



**City of  
Wenatchee**

## **COMMUNITY DEVELOPMENT DEPARTMENT**

1350 McKittrick St., Suite A, Wenatchee, WA 98801

Phone (509)888-3244 Building Inspection Line (509)888-3263

Fax (509)888-3201 www.wenatcheewa.gov

# **COMMERCIAL & MULTI-FAMILY BUILDING PERMIT APPLICATION**

**(Including Commercial Additions & Alterations)**

In order to process and review permit applications in a timely fashion, the documents and document descriptions listed on the following sheets are the minimum requirements necessary for permit submittal and review. The more information that is supplied, the easier it will be to review the project. ***Failure to submit the required information will cause undue delay in the permit review process*** and failure to include any of the documents or information listed, will result in the staff being unable to accept the building permit application. ***All requests for additional information will be sent to all parties involved with project.*** If you have any questions regarding the minimum submittal requirements, please contact the Building Department prior to building permit submittal.

***Building Permit Applications are accepted  
Monday - Friday from 8:00 am - 4:30 pm***

### **Department Contact Numbers:**

Building – (509) 888-3244

Planning – (509) 888-3256

Engineering – (509) 888-3200

Environmental – (509) 888-3235



# COMMERCIAL AND MULTI-FAMILY SUBMITTAL REQUIREMENTS

(Including additions to existing buildings)

The following items must be provided in order to properly apply for a building permit. **Plans and application will be returned to the applicant if information is incomplete.** The applicable department director may require additional information or materials when necessary to augment a permit application.

**Please submit two complete sets of plans.**

## **APPLICATION DOCUMENTS:**

- Building permit application
- Copy of deed with legal description of property
- Copy of contractor's registration number
- Geotechnical report (2 copies if required)
- Structural and civil calculations (2 copies if required)
- Special Inspection and Testing Agreement (if required)
- Utilities Request Form
- Right-of-Way Permit (if work in public right-of-way is proposed)
- Energy code compliance forms, calculations and plans
- Specifications (2 copies if required)
- Fees (plan review fee due at time of submittal)

## **PLANS AND DRAWINGS: (See attached pages for specific requirements)**

- Site plan(s)
- Grading, Drainage and Utilities plan
- Temporary Erosion and Sediment Control Plan
- Foundation plan(s)
- Floor plan(s)
- Architectural sections and details
- Elevations
- Stair section
- Door, window, finish schedules
- Structural foundation plan
- Structural framing plan(s)
- Roof framing plan(s)
- Structural notes and details
- Landscape plan(s)

## **SPECIFIC REQUIREMENTS FOR PLANS AND DRAWINGS**

The following is a detailed description of the format and the items required to appear on the drawing set. All drawings within a submittal shall conform to the following requirements:

- All drawings shall include a drawing title, drawing number, date and revision date.
- Drawing scale shall be indicated using a bar-scale symbol for plan reduction integrity. The symbol must appear on all sheets.
- Unless the site size dictates a different scale, site drawings are to be in an engineer's scale and should be at a scale of 1" = 30'; architectural floor plans are to be 1/4" = 1' scale or larger unless otherwise approved.
- All drawings shall be of a consistent scale.
- North Arrow - all site drawings and site related drawings (i.e., vicinity map, detail enlargements, etc.) shall include a north arrow.
- A Vicinity Map shall be included in the drawing sufficient to identify the project location.

- Plans must be wet stamped and signed by an architect or engineer registered in Washington State (when required by building department or by state law).

### **DESCRIPTION OF SUBMITTAL DRAWINGS:**

The drawing titles and the information described under the titles below are presented in a fashion consistent with standard practice in the industry. However, the information described under the drawing titles is a minimum requirement for building permit submittal. The logical arrangement of the required information is left up to the applicant.

### **ARCHITECTURAL SITE PLAN:**

- Property lines: Show locations and dimensions.
- Adjacent right-of-way: Locate and label the existing centerline, curb and sidewalk.
- Streets and alleys: Show location, name or number of all streets and alleys adjacent to the site. Show any off-site easements or private streets that provide access from the site to a public road.
- Easements: Show the location for all existing and proposed utility, open space, drainage, and access easements, and dimension accurately.
- Land use code setbacks: Show front, side and rear setbacks (if applicable). Designate which are the front, side and rear setbacks. (See Wenatchee City Code Section 10.46)
- Existing and proposed structure(s): Show location, overall dimensions and use of all existing and proposed buildings and structures on the site; show distances to property lines.
- Indicate compact, full size, and handicapped parking spaces. Indicate signage for compact and handicapped spaces.
- Pedestrian circulation: Show the layout of all internal walkways and connection to public sidewalk or right-of-way. Provide details and enlargement of pedestrian areas, handicapped ramps and parking spaces. Provide details for pedestrian amenities required in several zoning districts.
- Indicate location of utility vaults, fire hydrants, fire department connection, electrical equipment pads, flagpoles, all exposed HVAC equipment, and traffic signs.
- Parking and circulation: Locate and dimension all entry drives. Show the proposed layout including parking stall angle, bay and aisle width, and provide typical dimensions for stall width and length to the wheel stop. Locate and dimension on-site loading areas. (See Wenatchee City Code Section 10.60)
- Planting area: Show all areas for new planting. Please ensure that landscaping plans are compatible with the architectural and engineering plans.
- Walls and fences: Indicate location, length and height. Provide section and elevation details for new construction.
- Spot and topography elevations: Show surface elevation at each corner of the site. For sites with slopes greater than 10%, show existing and proposed contours at 2' intervals. Locate temporary and permanent benchmarks.
- Indicate dumpster/trash enclosures and recycle material storage area.

