



# Commercial Site Plans and Construction Drawings

# BP-33

Department of Building and Planning

The following items are necessary *in order to provide for a timely review* of your project. Submit the required application and project plans, with the information indicated, to the Department of Building and Planning for identification of and distribution to applicable reviewing agencies. Agencies may not respond to incomplete submittals. Based on initial review, additional information may be required. Please note that depending on the nature of the project, some items may not be applicable. For information regarding the components of a complete application, see Bulletin B-51, "Application Submittal Requirements for Building Permits".

## APPLICATION AND PLANS

*Items necessary unless otherwise noted. Refer to following pages for plan details. All drawings should be drawn to scale, with the scale indicated on the drawings.*

- Completed application form, including an overall project description (in either the plans or the application).
- Site Development Plans - Seven (7) sets of site development plans, including architectural/civil, landscape, stormwater/drainage and sanitary sewer plans as applicable to your project. These may be incorporated into an overall site development plan if practical. (See Section I)

**Note:** Site plans are usually not necessary for projects such as minor interior remodels where exterior site work is not involved. They are necessary for interior remodels exceeding 50% of a building's valuation, changes in use of a building or tenant changes where parking may be impacted, and are required for all new buildings and additions where increased lot coverage is contemplated.

- Construction Drawings - Two (2) complete sets of construction drawings (architectural/structural, mechanical, energy, electrical & plumbing). (See Section II)
- Fire Sprinkler and alarm systems - Three (3) sets of fire sprinkler and alarm system drawings. (See Section III)

## OTHER DOCUMENTS

*Some of these items may be incorporated into the plans, or provided as a separate document as applicable.*

- Environmental checklist and appropriate fees where required
- One (1) set project specifications
- One (1) set structural calculations
- One (1) set occupant load calculations by room
- Special Inspection Agencies Agreements where required
- Hazardous/critical material lists where applicable
- One (1) set NREC performance data/plans

- NREC plan review/inspection contracts
- One (1) set mechanical equipment schedule data
- Certificate of water availability is required for new buildings
- One set of soil and geological technical reports is required where there is any question as to the bearing capacity or adequacy of the soils, for expansive soils, fill areas or where critical areas are involved. Soils/geological technical reports may also be required for certain stormwater drainage systems.

## NOTES

- If your project has been reviewed through a preapplication conference, please review agency comments and incorporate applicable requirements into your drawings. If your project has not been reviewed through a preapplication conference, see Bulletin B-26, "Commercial Conference Information and Guidelines" and B-1, "Commercial Permits".
- For projects subject to a land use action such as a Zone Change, Variance, Conditional Use Permit, etc., please review any conditions of approval to assure they have been incorporated into the proposal's design.
- Separate County permits are required for sewage disposal systems, road approaches, all plumbing and mechanical work, fire sprinkler/alarm systems, storage rack systems and signage. Additional plans and review may be required in conjunction with these permits.
- Other local and state agencies may also require permits or approvals.
- Vicinity map
- North arrow and scale used
- Adjoining street location & names and points of project vehicular ingress/egress
- Property boundaries & dimensions
- Location of existing & proposed buildings, parking, drainage, landscape areas or other planned site improvements.

Include these items in all submittals unless not applicable to your project.

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## SECTION I SITE DEVELOPMENT PLANS

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### ARCHITECTURAL/CIVIL SITE PLANS

- If the project is located within 250 feet of a body of water regulated by the Shoreline Management Act, the ordinary high water mark needs to be indicated.
- For all proposed buildings show porches, walks, decks, overhangs, etc.
- Buildings scheduled for demolition or removal
- Setbacks from buildings to property lines & center line of rights of way
- Public & private easements (drainage, access, utilities etc.)
- Accessible/barrier free route of travel to the public way
- Existing and proposed contour lines
- Clearing limits and scope of grading
- Quantities of gross cut and fill
- Temporary erosion control measures
- Topographic & drainage flow data
- Location of water bodies/wetlands
- Critical areas buffers & protection
- Location of any floodplains
- Location of any natural drainage ways
- On-site utility/sanitary sewer location (*see next page*)
- Sidewalks, curbing, stairs, ramps, retaining walls, etc.
- Loading areas
- Refuse container enclosure
- Outdoor storage locations
- Fencing
- Outdoor lighting
- Hydrant locations – existing & proposed
- Fire department connection location for buildings with fire sprinkler systems
- Location of well(s)
- Location of slopes over 20%

### **OFF-SITE IMPROVEMENTS INFORMATION**

- Existing improvements & utilities
- Extension of water, power & gas
- Extension of sanitary & storm sewer

### **PARKING AND ACCESS**

- Parking entry location from the street
- Entry/access construction details
- Delineate & dimension stalls
- Location of accessible parking
- Parking calculation information including the square footage for each use.

