



COMMERCIAL BUILDING PERMIT CHECKLIST

(Commercial and/or Mixed-Use buildings can include but are not limited to the shell core buildings and/or full building construction including full build out.)

All applications must be submitted **electronically** by following the steps listed below:

- First-time users must create an online account at Citizens Connect, log-in and apply for any permit.
- Log-in and follow the prompts to fill in the required information on the application.
- Submit your application and upload the required items from the checklist depending on project. City staff will check for completeness; this can take up to 3 business days.
- An e-mail response will be sent to you letting you know that:
 - More information is needed, or
 - Your application has been accepted and invoiced for payment. You may use a MasterCard or Visa to process your payment.

Electronic Plan Standards:

City staff may reject files that are improperly named or formatted incorrectly during the online intake check.

- All plans and reports must be dated. Plans must be drawn to scale and have a scale noted on each submittal.
- All plans must be uploaded in landscape orientation (horizontal position).
- All documents must be uploaded as PDF files. PDFs must be flattened, and the file size reduced, to less than 200 mb.
- All plans must be named according to the submittal requirements shown below in **Bold**.

Commercial Submittal Items:

- 1) Completed Commercial Permit **Application Form**
- 2) **Site Plan**
 - a) Vicinity Map
 - b) North Arrow
 - c) Date of Preparation
 - d) Property lines with dimensions and existing setbacks
 - e) International Building Code (IBC) Barrier Free requirements from building exit discharge to public way
- 3) **Plan(s)** items a) through k) below to be combined into one PDF document.
 - a) Code Summary Plan(s) (Type of construction, Occupancy, Occupancy load by room, floor, and egress element, Means of egress, Travel distance, parking stall calculation, Barrier Free parking stall calculation, fire rated assemblies)
 - b) Foundation Plan
 - c) Floor Plan(s)
 - d) Roof Plan
 - e) Reflected Ceiling Plan(s)
 - f) Elevation Plan(s)
 - g) Framing/Detail Plan(s)

- h) Barrier Free compliance (access, bathrooms, drinking fountains, counters-approach, knee, and toe clearances)
- i) Mechanical Plan(s) (if applicable - may be submitted as combination permit or listed as deferred)
- j) Plumbing Plan(s) (if applicable – may be submitted as combination permit or listed as deferred)
- k) Electrical Plan(s) (list as reference only; permit submittal is through Labor & Industries - submittal is for review of Commercial Energy Code)
- 4) **Energy Form(s)** (may be shown on plan sheets) [Washington State Energy Code \(waenergycodes.com\)](http://waenergycodes.com)
 - a) **Building Envelope Summary**
 - b) **Lighting Calculation**
 - c) **Mechanical Calculations**
- 5) **Structural Calculations**
- 6) **Special Inspections Agreement** (if required by Design Professional)
- 7) **Snohomish County Health Approval** (if applicable - schools, churches, restaurants, groceries, hospitals, and assisted living occupancies)

Applications are received by the Building Official under the provisions of 2021 International Residential Code and shall expire by limitation and become null and void if permit is not obtained within 180 days of this application.

For assistance, please contact a Permit Specialist at Permits@lakestevenswa.gov or 425-622-9400