



COMMERCIAL AND MULTIFAMILY BUILDING PERMIT APPLICATION (New and Additions)

OFFICIAL USE ONLY

Permit # _____	Date: _____
Received By: _____	Staff Contact: _____
<input type="checkbox"/> OFD <input type="checkbox"/> RSH <input type="checkbox"/> LOTT	<input type="checkbox"/> STORMWATER <input type="checkbox"/> PLANNING <input type="checkbox"/> WATER SHOP

SITE LOCATION

Site Address _____
 Tax Parcel Number: _____

TYPE OF WORK

Building Use Classification: _____

COMMERCIAL/MULTIFAMILY BUILDING PERMIT INFORMATION

Description of work to be done (be specific): _____

Project Name: _____	Value of Construction* (\$): _____
Tenant Number/Name (Location/Bldg/Unit/Floor/Suite Designation) _____	
Gross Building Square Footage of Project: _____	
Total Site Area: _____	
Total Area of Permeable Pavements: _____	
Total Area of Pervious Landscaping or Undisturbed Vegetated Areas: _____	

PROPERTY OWNER:

Owner Name: _____	Phone: _____
Mailing Address: _____	

GENERAL CONTRACTOR INFORMATION

Company Name: _____	Contact Person: _____	
Mailing Address: _____	Phone: _____	
Email Address: _____	Fax: _____	
State Contractor's License #: _____	Expiration Date: _____	City Business License #: _____

DESIGN PROFESSIONAL (Architect/Engineer)

Company Name: _____	Contact Person: _____
Mailing Address: _____	Phone: _____
Email Address: _____	Fax: _____

CONTACT PERSON (This person is designated to receive all project communications.)

Name: _____	Phone: _____	Fax: _____
Mailing Address: _____	Email Address: _____	

BUILDING INFORMATION

Automatic sprinkler required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Alarm	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Automatic sprinkler provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hazardous materials	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Quick response heads throughout	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Basement	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Quick response heads per occupant	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Fire Area	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Effective 12/1/2016

Codes and Design Requirements

<p style="text-align: center;"><u>National Codes</u></p> <ol style="list-style-type: none"> 1. 2015 International Building Code (IBC) 2. 2015 International Residential Code (IRC) 3. 2015 International Mechanical Code (IMC) 4. 2015 International Fuel Gas Code (IFGC) 5. 2015 International Fire Code (IFC) 6. 2015 Uniform Plumbing Code (UPC) 7. 2015 International Property Maintenance Code (IPMC) 8. 2014 National Electric Code (NEC) 9. 2009 Accessible & Usable Buildings & Facilities (ICC/ANSI A117.1) 	<p style="text-align: center;"><u>Washington State Amendments</u></p> <ol style="list-style-type: none"> 1. WAC 51-50 Washington State Building Code (IBC) 2. WAC 51-51 Washington State Building Code (IRC) 3. WAC 51-52 Washington State Mechanical Code (IMC) 4. WAC 51-54A Washington State Fire Code (IFC) 5. WAC 51-56 & 51-57 Washington State Plumbing Code & Standards (UPC) 6. Washington State Energy Code (WSEC) <ul style="list-style-type: none"> • WAC 51-11C (commercial) • WAC 51-11R (residential) 7. Washington Cities Electrical Code
<p style="text-align: center;"><u>Olympia Local Amendments and Regulations</u></p> <ol style="list-style-type: none"> 1. Olympia Municipal Code Title 16 Buildings and Construction 	<p style="text-align: center;"><u>City of Olympia Design Requirements</u></p> <ol style="list-style-type: none"> 1. Design Wind Speed: See IBC 1609 and IBC Figures 1609.3(1), 1609.3(2) and 1609.3(3) 2. Roof Snow Load: 25 psf 3. Rain on Snow Surcharge: 5 psf added to low-slope roofs for carport (roof slope <2:12) otherwise, rain on snow surcharge: 5 psf added to flat roofs if slope is <1/2" 4. Seismic Design Category: D 5. Rainfall: 1 inches/hour for roof drainage design 6. Frost Line Depth: 12 inches 7. Geotechnical Investigation Report/Soil Bearing Capacity: <ul style="list-style-type: none"> • IBC 1803.5.11, IBC 1803.5.12 and IBC 1803.6: A geotechnical investigation shall be conducted and shall include an evaluation of all the potential geologic and seismic hazards listed in the above-referenced IBC. See IBC 1803.6 for report requirements. <p>Unless waived by Authority Having Jurisdiction (AHJ).</p>

An intake appointment with a Plans Examiner is recommended for all new Commercial or Multi-Family Building Permit Applications. City permit counter staff will perform application completeness review for all other submittals prior to receipting them in for review. To schedule an appointment please contact the Community Planning and Development Department at (360) 753-8314 or by email at cpdinfo@ci.olympia.wa.us.

Fees Due at Time of Permit Application

The following non-refundable fees will be collected at the time of application. Please refer to Commercial/Multi-Family Building Permit Fees for additional information.