### **BUILDING DATA TO BE SHOWN ON PLANS:**

- Type of construction (list if sprinklered or non-sprinklered)
- Occupancy group(s)
- Number of stories
- Occupant load(s)
- Allowable floor area and allowable area increases
- Proposed floor area
- Building height

### **GRADING, DRAINAGE AND UTILITIES PLAN:**

- Storm drainage plans and calculations in accordance with the City of Wenatchee's development standards. Plans shall be stamped by a Washington State licensed civil engineer.
- Location of all contributing off-site drainage.
- Location of existing storm drainage system.
- Provide details of pollutant separation and treatment.
- Show existing contours as established by the topographical survey. Show proposed contours and clearly identify each.
- Distinguish between areas of 15% to 40% slope and slopes of 40% and greater.
- Location and type of all retaining walls and/or rockeries and details.
- Show limits of filling and grading.

- Show surveyed floodplains, surface waters and wetlands.
- Indicate excavation and fill quantities.
- Location of all proposed structures and impervious surfaces.
- Spot elevations: Provide finished grade spot elevations for the following locations:
  - Around the structure(s) base at all corners.
  - Within proposed paved areas at all corners, high and low points.
  - At the top and bottom of all existing and proposed walls (rockery, retaining, etc.). Elevation at ends and at high and low points.
  - At the top and bottom of all steps.
  - At the top and bottom of all ramps.
- Provide typical curb and gutter section showing elevations and dimensions.
- Indicate location of all existing and proposed utilities, including electrical, telephone, fiber optic, water, sewer and cable TV.
- Temporary Erosion and Sediment Control Plan.

### **FOUNDATION PLAN:**

- Foundation wall: Show shape, all dimensions including maximum wall height(s), and all connections. Provide foundation sections at various points around foundation system.
- Crawl spaces: If crawl space is included, show location and size of all vents, access size and location.
- Other spaces: Show and label space integral with foundation (i.e., basement, garage, storage areas).

### **TYPICAL FLOOR PLANS:**

- Indicate square footage for each floor, including garages and decks.
- Floor layout: Show arrangement of walls; note- proposed use and dimensions of all areas; label all fire-rated walls, state type and hour rating, show stairs, corridors, elevators, restrooms and ramps.
- Windows and doors: Show location and dimensions of new, removed or replaced windows, doors and skylights.
- Fixture locations: Show location of exit signs, accessibility signs, fire extinguishers, fans, vents, smoke detectors, plumbing fixtures, mechanical equipment, etc.
- Show location of all vertical or horizontal fire partitions, fire barriers and fire walls.
- Indicate barrier free access to the building and all spaces required to be accessible by IBC Chapter 11 and ANSI A117.1-2009. Include dimensions and notes regarding maximum door sill heights, ramp slopes, hardware type and heights of all accessory features (i.e., water fountains, telephones, direction signs, etc.).

### **ARCHITECTURAL CROSS SECTIONS AND DETAILS:**

- Show typical wall assemblies and ratings; call out material types and thicknesses. Call out approval agency for rated assemblies. (i.e., UL test number for particular assemblies)
- Show typical floor assemblies and ratings; call out material types and thicknesses. Call out approval agency for rated assemblies. (i.e., UL test number for particular assemblies).
- Show protection for all penetrations (plumbing, electrical, communication) of assemblies per building code. Show all shaft construction.
- Call out all door and window ratings and closure equipment. Indicate window classification for Energy Code compliance.
- Provide details for all vertical or horizontal fire partitions, fire barriers and fire wall assemblies. Indicate UL test number or similar.
- Show all details for compliance with the accessibility requirements of IBC Chapter 11 and ANSI A117.1-2009
- Show section and details of dumpster enclosure and recycle material storage area per City of Wenatchee Development Standards

### **ELEVATIONS:**

- Show all elevations of each side of structures, elevation of public right-of-way at property line, entrance elevation at or near property line, vehicle access headroom; provide finish floor level for each floor; show proposed grades; show maximum building height; show maximum site slope.
- Roof: show roof overhang and chimney clearances from roof. Indicate pitch of roof, or minimum slope to drain. Show mechanical equipment and its screening.
- Note class of roofing material.
- Openings: Show doors, windows, skylights, and any type of openable vents in windows.

- Decks: Indicate height of guardrails and spacing of intermediate railing.
- Note all ramp, signs, guardrails, etc., for compliance with IBC Chapter 11 and ANSI A117.1-2009.
- Show exterior finish materials.

### **ROOF PLAN:**

- Roof slope: Indicate hips, valleys, gables and ridge.
- Indicate method of roof venting. Show details and calculations for area vented.
- Indicate roof drains and overflow drains or scuppers. Show details.
- Show type of roofing materials.

### **STAIR SECTION:**

Show a section of the stairs. Include: rise, run, handrail height, grasp dimensions, distance between any intermediate rails, fire blocking, minimum head room and landing size.

### **DOOR, WINDOW AND FINISH SCHEDULE:**

- Show door size, rating and hardware.
- Show flame spread of finishes per building code.
- Show window size, opening size and direction.
- Note all hardware that is required to comply with IBC Chapter 11 and ANSI A117.1-2009.

### **STRUCTURAL FOUNDATION PLAN:**

- Accurately locate all columns, footings and grade beams. Indicate size and reinforcing of all members.
- Provide column connection details. Indicate any framing anchors, welds, anchor bolts, grout, etc.
- Floor system: Show floor system structural size, spacing direction, support, connections, blocking, etc.

### **ROOF, FLOOR AND DECK FRAMING PLANS:**

- Roof, floor and deck structural system: Show size, spacing, direction, support, connections, blocking, etc.
- Bearing walls: Show all bearing walls and/or column beam support to footing.
- Show mechanical equipment location and design for its dead load.

