



COMMUNITY DEVELOPMENT DEPARTMENT

310 W Poplar, Suite 200 Walla Walla, WA 99362
Phone 509-524-2610 FAX 509-524-2630
www.co.walla-walla.wa.us

PERMIT SUBMITTAL REQUIREMENTS FOR COMMERCIAL CONSTRUCTION

Permits Required

No building or structure shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a construction permit has first been obtained from the Community Development Department.

Applicable Codes

Building, Plumbing, Mechanical and Fire Codes as adopted and amended by Washington State, Washington State Energy Code and Ventilation and Indoor Air Quality Code (current edition), and Walla Walla County Code.

Fees

New construction and remodels are based on licensed contractor's bid or cost of construction, as determined by the building official. All Plumbing, Mechanical, and any other applicable fees will be in addition to the basic permit fee. All fees must be paid at the time of permit issuance.

Submittal Requirements

In accordance with International Building Code (IBC) Section 106, submittal documents shall be prepared by a licensed architect or engineer registered in the State of Washington as follows:

Commercial projects governed by the International Building Code (IBC) exceeding \$50,000 in value, as determined by tabular Building Valuation Data in the Building Safety Journal Magazine published by the International Code Council (ICC), or greater than 4,000 square feet in size; and

When otherwise required by the Building Official, including but not limited to:

- a) lack of clarity or completeness of documents presented for submission;
- b) complexity exceeding the prescriptive construction methods of the IBC.

- Permit Application packet.
- Washington State non-residential energy code forms.
- Property designated as Environmentally Sensitive Areas shall submit a SEPA checklist.
- Critical Areas Permit and Shoreline Permit, when applicable.
- Subdivision, Plat, or Conditional Use requirements shall be addressed in the submittal.
- Scale Drawings -- two (2) plot/site plans (see attached sample) showing:
 - a) Property line dimensions, north arrows, streets, and easements

- b) Existing structures within the property
 - c) Dimensions from property lines to all sides of proposed addition/new construction
 - d) Existing utilities and easements
 - e) Existing streams, creeks, proposed drainage courses and canals
 - f) Existing and proposed elevation contours, two foot intervals preferred
 - g) Show location of wells, septic tanks, drain field area, and replacement drain field area.
- Scale Drawings -- two (2) sets construction drawings shall include, but not be limited to, the following:
 - a) General notes
 - b) Footing and Foundation plans
 - c) Architectural plan details
 - d) Floor plans
 - e) Structural plan details
 - f) Directional elevation plans
 - g) Structural engineering calculations, when required by the building official.

NOTE: The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is not a complete list of permit or code requirements and should not be used as a substitute for applicable laws and regulations. It is the responsibility of the applicant to review the submittal for completeness and applicability to other codes. This department will only accept complete applications for review.

December, 2007