1. Building Plan Check Fee

Technology Fee – 3.9% on all Land Use, Engineering and Building permit & plan review fees

2. Engineering Plan Check Fee

3.

Incomplete applications will not be accepted.

Submittal Requirements for Commercial Projects

A. PLANS AND DRAWINGS - Submit Four (4) Complete Sets of Plans and an Electronic Copy.

1. Drawings and plans must be submitted on 24" x 36" for each building or structure. Drawings shall be prepared at a scale not less than 1/8-inch min. and details 1/4-inch min. For plan submittal requirements see PDF Document Submission Standards.
2. All sheets are to be the same size and sequentially labeled.
3. Plans are required to be clearly legible, with scaled dimensions, in indelible ink, blue line, or other professional media.
4. Plans will not 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.
5. Separate plans are required for each building; except accessory structures, such as trash enclosures, etc.

B. MOISTURE PROTECTION LAW FOR MULTI-FAMILY RESIDENTIAL BUILDINGS

Multi-unit residential building with more than two units will need to provide the following:

1. Plans, details and specifications for the construction of the building enclosure shall be stamped by a licensed engineer or architect and shall be submitted prior to permit approval.
2. The design professional of record shall submit a statement affirming that the building enclosure documents satisfy the requirements of EHB-1848 which shall be submitted prior to permit approval.
3. A third-party, qualified inspector shall inspect the building enclosure during the course of construction for compliance with the building enclosure design.
4. The third-party inspector shall submit a signed letter of certification prior to building final regarding the inspection and substantial compliance of the building with the building envelope enclosure design documents.

C. WASHINGTON STATE ENERGY CODE FORM - Submit Two (2) Complete Sets of Washington State Energy Code Forms.

D. SITE PLAN

1. In the front of the drawing set shall be placed the stamped approved City of Olympia Land Use Plan for your project. Scale shall not exceed 1" = 20 feet.

E. ARCHITECTURAL PLANS

1. Cover Sheet
 - a. Site Information:
 - i. Drawings shall be prepared at a scale not less than 1/8-inch min. and details 1/4 inch min.
 - ii. Location
 - iii. Zoning
 - iv. Total site area (square feet)
 - v. Lot coverage (square feet and percentage).
 - vi. Location of building(s) on the site with dimensions to property lines.
 - vii. Assumed property lines for multiple buildings on the same property.
 - viii. Entire site must show barrier free accessibility.
 - ix. Parking with barrier free stalls indicated.
 - b. Building Information:
 - i. Specify model code information.
 - ii. Construction type.
 - iii. Number of stories and total height in feet.
 - iv. Building square footage (per floor and building total).
 - v. IBC Occupancy Type (show all types by floor and building total)
 - c. Design Team Information:

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- i. Design Professional
 - ii. Architect(s)
 - iii. Structural Engineer(s)
 - iv. Civil Engineer(s)
 - v. Landscape Architect(s)
 - vi. Owner(s)
 - vii. Developer(s)
2. Code Summary Floor Plan Sheet(s):
 - a. Drawings shall be prepared at a scale not less than 1/8-inch min. and details 1/4 inch min.
 - b. Provide all vertical and horizontal rated assemblies.
 - c. Means of Egress plan pages including exits and separation of exits, common path of travel, travel distance, occupancy separation, stair enclosure ratings, type of sprinklers used (NFPA and Quick Response Heads), show exit signs, etc. Include square footage and occupancy type of each room on every floor and provide summary.
 - d. Provide non-separation calculation and mixed use ratio calculations.
 3. Floor Plans:
 - a. Plan view 1/8-inch minimum scale - Details a minimum of 1/4-inch scale.
 - b. Specify the use of each room/area, including shafts, electrical/mechanical rooms and elevators.
 - c. Show ALL exits on the plans; include new, existing or eliminated.
 - d. Show all Barrier-Free information on the drawings.
 - e. Provide door and door hardware schedules.
 - f. Specify each wall type, door type, and glazing requirements.
 - g. Provide details and assembly numbers for fire resistive assemblies.
 - h. Indicate on the plans all rated walls, doors, windows and penetrations.
 4. Reflected Ceiling Plan Sheet(s):
 - a. Plan view 1/8-inch minimum scale - Details a minimum of 1/4-inch scale.
 - b. Provide ceiling construction details per IBC 803.9.1.1, ASTM 635 & 636.
 - c. Provide suspended ceiling details including seismic bracing.
 - d. Show the location of all emergency lighting, exit signage and provide a lighting fixture schedule.
 5. Framing Plans/Details:
 - a. Specify the size, spacing, span and wood species or metal gauge for all stud walls including anchorage and spacing.
 - b. Indicate all wall, beam, ceiling and floor connections.
 - c. Detail the seismic bracing for all walls.
 - d. Include a stair section showing rise, run, landings, headroom, handrail and guardrail dimensions; include size, anchorage and spacing of stringers if applicable.
 6. Elevation Plans:
 - a. Provide building heights (floor and roof elevations).
 - b. Show the grade elevations.
 - c. Provide a view of all sides with all exterior design requirements.
 - d. Exterior stairways, decks, and railings.
 7. Roof Plan Sheet(s):
 - a. Show location of new or replaced HVAC, exterior equipment, ductwork, vents, screening.
 - b. List of equipment and schedule. (include weight of equipment)
 - c. Structural engineering and details for gravity and/lateral loads. (when applicable)
 - d. Rooftop mechanical screening shall be required for any rooftop equipment greater than 1' in height, and for any equipment exterior to the building. Screen materials must be architecturally compatible with the building and shall be as high as the equipment being screened. Plans must show height of equipment relative to screening and shall include notations of materials and colors to be used. If an existing parapet effectively screens proposed equipment, plans must show parapet height relative to equipment height.