### **STRUCTURAL CROSS SECTIONS AND DETAILS:**

- Show typical wall sections with all materials labeled, size and spacing of all members; include all dimensions, height, insulation, sheathing, connections, siding, etc.
- Show typical roof section with all materials labeled, size and spacing of all members; include all dimensions, venting, insulation, connections, sheathing, type of roofing, slope of roof.
- Show scupper, overflow and downspout details. *Note that many of these details are typically included in architectural detailing and need not be duplicated in structural drawings.*
- Show typical foundation section with all materials labeled, size and spacing of all members, all dimensions; include: wall thickness, rebar size and spacing, rebar clearance, footing depth below grade, clearance between grade and sill plate, maximum wall height, connections, anchor bolt size and spacing, connection between floor diaphragm and foundations, slab thickness, drainage for foundation retaining wall.

### **STRUCTURAL NOTES:**

Specify all design loads and include: live (including floor, stairs, etc.), dead (including mechanical equipment, materials, etc.), wind, earthquake, snow, equivalent fluid pressure, soil bearing, etc.

### **REFLECTED CEILING PLANS:**

- Show locations of suspended ceilings.
- Show schematic of light switching in accordance with energy code.
- Show details of suspended ceiling support system and seismic bracing; Use Seismic Design Category “D”.

### **FIRE PROTECTION PLAN:**

- Indicate type of system (wet, dry, etc.).
- Indicate which standard system will be designed to (NFPA-13 or NFPA-13R).
- Indicate location of any standpipes.
- Indicate location of fire department connection and backflow prevention.

### **ENERGY CODE COMPLIANCE DATA:**

- Submit Non-Residential Energy Code Compliance Forms with building permit application.
- Show R values of all insulation in appropriate places on architectural sections.
- Provide an energy code design summary on the plans and include: Insulation R values, glazing class of windows and skylights, percentage of total glazing in floor area, type of heating system(s) and its efficiency rating.
- If a U- value analysis is done, provide a design summary on the plans and include: Type of heating system and its efficiency rating, R- values of insulation, U- values of all windows, skylights, wall assemblies, floor assemblies and roof assemblies. Provide detailed calculations.
- For more information and required forms, visit Northwest Energy Efficiency Council (NEEC) at <http://neec.net/energy-codes>.

### **LANDSCAPE PLAN:**

- General: all landscape plans shall meet the specific requirements of Wenatchee City Code Chapter 10.62.
- Locate and label all existing and proposed ground cover, shrubs and trees; distinguish deciduous and evergreen trees.
- Trees to remain: Location of all significant trees (6" or more in diameter).
- Plant legend: List all proposed plants. Provide the symbol, quantity, common and botanical names, proposed size and spacing.
- Show all existing and proposed utilities, i.e., water, sewer, storm water, irrigation, power vaults, hydrants, overhead wires, lights, poles, signs, etc., in relation to plantings.
- Show typical sections of all sidewalks, paths and trails.
- Landscaping plans shall be prepared by a registered landscape architect, Washington State-certified nursery professional, Washington State-certified landscaper or a person with a minimum of four years of experience in landscape design and pre-approved by the Director of Community Development prior to landscape plan submittal.
- Owner shall include a signed statement on the face of the landscape plans which states: *"As owner of the subject property, I have reviewed this landscape plan and understand my responsibilities for the landscaping installation and maintenance."*

### **EXTERIOR LIGHTING PLAN:**

- This information can be incorporated and noted on the Planting Plan.
- Include site building exterior and parking area lighting.
- Provide details, including pole and mounting height, for all proposed fixtures. All fixtures must be designed to prevent light spillage to adjacent properties.

### **LICENSING REQUIREMENTS:**

- Contractors must be licensed as required by Washington State Law.
- Business licenses are required in the City of Wenatchee.

### **UTILITIES:**

- Water, sanitary sewer and storm sewer connections. Contact: City of Wenatchee Public Works Department (509) 888-3200.
- Electrical and water. Contact: Chelan Co. PUD (509) 663-8121.
- TV cable. Contact: Charter Communications (877) 728-3126
- Buried cable. Before you dig - Call (800) 424-5555

### **PARKING:**

The City of Wenatchee has a code requiring a minimum number of parking spaces for each use. Contact: Planning Department (509) 888-3256.

## **OTHER INFORMATION AND REQUIREMENTS:**

- Design Minimums:
  - 40 lb. PSF roof snow load w/drift loading
  - Wind 85 m.p.h., three second gust
  - Wind Exposure "C" typical
  - Seismic Design Category "D"
  - Frost Line - 18"
- Architect/Engineer design and calculations required for buildings over 4,000 sq. ft. (new, addition or remodeled) and/or more than four dwelling units. RCW 18.08.410.
- Plans for any building or structure with more than four dwelling units shall have the stamp and signature of a Washington State Registered Architect. Wenatchee City Code Section 2.04.030(3)
- SEPA (State Environmental Policy Act) Environmental Checklist: You must complete an environmental checklist if your project meets any of the following criteria:
  - The construction or location of any residential structures with more than twenty dwelling units.
  - The construction of an office, school commercial, recreational, service or storage building more than 12,000 sq. ft. and up to forty parking spaces.
  - The construction of a parking lot designed for 40 automobiles.
  - Any landfill or excavation of more than 500 cubic yards throughout the total lifetime of the fill or excavation.
  - **Please allow a minimum of four to six weeks for review.**
- Conditional use permits, variances, SEPA review, shoreline substantial development permits shall be approved prior to building permit issuance.
- Chelan-Douglas Health District permit required for all food services. Contact: (509) 886-6400
- Public swimming pools require Chelan-Douglas Health District review and approval. (509) 886-6400
- Elevator Permit. Contact: Labor & Industries (360) 902-6130.
- Electrical Permit. Contact: Labor & Industries (509) 886-6500.
- Plumbing and Mechanical permits. Contact: City of Wenatchee.

