



BUILDING DEPARTMENT COMMERCIAL APPLICATION CHECKLIST

Is this a shell only? Yes No

If **YES** Check boxes that are applicable

1. Your building requires groundwork or rough in plumbing. This includes shells with interior routed roof drains.
2. Your building requires installation of HVAC(Heating/Ventilation/Air).

Applications required: building application, if you checked #1 plumbing application #2 Mechanical application

Is this a completely finished building? Yes No If **Yes**, a building, plumbing, and mechanical applications required.

If you answered **NO** to either of the above questions - This is a shell with partial interior build-out - separate permits sets (**building, plumbing and mechanical**) are required for the shell **and** each separate tenant improvement.

If submitted On Line Items required - Electronic plan sets in PDF format. If submitted at the counter/mail **Items required**—Plan review fee([see website estimator](#)) Two (2) sets of drawings to a Standard Scale and Electronic plan set in PDF format on a disk or thumb drive

COMMERCIAL BUILDING PERMIT

- Floor Plan of each floor – Grouped into 1 PDF
- Architectural Plan Set – Must contain at a minimum the following information and grouped into 1 PDF:
 - Complete cover page ([see back page for requirements](#)).
 - Elevations plans
 - Foundation plans
 - Footing details
 - Reflected ceiling plan – showing emergency lighting locations.
 - Floor ceiling assemblies (if applicable)
 - Fire wall details and rating (if applicable)
 - Window and door assemblies
 - Door schedules (type and rating)
 - Hardware schedules (type)
 - Building and wall cross sections
 - Stairway detail (rise, run, handrails, headroom, lighting and fire rating)
- Structural Plan Set – If required, must be grouped into 1 PDF and could contain the following:
 - Foundation plans
 - Footing details
 - Building and wall cross sections
- Structural Calcs - if required, must be grouped into 1 PDF
- Washington State NREC compliance forms (forms available at www.neec.net) – grouped into 1 PDF
- Additional Supporting Information
- [Commercial Building Application](#); [Commercial Tenant Improvement Application](#) and signed checklist.

COMMERCIAL MECHANICAL PERMIT

- Mechanical Plan Set – grouped into 1 PDF
- [Commercial Mechanical Application](#) – 1 PDF
- Additional Supporting Information

COMMERCIAL PLUMBING PERMIT

- Plumbing Plan Set – grouped into 1 PDF
- [Commercial Plumbing Application](#) – 1 PDF
- Additional Supporting Information

LINK TO [FIRE ALARM AND FIRE SPRINKLER PERMITS](#) - are issued thru Fire Dept and may be deferred

I verify that all of the above components are contained in my plan review submittal

Signature _____ Date _____

CONSOLIDATED INTAKE PACKET REQUIREMENTS

	Permit # Pre Fix BLD BLD-20XX-XXXXX	Permit # Pre Fix MEC MEC-20XX-XXXXX	Permit # Pre Fix PLB PLB-20XX-XXXXX	Permit # Pre Fix DPW DPW-20XX-XXXXX	Permit # Pre Fix PLN PLN-20XX-XXXXX
	BUILDING PACKET	MECHANICAL PACKET	PLUMBING PACKET	CIVIL PACKET	FINAL SITE PLAN PACKET
D O C U M E N T T Y P E	APPLICATION	APPLICATION	APPLICATION	APPLICATION	SITE PLAN
	FLOOR PLAN	MECHANICAL PLAN	PLUMBING PLAN	CIVIL PLANS	ELEVATIONS
	ARCHTECTURAL PLANS	ADDITIONAL SUPPORTING INFORMATION	ADDITIONAL SUPPORTING INFORMATION	STORM REPORT	LIGHTING PLAN: LOCATIONS & CUT SHEETS
	STRUCTURAL PLANS			ADDITIONAL SUPPORTING INFORMATION	LANDSCAPE PLAN
	STRUCTURAL CALCS				ADDITIONAL SUPPORTING INFORMATION
	NREC FORMS				
	ADDITIONAL SUPPORTING INFORMATION				APPLICATION – IF NOT SUBMITTED AT PRELIMINARY SITE PLAN APPLICATION

1. Each Application will have a different Permit number. The pre-fix of the permit number designates the application – for example a Pre Fix of BLD indicates a Building permit application; PLN indicates a Planning permit application; DPW indicates a Civil permit application; etc.
2. Documents uploaded must be organized by document type as listed under each packet heading. If for example, your Architectural Plans total 10 pages, these pages must be grouped together into one PDF and uploaded under Architectural Plans. Structural Plans must be grouped together into one PDF and uploaded under Structural Plans. Floor Plan(s) must be separated from the Architectural Plan set and uploaded under the Floor Plan document type. Each document type will accept one upload with the exception of additional supporting information.

COVER PAGE REQUIREMENTS

Required Location – First Page of the Architectural Plan Set

Cover Page can be more than one page if needed

PLAN SET INDEX HEADINGS TO INCLUDE:

- Architectural – List all pages in set
- Structural – List all pages in set
- Plumbing – List all pages in set
- Mechanical – List all pages in set

THE FOLLOWING INFORMATION MUST BE LISTED:

- Project Name; location
- Code Version Used for Design
- Construction Type
- Occupancy Classification(s)
- Area of Occupancy Class and their Occupancy Load
- Automatic Fire Sprinklers Required ____ Yes ____ No
- Fire Alarm and Detection System Required ____ Yes ____ No
- Total Square Footage
- Allowable Building Height
- Proposed Building Height
- Allowable Number of Stories
- Proposed Number of Stories
- Area Allowed
- Area Allowed for Frontage
- Number of Exits
- Egress Width Requirements
- Longest Common Path of Travel
- Longest Travel Distance
- Plumbing Fixture Requirements

If item is not applicable list item on the cover page and add N/A

CONTACT INFORMATION FOR ALL CONTRIBUTORS:

Owner(s); Architect(s); Engineer(s); Contractor(s) if known
Include phone number and **email address**

COMMERCIAL APPLICATION – NEW BUILDING

Separate Plumbing and Mechanical permits and plans are required for all commercial projects

Description of Work _____ SPA # _____

Property Address _____ Suite(s) _____

Property Owner _____

Mailing address _____ City _____ State _____ Zip _____

Business phone _____ cell phone _____ e-mail _____

Architect of Record _____

Applicant name/Contact name _____

Mailing address _____ City _____ State _____ Zip _____

Business phone _____ cell phone _____ e-mail _____

General Contractor _____

Mailing address _____ City _____ State _____ Zip _____

Business phone _____ cell phone _____ e-mail _____

City of Kennewick Business License # _____ Expiration Date _____

WA State Contractors License # _____ Expiration Date _____

PROJECT INFORMATION

Project Valuation \$ _____ Zoning _____

Project name _____

Proposed use _____

Type of construction _____ Occupancy Group(s) _____ Occupant Load _____

Existing or new fire sprinkler system yes no fire alarm system yes no

Main square footage _____ upper square footage _____ bsmt square footage _____

It is the responsibility of the applicant to provide all necessary information required for review.
Complete all sections to prevent any delay in your plan review.
SUBMIT 2 SETS OF PLANS & 1 ELECTRONIC COPY if not being submitted electronically.



Applicant Signature

Date Received Stamp