F. STRUCTURAL PLANS - Submit Two (2) Set each and an Electronic Copy.

1. Structural Sheet(s):
 - a. Drawings shall be prepared at a scale not less than 1/8-inch min. and details 1/4 inch min.
 - b. All drawings prepared or reviewed by the engineer must be signed and sealed by a Washington State Engineer.
 - c. Provide foundation, floor and roof framing plans as is applicable.
 - d. Illustrate size and location of all structural elements including, but not limited to, footings, columns, beams, girders, joists, shear walls, bracing and floor and roof diaphragms. Details of structural assemblies must be referenced with the place using standard symbols.
 - e. Structural details and schedules shall be provided as required to provide specific information of the structural assemblies and must match requirements provided in the structural calculations.
2. Structural Calculations
 - a. Design criteria used for foundation, floors, roof and lateral designs - Include geotechnical criteria used in design.
 - b. Structural calculations must be submitted for all commercial buildings.
 - c. A cover sheet must be provided that is signed and sealed by the engineer of record, who is registered in the State of Washington.
 - d. Calculations should include a table of contents with each page numbered.
 - e. Calculations prepared by a computer program must include an explanation of the program and documentation for input and output data formats.

G. GEOTECHNICAL ENGINEERING REPORTS – Submit Two (2) copies and an Electronic Copy.

1. The geotechnical report must include the minimum information as outlined in Section 1802 of the International Building Code.

H. PROJECT SPECIFICATION MANUALS – Submit Two (2) copies and an Electronic Copy.

I. FIRE DEPARTMENT INFORMATION

1. Answer the following questions by checking either yes or no.

a. High Pile or Rack Storage? (Provide Rack LF & Rack Height)	YES	NO
b. UPS or Storage Battery System?	YES	NO
c. Flammable/Combustible Materials in Building?	YES	NO
d. Hazardous Materials in Building?	YES	NO
e. Compressed gasses	YES	NO
f. LP gas	YES	NO
g. Spray Booth	YES	NO

If Yes to any of the above items, describe below.

Item & Description:

- J. If the property is listed on a Historic Register: Two additional copies of plans, exterior photographs if the proposal includes exterior changes, photographs of adjacent or abutting structures, statement of the date of construction of the structure, and description and basis of any code exceptions sought due to historic nature of structure.
- K. A Soil and Vegetation Plan Supplement, if required, as outlined in OMC 16.60 and the Urban Forestry Manual.
- L. If within the Downtown area or Design Review Corridors, or if the project includes attached housing units, manufactured housing, single-family housing on a lot of less than 5,000 square feet, an accessory dwelling unit, cottage or co housing, or abutting or across the street from a historic register building, a Detailed Design Review Supplement is required. (See OMC 18.50.080.)

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M. An environmental determination or review application if within 500 feet of any critical area (wetland, stream, significant upland habitat area, seismic hazard area, landslide hazard area, frequently flooded area, or critical aquifer recharge area).

N. Detailed Landscape Plan meeting the requirements of OMC 18.36, this includes, but is not limited to:

- Location of existing (to remain) and proposed plants.
- Type of existing and proposed plants (i.e., groundcover, shrub, tree).
- Graphic depiction of the size of proposed tree canopies at maturity on plan.
- Clearly delineated and labeled landscape, hardscape, and building areas.
- All features included on the detailed site plan.
- Location and spacing of proposed plantings.
- Common and botanical names of each species.
- Container or caliper size of plants at installation.
- Quantities of plant material by species and size at installation.

Notes: Provide information on the quantity of electrolyte in gallons and type of battery if b and/or c are marked yes. If flammable/combustible or hazardous materials are used or stored in the building, provide a Hazardous Materials Inventory Statement (*Provide copies of all Material Safety Data Sheets.*)

Important Information

The Building Permit does not include any mechanical, electrical, plumbing, or fire sprinkler/alarm work. These permits are issued separately.

Please note that any new or altered space that involves food handling, preparation or public swimming pools require Thurston County Health Department approval before the permit can be approved. You must provide the Building Plans Examiner a copy of the approval letter or the approved plans. Contact the Thurston County Health Department with any questions or for more information at (360) 754-3355, ext. 7392.

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This form has been approved for use by the Olympia Community Planning and Development (CPD) Department.



10/11/2017

Keith Stahley, Director,
Community Planning and Development

Date