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PLEASE REFER TO THE INTERNATIONAL BUILDING CODE, INTERNATIONAL FIRE CODE, INTERNATIONAL MECHANICAL CODE, UNIFORM PLUMBING CODE, CITY OF WENATCHEE MUNICIPAL CODE AND DEVELOPMENT STANDARDS FOR CODE REQUIREMENTS.

**If you have any questions concerning your application submittal, please call the City of Wenatchee Community Development Department Building Division at (509) 888-3244.**

# COMMERCIAL BUILDING PERMIT SUBMISSION QUESTIONNAIRE

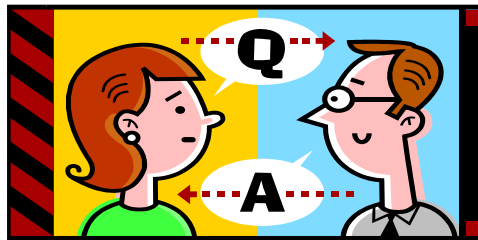
This questionnaire is intended to help staff provide better service to you with your project. Please submit the completed questionnaire with your permit application.

City staff's goal is to deliver streamlined and consistent permit processing in implementing adopted laws and regulations. Staff is responsible for making sure projects comply with federal, state and local laws and regulations. This means there are a lot of details to stay on top of and we routinely require in-depth information about proposed work. In reviewing your permit application, staff reviews all of the following questions, so the completeness of your responses here will directly impact the permit processing time.

### Important things to remember

When in doubt, ask. City staff is here to help.

If you have any questions, please call the building department at (509) 888-3244.



**BUILDING SITE ADDRESS:** \_\_\_\_\_

Please answer the following questions to the best of your knowledge:

1. Yes /No  **Are you the building/property owner? If not, what is your role in this project?**  
\_\_\_\_\_
2. Yes /No  **Have you been in contact with anyone at the city concerning your project? If yes, who?**  
\_\_\_\_\_
3. Yes /No  **Is this a new commercial building?**  
**What is the proposed use?** \_\_\_\_\_
4. Yes /No  **Are you proposing to remodel or construct an addition to an existing building?**  
**If proposing an addition, what is the total square foot of proposed addition?** \_\_\_\_\_
5. Yes /No  **Has the building always been a Commercial building? If not, when was building converted to a commercial use?** \_\_\_\_\_  
**What was the previous use?** \_\_\_\_\_
6. Yes /No  **If existing, is the building currently occupied? Please list any other businesses or current uses:** \_\_\_\_\_
7. Yes /No  **Is the building/property historic (listed on historic register or located within a historic district)?**  
**If existing, when was the building originally built?** \_\_\_\_\_
8. Yes /No  **Are you proposing to demolish any buildings or portions of existing structures?**



9. Yes /No  **Do you have plans for expansion in the future?**
10. Yes /No  **Are you planning to perform any plumbing and/or mechanical work such as installing new sinks, toilets, exhaust fans, gas appliances or heating and air conditioning equipment?**
11. Yes /No  **Will you be serving or preparing food for commercial use?**
12. Yes /No  **Will you be installing commercial cooking equipment?**
13. Yes /No  **Do you expect an increase in water needs/usage?**
14. Yes /No  **Will you need an irrigation system for landscaping?**
15. Yes /No  **Is there an existing fire sprinkler system?**
16. Yes /No  **Will you be installing a fire sprinkler system?**
17. Yes /No  **Does your project include replacing, adding or removing any impervious surfaces such as concrete or asphalt?**
18. Yes /No  **Will the project disturb one acre of ground or more?**
19. Yes /No  **A site plan is required to be submitted, does it show all property lines, structures, sidewalks, driveways, easements, stormwater facilities, temporary erosion and drainage control plans, etc.?**
20. Yes /No  **Does your project include any work in city right of way, streets or sidewalks?**  
**How many parking spaces currently exist on the property? \_\_\_\_\_**  
**How many parking spaces are proposed to be added? \_\_\_\_\_**
21. Yes /No  **Will the project displace any existing parking?**
22. Yes /No  **Is there parking currently provided in front of the property on the street?**
23. **How do vehicles currently access the property? \_\_\_\_\_**
24. Yes /No  **Is the property adjacent to a state highway?**
25. Yes /No  **Are you proposing any access changes?**
26. Yes /No  **Are there any problems with the current property that you want to be addressed?**  
 \_\_\_\_\_  
 \_\_\_\_\_
27. Yes /No  **Is there any other information you can provide that might be helpful to us?**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

CITY OF WENATCHEE <b>COMMERCIAL PERMIT APPLICATION</b> DEPARTMENT OF COMMUNITY DEVELOPMENT 1350 MCKITTRICK ST., SUITE A WENATCHEE, WA 98801 Building Department (509) 888-3244 Inspection Line (509) 888-3263 Fax (509) 888-3201		DATE APPLIED	
JOB SITE ADDRESS:		JOB SITE PHONE	
LEGAL DESCRIPTION:		PARCEL NO.	
NATURE OF WORK:		VALUATION (LABOR AND MATERIALS) \$ _____	
TYPE OF WORK: <input type="checkbox"/> New Commercial <input type="checkbox"/> Commercial Addition <input type="checkbox"/> Commercial Alteration <input type="checkbox"/> Multi-Family <input type="checkbox"/> Other _____ BUSINESS NAME: _____ OCCUPANCY TYPE: _____			
APPLICANT'S NAME:		CONTACT NAME: _____ PRIMARY PHONE: ( ) _____	
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)		ALT PHONE: ( ) _____ EMAIL: _____	
OWNER'S NAME:		CONTACT NAME: _____ PRIMARY PHONE: ( ) _____	
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)		ALT PHONE: ( ) _____ EMAIL: _____	
CONTRACTOR'S NAME: (copy of contractor's registration card required):		CONTACT NAME: _____ PRIMARY PHONE: ( ) _____	
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)		ALT PHONE: ( ) _____ EMAIL: _____	
CONTRACTOR'S LICENSE NUMBER:	EXPIRATION DATE:	CITY BUSINESS LICENSE NUMBER:	EXPIRATION DATE:
ARCHITECT/DESIGNER'S NAME:		CONTACT NAME: _____ PRIMARY PHONE: ( ) _____	
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)		ALT PHONE: ( ) _____ EMAIL: _____	
LENDING AGENCY / CONTRACTOR'S BONDING FIRM: ( <i>If applicable, per RCW 19.27.095</i> )		CONTACT NAME: _____ PHONE: ( ) _____	
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)		<input type="checkbox"/> Cash <input type="checkbox"/> Check No. : _____ Plan Check Fee: \$ _____ Receipt No: _____	
Is structure fifty years old or older? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is structure on a historic register? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is structure in a historic district? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is structure in Central Business District? Yes <input type="checkbox"/> No <input type="checkbox"/>			
By signing below, I certify that the information provided with this application herein is true and accurate. I further certify that any and all work performed shall be done in accordance with the ordinances and laws of the City of Wenatchee.			
_____		_____	
Applicant Signature		Authorized Agent Signature	
_____		_____	
Print Name		Print Name	

