and total*).
 6. Mixed-use ratio (*if applicable*).
 7. Occupant load calculation (*show by occupancy type and total*).
 8. List work to be performed under this permit.

Cover Sheet *continued*...

- b) Design Team Information
 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.

Deferred submittals are not allowed.

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.



DETAILED PLAN SUBMITTAL REQUIREMENTS *Continued*

Project Title: _____

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

Site Plan Sets - *Minimum* Requirements:

Requirements from each Site Plan Sub-Set may be combined where details will still be legible and to scale.

- 1. Planning Services Site Plan** - *Questions? Contact Planning Services at 625-6300*
 - 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 & proposed signage (attached and freestanding).
 - g) Identify location & 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 collection areas will be screened from neighboring properties.

- 2. Landscape Plan** - *Questions? Contact Planning Services at 625-6300*
 - 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 bldg. ***

- 3. Parking Details** - *Questions? Contact Planning Services at 625-6300*
 - 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** - *Questions? Contact Planning Services at 625-6300*
 - a) Identify building elevations.
 - b) Include Floor-Area-Ratio calculations (FAR = Interior Floor Area divided by Site Area)
 - c) Show exterior lighting fixtures and shielding details.

- 5. Utility Plan** - *Questions? Contact Engineering Services at 625-6700*
 - 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 all 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*.

Utility plans to be stamped and signed by a professional engineer licensed in the State of Washington.



DETAILED PLAN SUBMITTAL REQUIREMENTS *Continued*

Project Title:

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

Site Plan Sets - *Minimum* Requirements:

Requirements from each Site Plan Sub-Set may be combined where details will still be legible and to scale.

- 6. Stormwater Plan** - *Questions? Contact Engineering Services at 625-6700*
 - 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** - *Questions? Contact Engineering Services at 625-6700*
 - a) Show existing and final contours.
 - b) Identify type and location of proposed BMP's 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** - *Questions? Contact Fire Prevention Services at 625-7056*
 - 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.

Stormwater & Geotechnical Reports - *Minimum* Requirements:

- 1. Stormwater Report** - *Questions? Contact Engineering Services at 625-6700*
 - 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** - *Questions? Contact Engineering Services at 625-6700*
 - 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.