

# SUBMITTAL CHECKLIST

- ◇ The following is a checklist of necessary items to apply for a permit:
- ◇ 1 COMPLETED BUILDING PERMIT APPLICATION FORM
- ◇ 3 COPIES OF YOUR SITE PLAN
- ◇ 3 COPIES OF ALL OTHER PLANS
- ◇ 1 SET OF SPECIFICATIONS
- ◇ 2 SETS OF STRUCTURAL CALCULATIONS
- ◇ DRIVEWAY, SIDEWALK, PARKING, HANDICAP ACCESS
- ◇ FIRE DEPT ACCESS & HYDRANTS
- ◇ BUILDING CODE SUMMARY
- ◇ OCCUPANT LOAD CALCULATIONS
- ◇ ENERGY WORKSHEETS
- ◇ FLOOR FRAMING PLAN
- ◇ CEILING/ROOF FRAMING PLAN
- ◇ FLOOR PLAN
- ◇ WINDOW & DOOR SIZE (WITH U-VALUE)
- ◇ SMOKE DETECTORS/FIRE ALARM/SPRINKLER SYSTEM DETAILS
- ◇ ENGINEERING FOR SPECIAL CONDITIONS
- ◇ SPECIAL EQUIPMENT
- ◇ PLUMBING & MECHANICAL PLAN
- ◇ CONSTRUCTION DETAILS
- ◇ COMPLETE BUILDING SECTIONS

**\*\*NOTE: Permits cannot be applied for until site plan approval is obtained.**

This brochure is a summary of permit standards. If you have any questions please contact Development Services at (253) 841-5482.

CITY OF PUYALLUP  
DEVELOPMENT SERVICES  
1100 39TH AVE SE  
PUYALLUP, WA 98374

**Submittal Requirements for Constructing New Commercial/Multi-Family in the City of Puyallup (Building Permit Only – see Engineering and Planning Departments for there specific requirements)**



**Development Services  
1100 39th Ave SE  
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(253)841-5482**

# Submittal Requirement for New Commercial Construction

This brochure summarizes the process for construction of new commercial/ industrial/multi-family in the City of Puyallup, including permit requirements.

## SITE PLAN

- ◆ Scale and north arrow.
- ◆ Basic data (type of structure, square footage, location).
- ◆ Dimensions of lot, distance to property lines, buildings located on adjacent lots, street name, location and use and vicinity map.
- ◆ Existing and proposed structures labeled with dimensions.
- ◆ Show with dashed lines any existing structures to be demolished.
- ◆ Location of utilities.
- ◆ Site contours, drainage & details.
- ◆ Show location of property lines and all easements. Railroad or other recorded easements are not allowed as side yards for the purpose of determining allowable area unless part of the lot record.
- ◆ Show required 96" wide van accessible parking space with an adjacent 96" wide access aisle.

## FLOOR PLAN

- ◆ Specify the use and size of all rooms.
- ◆ Wall legend must delineate new, existing, demolished & relocated construction.
- ◆ Show location, size and door swing for all exits.
- ◆ Provide reflected ceiling plan.

## FRAMING PLAN

- ◆ Specify size, span, spacing, species and grade of lumber, or manufacturer & series of steel framing for all framing members.
- ◆ Provide attachment details for top & bottom plates
- ◆ Clearly show bearing and shear walls.
- ◆ Show materials & method of connection for all post-to-beam connections.
- ◆ Special connection methods must be detailed to show how the structure is held together.
- ◆ Provide deflection detail stamped by architect or engineer for full height walls.

## ELEVATIONS

- ◆ Show full height elevation from finished floor to highest point of structure.
- ◆ Specify finished materials to be utilized in construction. Specify size of materials.
- ◆ Show all doors and windows.
- ◆ Show shear walls and or diagonal bracing.

## BUILDING CROSS SECTIONS

- ◆ Show sections of structure that clarify in detail the typical conditions.

## BARRIER-FREE ACCESS

- ◆ Provide floor plans and elevations of sufficient detail to show that the building and site facilities are accessible to persons with disabilities, as provided in the 2003 IBC requirements for barrier-free accessibility

## ENERGY/LIGHT/VENTILATION

- ◆ Select Energy Code Compliance option and provide completed forms as required for option chosen.

## FIRE RESISTIVE ELEMENTS

- ◆ Show that building elements comply with fire resistive requirements of IBC Table 720.1 (1), (2) & (3)
- ◆ Provide details for rated walls complying with IBC 720 or specify gypsum association file number for Fire Resistance Design Manual for all related walls including corridors, occupancy separations, area separation walls, etc.
- ◆ Provide details of fire assemblies protecting penetrations through fire resistive elements.
- ◆ Show section for required parapet walls.
- ◆ Provide details/ICC report for rated suspended ceiling.

## RACKS

- ◆ Steel storage racks shall be designed per IBC, by a Washington State licensed professional engineer.

## SEPTIC AUTHORIZATION

- ◆ An approval from Pierce County Health Department is required for any new septic systems.

## WATER AVAILABILITY

- ◆ If the site is outside the City's water area, a water availability letter is required from the water purveyor for the area.

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