PERMIT APPLICATIONS ARE ACCEPTED MONDAY - FRIDAY FROM 8:00 AM TO 4:30 PM. FEES ARE COLLECTED AT THE TIME OF PERMIT SUBMITTAL.



**WORKSHEET FOR COMMERCIAL PLAN REVIEWS**

THIS WORKSHEET MUST BE SIGNED (AT END OF DOCUMENT) BY THE ARCHITECT OF RECORD FOR THE ENTIRE PROJECT (SEC. 107.3.4) FOR ALL COMMERCIAL OR MIXED-USE BUILDINGS OVER 4,000 S.F. TOTAL FLOOR AREA (ALL FLOORS AND ALL EXTERIOR COVERED AREAS COMBINED). BUILDINGS THAT ARE 4,000 S.F. OR LESS MUST STILL FILL OUT THIS WORKSHEET AND BE SIGNED.

**Note:** All code references are from the 2015 IBC, unless noted otherwise.

<b>ADDRESS OF PROJECT:</b>	
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<b>Basic Information</b>
Type of Construction (circle one) I-A I-B II-A II-B III-A III-B IV-HT V-A V-B
Total Proposed S.F. (all floor levels & all exterior covered areas combined)
Brief written description of the proposed use (s) of the building:

<b>Basic Occupancy Information</b>	
<b>301-312 OCCUPANCY CLASSIFICATION(S):</b> <small>(Designate the code classification(s), A-2, B, M, etc., under which you have designed your building.)</small>	
<b>508.3 NON-SEPARATED OCCUPANCIES</b>	YES      NO
List all occupancy groups:	
Which occupancy group is considered the most restrictive in your proposal including Section 403 and Chapter 9 requirements?	
<b>508.4 SEPARATED OCCUPANCIES</b>	YES      NO
List all separations (in hours from Table 508.4) and their respective occupancy groups:	
<b>508.2 ACCESSORY OCCUPANCY</b>	YES      NO
Please describe what the accessory use is and where it is in the bldg.	
(If you answer "yes" and you are claiming an incidental accessory use, please also make sure to fill out section 509 on page 4 in order to determine what method you are using to qualify i.e. the 10% rule, the separation rule, or the exemption for sprinklers).	

**Chapter 4 Information**

DOES YOUR PROPOSED BUILDING USE ANY OF THE "SPECIAL" TYPES OF BUILDINGS or AREAS NOTED IN CHAPTER 4? Please answer YES or NO to **ALL** categories below.

<b>402</b> Covered Mall Buildings		<b>403</b> High-Rise Buildings	
<b>404</b> Atriums		<b>405</b> Underground Buildings	
<b>406</b> Motor-vehicle-related occupancies		<b>407</b> Group I-2 occupancy	
<b>408</b> Group I-3 occupancy		<b>409</b> Motion Picture Projection Room	
<b>410</b> Stages or Platforms		<b>411</b> Special Amusement Building	
<b>412</b> Aircraft-related occupancy		<b>413</b> Combustible storage	
<b>414</b> Hazardous materials		<b>416</b> Application of flammable finishes in any area	
<b>417</b> Drying room in any portion of the building		<b>418</b> Organic coating manufacturing in any area of the building	

**415** H-1, H-2, H-3, H-4, and H-5 Occupancy:  
Indicate below which "H" occupancy, attach MSDS sheets for all such materials and attach additional explanations if needed. YES NO

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**419** Any live/work units proposed in this building: YES NO

**420** Any I-1, R-1, R-2, R-3 or R-4 in the building:  
Describe the type of unit separation used (1-hr. fire barrier) and indicate below where the unit separations are located in the plan sheets YES NO

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**421** Any Hydrogen Fuel Gas Rooms: YES NO

**422** Is this an "Ambulatory Health Care Facility"?  
Indicate below where in your plan sheets you show 422.2 fire partition, 422.3 smoke barriers, 422.3.2 refuge area, and 422.3.3 independent egress. YES NO

For any of the special uses listed above, please indicate below each particular section of the requirements and where on the plans the compliance with that section can be found. Please include SEPARATIONS from Sec. 420 here and list the plan sheet where the separations can be found.

Sub-section # from IBC (414.2, 422.2, etc.).	Sheet in drawings from where item is addressed	Explanation (or specifically how it is addressed in the drawing).

