

**CITY OF LONGVIEW RECOMMENDED MINIMUM REQUIREMENTS
FOR COMMERCIAL PERMIT**

CITY OF LONGVIEW
DEPARTMENT OF COMMUNITY DEVELOPMENT

Handouts

Recommended Minimum Requirements to Apply for Commercial Building Permits

All submitted construction documents must be of sufficient detail to show clearly the project in its entirety with emphasis on the following:

1. Structural integrity.
2. Life safety.
3. Architectural barriers (ADA handicap compliance).
4. Compliance with all codes having jurisdiction.
5. Scope of work.
6. Deferred submittal schedule.

In general, the amount of detail required will vary, depending on the nature and complexity of the project. With this in mind, what follows are suggested minimum guidelines for information to be provided on the documents before the building official begins a plan check review:

- **Cover sheet for construction documents:**

1. Project identification.
2. Project address, legal description, location map, and tax parcel number(s).
3. All design professionals identified, including addresses and telephone numbers.
4. Identification of the person who is responsible for project coordination.
All communications should be directed through this individual.

5. Design criteria list:

- a. Occupancy group.
- b. Type construction.
- c. Seismic zone.
- d. Square footage and/or allowable area.
- e. Fire sprinkler requirements.
- f. Height and number of stories.
- g. Occupant load.
- h. Land use zoning designation.
- i. Parking requirements required/provided.
- j. Allowed soil bearing pressure.
- k. Design loads (roof, floor, wind, codes, seismic zones and factors).

- **Construction drawings shall provide the following information, where applicable.**

1. Site Plan

- a. Location of the new structure and any existing buildings or structures.
- b. All property lines with dimensions.
- c. All streets, easements and setbacks.
- d. All water, sewer, hydrants, and electrical points of connection.
- e. Proposed service routes.
- f. Existing utilities.
- g. Required parking, drainage and grading design.
- h. North arrow.

2. Foundation Plan: All foundations and footings, including sizes, locations, reinforcing and imbedded anchorages such as anchor bolts, hold-downs, and post bases.

3. Landscape Plans

- a. Existing and proposed grades.
- b. Underground and above ground utilities.
- c. All existing structures to remain and all new structures.
- d. All streets abutting the project site.
- e. Plant materials with appropriate symbols and identifications keyed to planting schedule.
- f. Planting details.
- g. Planting schedule to include botanical and common names, sizes and condition of plants.

4. Floor Plan

- a. All floors including basements.
- b. All rooms and their use.
- c. Overall dimensions and locations of all structural elements and openings.
- d. All doors and windows.
- e. Door, window and hardware schedules.
- f. All fire assemblies, area and occupancy separations and draft stops.

5. Framing Plans and Roof Framing Plans: All structural members, their size, and methods of attachment, location and materials, roof drainage and location of roof-mounted equipment.

6. Exterior Elevations

- a. All views.
- b. All openings.
- c. All lateral bracing systems where applicable.

7. Building Sections and Wall Sections

- a. All materials of construction.
- b. All non-rated and fire-rated assemblies and fire-rated penetrations.
- c. All vertical dimensions.

8. Interior Elevations

- a. All ADA required equipment installations with vertical height clearances shown.
- b. Relights, sill heights, elevator operation panels, etc., that are subject to code requirements.

9. Mechanical System

- a. Entire mechanical system
- b. All units, their sizes, mounting details, all duct work and duct sizes.
- c. All fire dampers where required.
- d. Equipment schedules.
- e. Energy conservation calculations per State of Washington.
- f. Indoor air quality standards per State of Washington.
- g. Fire protection systems.

10. Plumbing System

- a. All fixtures, piping, slopes, materials and sizes.
- b. Connection points to utilities, septic tanks, pretreatment sewer systems and water wells.

11. Electrical System

- a. All electrical fixtures (interior, exterior and site).
- b. Wiring sizes and circuiting.
- c. Grounding, panel schedules, single line diagrams.
- d. Load calculations.
- e. Fixtures schedules.
- f. Connection to utility.
- g. Electrical fire alarm systems.
- h. Power use budget.

12. Structural Calculations: Where required, provide for project's entire structural system.

13. Special Plans Examiner/Special Inspector Agreement: NREC (Nonresidential Energy Code).

14. Specifications

- a. Provide either on the drawings or in booklet form.
- b. Further define construction components, covering:
 - (1) Construction components, including materials and methods of construction.
 - (2) Wall finishes.
 - (3) Pertinent equipment.
- c. Schedules (may be incorporated in project manual in lieu of drawings.)
- d. Planting requirements.

15. Addenda and Changes: It shall be the responsibility of the individual identified on the cover sheet as the principal design professional to notify the building official of any and all changes throughout the project and provide revised plans, calculations, or other appropriate documents prior to actual construction.

16. Revisions: For clarity, all revisions should be identified with a Delta "D" symbol and clouded on the drawings or resubmitted as a new plan set.

*With the approval of the Building Official, small non-structural projects need not have a stamp.