



BUILDING AND FIRE SAFETY SERVICES

NEW COMMERCIAL CONSTRUCTION BUILDING PERMIT APPLICATION CHECKLIST

The following is a list of minimum requirements for submittal of a complete building permit application for new commercial construction. These are the minimum requirements and other documents and/or applications may be required after review of the submittals.

- ☐ Complete [Construction Application](#)
- ☐ Complete building plans, engineering specs, and site plan
 - Separate application and fees for the review of civil drawings must be submitted to the Public Works Department
- ☐ Critical Areas *i.e.: wetland reports, critical areas, geo-tech report*
- ☐ Washington State energy code compliance forms:
 - Building envelope
 - Lighting summary
 - Mechanical summary

Forms found online at: <http://www.neec.net/energy-codes>
Directions for forms: Filled out online, printed and submitted with the application
- ☐ Plumbing application – *Found on construction application*
(if deferred – use “[deferred submittal agreement](#)” form)
- ☐ Mechanical application – *Found on construction application*
(if deferred – use “[deferred submittal agreement](#)” form)
- ☐ [Special Inspection and Testing Agreement](#)
- ☐ Fire flow and hydrant location information