**427 ELECTRIC VEHICLE CHARGING INFRASTRUCTURE**  
Applies to the construction of new buildings serving Group B, Group R-1 hotel and motel only and Group R-2 occupancies. Indicate below the plan sheet location showing compliance. YES NO

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**Chapter 5 information**

<b>503</b> Area from Table 506.2 (unadjusted)					
<b>506</b> Sprinkler area increase (circle one)	NON-SPRINKLERED	S1	SM	S13R	Total increase =
<b>506.3</b> Area increase (% from frontages)	(cannot exceed 75%)				
<b>504</b> Sprinkler # of stories increased	Table allows		stories; increased to		stories
<b>504</b> Sprinkler height increase (feet)	Table allows		feet; increased to		feet
Your proposed building's areas by:					
Basement area:					
(Is this basement considered a "story" per chapter 2)	YES	NO (describe why not)			
Main level area:					
Main level outdoor covered areas:					
2 <sup>nd</sup> floor level area:					
2 <sup>nd</sup> level outdoor covered areas:					
3 <sup>rd</sup> floor level area:					
3 <sup>rd</sup> level outdoor covered areas:					
4 <sup>th</sup> floor					
4 <sup>th</sup> level outdoor covered areas:					
Additional floor areas:					
Add'l levels outdoor covered areas:					
TOTAL of ALL areas (w/ outdoor covered areas)					
<b>505</b> Mezzanines (area and describe location)					
<b>508</b> Mixed Use & Occupancy (per your answer to above question about non- or separated occupancies)	(Separated occupancies must calculate the various ratios per floor, see 508.4.2, and write all ratios). Total must be ≤ 1.0				

Note: Many people are under the misconception that outdoor covered areas do not apply to the floor area. Per the definitions in Ch. 2, floor area includes area "within the horizontal projection of the roof or floor above." The City of Wenatchee does not count standard roof overhangs, but does count drive-thru covered areas, covered porches, and similar covered spaces.

<b>507</b> Are you claiming provisions of an unlimited area building?	YES	NO			
	(if no, skip to 510)				
<b>507.3</b> Non-sprinklered, one-story, F-2 or S-2 occupancy?	YES	NO			
<b>507.4</b> Sprinklered, one-story, B,F,M or S occupancy or one-story A-4 occupancy with other than Type V construction?	YES	NO			
<b>EXCEPTIONS</b> Are you using any of the exceptions to qualify for 507.4?	YES	NO			
Describe which exception from 507.4 you are using and then answer questions below:					
<b>507.5</b> 2-story allowed?	YES	NO	<b>507.8-9</b> High-hazard use groups proposed?	YES	NO

<b>507.5</b> Reduced open space allowed?	YES	NO	<b>507.10</b> Aircraft paint Hangar proposed?	YES	NO
<b>507.6</b> Group A-3 bldg.?	YES	NO	<b>507.11</b> Group E building?	YES	NO
<b>509</b> Incidental Accessory Occupancy				YES	NO
(If yes, describe below what your incidental accessory occupancy is, what you did to comply with Table 509 and where in the plans this is shown)					

<b>510 SPECIAL PROVISIONS</b> (exceptions to allowable floor area and allowable heights/stories)					
Does your building propose to use any of the special provisions of this section (primarily used for parking garages beneath multi-story apartments or multi-story, multi-use buildings, or horizontal separations)? Describe which sub-section applies to your building for Section 509 and where on the plans each compliance item is shown.				YES	NO
Sub-section # from IBC	Sheet in plans where this specifically is shown (separations, etc)?	Explanation of how you comply with this sub-section:			
510.2					
510.3					
510.4					
510.5					
510.6					
510.7					
510.8					
510.9					

<b>Chapter 6 Information</b>			
<b>Table 601</b> Indicate each of the building elements (columns, walls, roof, etc.) and where on the plans such fire-ratings are shown. If your proposed building is Type B (unrated), then <b>SKIP</b> to 602.			
	Fire rating in hours	Describe construction (gyp board, spray on, etc.)	Sheet of plans
Columns			
Girders			
Trusses			
Exterior bearing walls			
Interior bearing walls			
Floor			
Roof			

<b>Table 602</b> Indicate all exterior walls fire separation distances (to property line or other fire separation distance) and area of openings in that wall as a % of the wall (per Table 705.8)
--

	Exterior Wall	Distance	Fire-rating required per Table 602	Area of openings as % of wall
North				
South				
East				
West				

**603 Combustible Materials in Non-Combustible buildings:** Please describe here any combustible materials you are proposing if you are using Type I or Type II construction. There are many exceptions that often cause confusion, so please reference which exceptions are being used.

**Chapter 7 Information**

Tell what page of the plans each of the fire walls, fire barriers, shafts, fire partitions, smoke partitions, or smoke barriers are on (include a brief description of why this firewall or fire barrier, etc., or shaft is required, i.e., "this firewall separates the B occupancy from the H occupancy building area").

Sheet of plans	Type of wall shown (fire wall, fire barrier, shaft enclosure, smoke partition, fire partition, smoke barrier, etc.)	Fire rating (in hours)
(Description of why it is fire rated)		
(Description of why it is fire rated)		

**705.11 Parapets are required unless you meet one of the exceptions. Please describe which exception you are using to avoid parapets (the most common thing is to avoid parapets).**

Exception #	Describe how your building complies with exception:	Sheet of plans where this is shown

**714** Details of all fire penetrations are shown on sheet(s) \_\_\_\_\_ or specifications page \_\_\_\_, (need exact materials to be used for all conditions and all types of penetrations that will exist, including company, brand, and model #.)

**716** Fire doors are indicated on the door schedule on sheet \_\_\_\_\_, or are listed separately in specification book page \_\_\_\_\_.

