



COMMERCIAL APPLICATION PERMIT SUBMITTAL

Department of Community & Economic Development
City of Arlington • 18204 59th Ave NE • Arlington, WA 98223 • Phone (360) 403-3551

The following minimum information is required for your Commercial/Multi-Family Building Permit Application. Please make sure that you have included all of the required documentation with your submittal. Incomplete applications will delay the review.

- One (1) City of Arlington Commercial/Multi-Family Permit Application
(One (1) permit application per building or structure is required)
- One (1) City of Arlington Commercial/Multi-Family Submittal Requirements Form
- Two (2) Architectural Drawings
- Two (2) Structural Drawings
- Two (2) Structural Calculations
- One (1) Project Specification Manuals (if applicable)
- One (1) NREC Code Compliance Forms
- One (1) Special Inspection Requirements Forms
- One (1) Occupant's Statement of Intended Use

Drawings shall be BOUND SEPARATELY BY TYPE, architectural, structural and landscape, and then ROLLED TOGETHER IN COMPLETE SETS>

An intake appointment is required for all new Commercial or Multi-Family Building Permit Applications. To schedule an appointment please contact the City of Arlington Permit Center at (360) 403 3551 or by email to ced@arlingtonwa.gov.



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A. FEES DUE AT TIME OF PERMIT ISSUANCE

B. CODES

The City of Arlington currently enforces the following:

International Codes

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 International Plumbing Code (IPC)
7. 2015 International Property Maintenance Code (IPMC)
8. 2015 International Existing Property Code (IEBC)
9. 2015 Washington State Energy Code (WESC)
10. 2009 Accessible & Usable Buildings and Facilities (ICC/ANSI 1417.1)

Washington State Amendments

1. WAC 51-50 Washington State Building Code
2. WAC 51-51 Washington State Residential Code
3. WAC 51-52 Washington State Mechanical Code
4. WAC 51-54 Washington State Fire Code
5. WAC 51-56 & 51-57 Washington State Plumbing Code and Standards
6. WAC 51-11 Washington State Energy Code
7. WAC 296-46B Electrical Safety Standards, Administration, and Installation

C. CITY OF ARLINGTON DESIGN REQUIREMENTS

Design Wind Speed:	85 miles per hour (Exposure C)
Ground Snow Load:	25 pounds per square foot
Seismic Zone:	D2
Rainfall:	2 inches per hour for roof drainage design.
Frost Line Depth:	12 inches
Soil Bearing Capacity:	1,500 psf unless a Geo-Technical Report is provided. (IBC Table 1804.2 & IRC R401.4.1)

D. PLANS AND DRAWINGS

Submit two (2) complete sets of drawings and plans. Drawings and plans must be submitted on minimum 18" X 24", or maximum 30" X 42" paper. All sheets are to be the same size and sequentially labeled. Plans are required to be clearly legible, with scaled dimensions, in indelible ink, blue line, or other professional media. 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.

Please Note: A separate submittal of plans is required for each building or structure.



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DETAILED SUBMITTAL REQUIREMENTS

Mark each box to designate that the information has been provided. Please submit this checklist as part of your submittal documents

A. **SITE PLAN – REQUIRED WITH ALL SUBMITTALS**

(May be included as part of the Architectural Drawing cover Sheet)

1. Drawing shall be prepared at scale not to exceed 1" = 20 feet.
2. Show building outline and all exterior improvements.
3. Provide property legal description and show property lines.
4. Provide dimensions from the property lines to a minimum of two building corners (or two identifiable locations for irregular plan shapes).
5. Show building setbacks, easements and street access locations.
6. Indicate North direction.
7. Indicate finish floor elevation for the first level.
8. Provide topographical map of the existing grades and the proposed finished grades with maximum five feet elevation contour lines.
9. Show the location of all existing underground utilities, including water, sewer, gas and electrical.
10. Flood hazard areas, floodways, and design flood elevations as applicable.

B. **ARCHITECTURAL DRAWINGS**

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

b) Design Team Information

1. Design Professional in Responsible Charge
2. Architects
3. Structural Engineers
4. Owner
5. Developer
6. Any other Design Team Members

2. **Floor Plan**

- a) Plan view 1/8" minimum scale. Details a minimum 1/4-inch scale.
- b) Plans must show the entire tenant space.
- c) Specify the use of each room/area.
- d) Provide an occupant load calculation on the floor plan. (on every floor, in all rooms and spaces)
- e) Show **ALL** exits on the plans; include new, existing or eliminated.
- f) Show Barrier-Free information on the drawings.
- g) Show the location of all permanent rooms, walls and shafts.
- h) Note the uses in the adjacent tenant spaces, if applicable.
- i) Provide a door and door hardware schedule.



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- j) Show the location of all new walls, doors, windows, etc.
- k) Provide details and assembly numbers for any fire resistive assemblies.
- l) Indicate on the plans all rated walls, doors, windows and penetrations.
- m) Provide a legend that distinguishes existing walls, walls to be removed and new walls.

3. **Reflected Ceiling Plan**

- a) Plan view 1/8" minimum scale. Details a minimum 1/4-inch scale.
- b) Provide ceiling construction details.
- c) Provide suspended ceiling details complying with IBC 803.9.1.1. Show seismic bracing details.
- d) Show the location of all emergency lighting and exit signage.
- e) Detail the seismic bracing of the fixtures.
- f) Include a lighting fixture schedule.

4. **Framing Plan**

- a) Specify the size, spacing, span and wood species or metal gage for all stud walls.
- b) Indicate all wall, beam 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.

5. **Storage Racks (if applicable)**

- a) Structural calculations are required for seismic bracing of storage racks eight feet or greater height.
- b) Eight feet or less, show a positive connection to floor or walls.

NOTE: High pile storage shall meet the requirements of current International Building and Fire Codes.

C. **SPECIAL INSPECTION**

1. Where special inspection is required by IBC 1704, the registered design professional in responsible charge shall prepare a special inspection program that will be submitted to the City of Arlington and approved prior to issuance of the building permit to comply with IBC 106.1.

D. **WASHINGTON STATE ENERGY CODE**

1. One (1) completed Washington State Non-Residential Energy Code **Envelope Summary** forms.

E. **OCCUPANT'S STATEMENT OF INTENDED USE**

1. The **Occupant's Statement of Intended Use** shall be provided and may require the submittal of a Hazardous Materials inventory Statement (HMIS). Contact the Arlington