### LANDSCAPE PLANS

- Site landscaping
- Landscaped perimeter, parking lot & screening

#### **Plant Material Information:**

- List plant common & botanical names
- Quantities and sizes of plantings
- Planting spacing/density

#### **Sprinkler Irrigation Information:**

- Water connection, location & size
- Back-flow prevention equipment data

#### **Additional information:**

- Nursery estimate
- Letter from owner regarding intent to install

*Include these items in all submittals unless not applicable to your project.*

### STORMWATER/DRAINAGE PLANS

#### **Conventional systems:**

- Swale layouts and drywell locations
- Drainage structure types and specs
- Pipe sizes and materials
- Drainage basin or subbasin boundaries
- Pavement, gutter, pipe, and ditch grades
- Pavement spot elevations and high and low points
- Drainage structure and pipe invert/lid elevations

- Stormwater treatment (208) swales
- Storm water calculations for both on site and off site facilities.
- Swale disposal calculations (Bowstring)
- Ditch and pipe capacity calculations

*Non-conventional systems require a concept plan and/or design deviation approval*

### SANITARY SEWER DESIGN

#### **Sanitary Sewer Information:**

- Inverts, flows, sizes & materials
- Details of connections to sewer system provided directly to the Division of Utilities, or
- Details of septic system provided directly to the Spokane County Regional Health District

#### **Waste Water Source Control Data:**

- Pre-treatment of process waste (oil/sand interceptors)
- Pre-treatment of kitchen waste (grease interceptor)

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## **SECTION II CONSTRUCTION DRAWINGS**

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### ARCHITECTURAL/STRUCTURAL

#### **ARCHITECTURAL PLANS**

- Signed professional "wet/digital" stamp on cover sheet when required (RCW 18.08 & 18.43)
- Building code occupancy classification information and construction type
- Land use zoning classification & information
- Soils classification and design bearing capacity should be indicated on all projects and is required for those structures not using Uniform Building Code Table 18-I-C for stud bearing walls.
- Building key plan
- Floor plans & schedules
- Seating & furniture layouts
- Roof plans & details
- Building elevations and heights
- Established and final grades
- Building sections
- Wall sections & details
- Openings & finish schedules
- Fire resistive assembly construction
- Materials specifications including flame spread classifications
- Height and details of storage rack systems

#### **ACCESSIBILITY INFORMATION**

- Ramps, doors, passages & clearances
- Accessible route of travel to all portions of the building, to accessible building entrances, and connecting the building and the public way.

#### **Dimensions to Show Compliance:**

- Accessible toilets, lav's, baths, etc.
- Accessible public amenities plus signage

#### **STRUCTURAL INFORMATION**

- Snow load & drifting conditions
- Wind load
- Seismic importance factors
- Foundation plan & details
- Wall framing & bracing details
- Roof framing & diaphragm data
- Structural building sections
- Structural specifications
- Connection/nailing details, schedules & notes
- Special inspection requirements/information

### MECHANICAL

#### **Mechanical System Information:**

- Equipment capacity & performance data
- List fuel types & BTU/H output
- Any HVAC energy saving components
- Duct layouts for supply with CFM levels
- Piping layout
- Return air vents and transfer methods

- Supply of required ventilation levels
- Piping & duct insulation requirements

#### **Special Venting & Damper Data:**

- Fire & smoke damper locations
- Commercial laundry appliance venting
- Commercial kitchen hoods, ducting & shafts

Include these items in all submittals unless not applicable to your project.

ENERGY

**Building Envelope & Opening Data:**

- All building insulation to be installed & R values
- List "U" factors for glazing & doors

ELECTRICAL

**Electrical Lighting Allowance Data:**

- Lighting fixture types & installed watts
- Exterior lighting
- Lighting controls compliance information

**Emergency Lighting & Exit Signage**

PLUMBING

**Water System Data:**

- Fixture layouts & water use calculations
- Hot & cold water supply piping layout

**Special Piping Data:**

- Medical gas location & piping sizes

**Water Utility Sizing Information:**

- Fixtures counts and supply calculations

**Waste Collection Data:**

- Waste and vent riser diagram
- Size of sewer service

*COMMENTS AND SPECIAL CONDITIONS*

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**Other Brochures that may be helpful**

- BP-1 *Commercial Permits*
- BP-8 *Sign Permits*
- BP-19 *Erosion and Sediment Control*
- BP-26 *Commercial Conference Information and Guidelines*
- BP-27 *Critical & Hazardous Materials*
- BP-29 *Public Assemblies*
- BP-41 *Espresso Stands*
- BP-45 *Slopes and Setbacks*
- BP-46 *Grading and Parking Lot Permits*
- BP-46a *Typical Grading Permits*
- BP-47 *Speculative Buildings*
- BP-48 *Non-Residential Energy Code*
- SW-1 *Basements Within Height Risk Drainage Areas*
- SW-2 *Grassy Drainage Swales in Residential Developments*

**For more information or an appointment contact:**

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Please note that while every effort is made to assure the accuracy of the information contained in this brochure it is not warranted for accuracy. This document is not intended to address all aspects or regulatory requirements for a project and should serve as a starting point for your investigation. For detailed information on a particular project, permit, or code requirement refer directly to applicable file and/or code/regulatory documents or contact the appropriate division or staff.