**717** Mechanical plans sheet \_\_\_\_\_ shows all fire, smoke, or combination fire/smoke dampers?

**Chapter 8 Information**

**803** Are there any unusual interior finishes being proposed? If so, please describe:

--	--

**Chapter 9 Information**

**Fire Sprinklers/Fire Alarms**

Are fire sprinklers required? YES      NO

Are fire alarms required? YES      NO

If the building requires fire alarm or fire sprinkler, indicate the company and/or fire protection engineer who is designing these systems:

Company Name & Address:

Phone:	Fax:	Contact name:
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Even though Chapter 5 and City requirements may have been met, Chapter 9 may require a fire sprinkler system anyway. Please list each occupancy of the building and its "Fire Area" per Chapter 9.

Occupancy group	Fire Area	Sprinklers Required?	
		YES	NO
		YES	NO
		YES	NO
		YES	NO
		YES	NO

**Chapter 10 Information**

**1003.2** Minimum ceiling height provided in egress system: \_\_\_\_\_ Height: \_\_\_\_\_

**1003.3** Projections into egress ways, such as trim, are in compliance: \_\_\_\_\_  
 Sheet of plans showing any projections: \_\_\_\_\_

**1003.4** Floor Surface of egress is of the following materials:

**1003.5** Changes in elevation in any egress way is shown on sheet \_\_\_\_\_ of plans

**1004 Occupant loads**

Describe each individual area	Occupant ratio assigned	Occupant load
		Occ. Load Total:



<b>1005</b> Egress width, calculated per this section and based on total occupant load is:		
Stairway areas: _____ inches	Other egress areas: _____ inches	
<b>1008</b> All egress areas have been illuminated per this section and are shown on sheet _____ of plans		
<b>1009</b> Two items in this section are often missed: two handicap accessible entrances required and areas of refuge per 1009.6. Where are these items shown on the plans?		
<b>1010</b> The most common problems with doors are the following:		
Landings provided at all doors (indicate where on the plans this is shown)		
Lever hardware on all doors (indicate where on the plans this is shown)		
Door hardware (indicate where on the plans this is shown)		
<b>1010.1.9.3</b> No locks or latches on any door allowed, with 4 exceptions. If you are using any of the exceptions shown, please describe. The most common exception is using "This Door to remain unlocked . . . " at the main entry".		
<b>1010.1.10</b> Panic hardware required by this section?      YES      NO      (If yes, describe which rooms/areas have panic hardware and where on the plans such hardware is specified?)		
Room/area:		
Room/area:		
<b>1011.5.2</b> Stairways, 7" max. riser height (4" min.) and 11" min. tread (7/11 rule); <b>1014.6</b> is often overlooked: Handrails shall extend 12" beyond the top riser and continue to slope for the depth of one tread (11") beyond the bottom riser. Handrail extensions are shown on sheet _____ of the plans.		
<b>1013</b> Exit signs are shown on sheet _____ of the plans.		
<b>1014.3</b> Handrails are now divided into Type I or Type II, which have you used? (What plan sheet are they shown on?)		
<b>1015</b> Guards (formerly called guardrails) are shown on sheet _____ of the plans.		
<b>1016</b> Do any of the conditions shown in this EXIT ACCESS section apply to your proposed building?		
<b>1016.2</b> Egress through intervening spaces	Used? YES      NO	Where on plans?
<b>1016.2.1</b> Multiple tenants	YES      NO	
<b>407.4.4</b> Group I-2 (did you use suites?)	YES      NO	
<b>1029.8</b> Common path of egress travel	YES      NO	
How many exits are required based on occupant load: _____ total # of exits required by Table 1006.2.1 or by Table 1006.3.2(2) (If you qualify for one exit, please describe below)		
(Explain qualifications for one exit)		
<b>1017</b> Exit travel distance for the worst case scenario is _____ feet, shown on sheet _____ of the plans.		
<b>1020</b> Corridors are required to be rated?	YES      NO	Where is this shown on plans?
<b>1023</b> Is vertical exit enclosure req'd at stairways or other locations?	YES      NO	

<b>1023</b> Do any exceptions apply?	YES	NO	
<b>1024</b> Exit passageways were used?	YES	NO	
<b>1026</b> Horizontal exits were used?	YES	NO	
<b>1027</b> Are there any exterior exit stairways or exterior exit ramps?	YES	NO	
<b>1028.5</b> Do all exits provide an access to the public way? YES NO If no, then describe below which exception was used to satisfy the requirement.			
<b>1029</b> Does your proposal contain any areas or rooms for assembly occupancy?	YES	NO	
If yes, show where each item is on the plans:			
Section	Plan Sheet		
1029.2 Assembly main exit			
1029.3 Assembly other exits			
1029.4 Foyers and lobbies			
1029.5 Interior balcony & gallery means of egress			
1029.6 Aisle width for assembly			
1029.7 Travel distance			
1029.8 Common path of travel			
1029.9 Assembly aisles are required?			
1029.12 Clear width serving seating			
1029.13 Assembly aisle walking surfaces			
1029.14 Seat stability			
1029.15 Handrails			
1029.16 Assembly guards			
<b>1030</b> Is Emergency Escape and Rescue required?	YES	NO	
Egress windows are shown on plan sheet _____			

### Chapter 11 Information

2015 IBC & WA State Adopted ANSI A117.1-2009 Version. Are you aware of this code and its new requirements? YES NO

Most common problems with the new ANSI standard are doors encroaching into toilet and sink clear floor areas, door maneuvering clearances (18" to the side of door, etc.), the new vertical grab bar, and often exterior accessibility not shown anywhere (this can be shown on the civil plans). Have you checked these types of items and shown on the plans? YES NO

Major elements of accessibility:

Elevators required?	YES	NO	At least 2 entrances must be accessible, is this shown on plans?	YES	NO
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Accessible parking totals (with at least one van accessible space) How many total did you provide?

Exterior elements of accessibility shown on site and/or civil plans? YES NO

### Chapter 12 Information

**1210.2.1** Toilet room floors shall have smooth, hard, non-absorbent finish (concrete, tile, etc.) which extends upward onto the walls at least 5 inches. What material are you proposing?

(describe)

**1210.2.2** Walls within 2' of urinal/water closet shall have smooth, hard, nonabsorbent finish to a height of 4 feet. What material are you proposing?

(describe)

### Chapter 16 Information

**1607** Minimum uniform and concentrated live loads used for this design are:

(yes, we know this is probably on the structural engineer's design calculations, but we want to make sure the architect knows what loads were used)

Uniform: \_\_\_\_\_ Concentrated: \_\_\_\_\_

**1603.1** All City of Wenatchee structural design criteria have been met (2015 IBC):

(indicate what criteria you or your structural engineer designed to)

Seismic zone   D   Wind Speed   85/110   Wind Exposure   B  

Flat Roof Snow Load   40#   Frost depth:   18"   (Note: All these must be shown in the structural calculations).

### Chapter 29 Information

Washington State has adopted most of Ch. 29 from the 2015 IBC, using the occupant load calculated from Ch. 10 as the basis for # of plumbing fixtures, but with some amendments (see online at [www.sbcc.wa.gov](http://www.sbcc.wa.gov)). Please use that amended chapter and Table 29 (state amendments) of fixture counts to fill in the following information:

Occupancy group area (Ch. 10)	Occupancy ratio to use (same Ch. 10)	Toilet count	Lavatory count	Drinking Fountain Req's.

Almost all commercial buildings require separate male and female restrooms. If you are claiming an exception to this as described in the 2015 IBC with State amendments, please describe how you comply with the exception:

(Explanation)

**Other minor items that must be shown on the plans:**

- 804-806 Flame spread for interior finishes, verify plans and/or specifications follow Table 8-B.
- 1203.2 Attic ventilation required at 1/300<sup>th</sup> attic area (or 1/150<sup>th</sup> for all upper venting).
- 1203.4 Crawl space ventilation required at 1/1500<sup>th</sup> the floor area (w/ vapor retarder on ground).
- 1209.1 Crawl access required 18"x24" minimum (larger if there is any mech. equip. in the crawl space).
- 1209.2 Attic access required 20"x30" minimum (larger if any mech. equip. in attic--see IMC).
- 1404.2 Weather-resistive barrier of 15 lb. building felt or approved "house-wrap" ("Tyvek" or equal) shall be applied over studs or sheathing on all exterior walls.
- 1405 Veneers, verify type of veneer being used and appropriate requirements.
- 1505.1 Table 1505.1, each construction type (II-B, etc.) must have roof class covering per this table. Roof covering must match Chapter 7 requirements for roof assembly.
- 1503.4 Roof drainage and overflow, verify overflows on plans.
- 1805 Damp-proofing required on basement walls
- 2406.4 **Safety glazing** at various locations, adjacent to doors, etc. (Please clearly show this on plans, not just in a window schedule).

**STRUCTURAL REMINDERS (Wood Construction)**

- 2304.3.2 Headers at all openings must be shown on a plan/schedule and sized for imposed loads.
- 2304.3.3 Shrinkage must be accounted for in buildings where the wood walls support more than 2 floors and a roof; structural analysis required.
- 2304.10 Standard nailing schedule, double-check to make sure there are notes or specifications that cover these items; **important item is roof sheathing nailed 8d @ 6" o.c.—in order to do this, you need solid blocking** (see Table 2304.10.1, item #31 and footnote b)
- 2304.12.1.1 Min. 18" clearance below all wood floor joists, min. 12" clearance below all floor girders.
- 2304.12.1.2 Min. 8" clearance from grade to mudsill plate.
- 2304.12.2.2 Pressure-treated posts required, or provide 8" high piers in crawl space.
- 2305.3 Design for shear walls (see 2308.2 below) must meet 3 1/2:1 ratio (height to width).
- 2308.2 Conventional light-frame construction can ONLY be used if ALL criteria here is met (e.g., if trusses are more than 40 feet, then fully engineered building required, etc.)

**OTHER CODES**

- IMC Verify furnace location requirements, service lighting, etc. (Sec. 304)
- 2015 UPC Check water supply piping sizes, drainage piping sizes, etc., based on fixture units for such.

**FOR R1 (hotels) and R2 (apartments) OCCUPANCIES, verify the following:**

- 303.3 IMC Fuel burning equipment cannot be located in a bedroom, bathroom, or closet, or in an enclosed space with access only thru such rooms; furnace requires 30" working space in front.
- 402.5 UPC Water closet area requires 30" minimum width, 24" clear space in front of toilet
- 1010.1.5 IBC Landings at doors.
- 1030 IBC Sleeping rooms, verify egress req's..
- 1030 IBC Ceiling height req's. for habitable rooms is 7'-6"; for kitchens, hallways, bathrooms, etc., 7'-0".
- 1208 IBC Minimum floor areas for rooms
- RCW64.55 **MULTI-FAMILY DWELLINGS, SPECIAL INSPECTION OF WEATHERIZATION/ENCLOSURE**

**CERTIFICATION BY LICENSED DESIGN PROFESSIONAL (ARCHITECT OR ENGINEER)**

By signing here, I attest and affirm that I am the architect/engineer of record in accordance with Sec. 107.3.4 of the adopted IBC (design professional in responsible charge), and that I have reviewed and coordinated, or will review and coordinate, all submittal documents prepared by others, including phased and/or deferred submittal items, for compatibility with the design of the building. I will review and coordinate all required shop drawings and submit approved shop drawings to the City of Wenatchee prior to the installation of the items in question. I further attest that this code worksheet has been filled out by me or under my direct supervision and represents a good faith effort to comply with all building code and building code-related requirements and that code and code-related requirements of this worksheet have been shown on the submitted construction plans.

\_\_\_\_\_  
Signature of architect/engineer of record

\_\_\_\_\_  
Date