



# SUBMITTAL CHECKLIST

## MF/COMMERCIAL BUILDING

[www.cityofmlt.com](http://www.cityofmlt.com)  
[permitspecialist@ci.mlt.wa.us](mailto:permitspecialist@ci.mlt.wa.us)

Application No. \_\_\_\_\_

### Multi-Family/Commercial Submittal Checklist

This submittal checklist identifies minimum application elements necessary for the City to accept an application for multi-family or commercial development. If any of the required items are not provided, the application will not be accepted at the counter. Addresses **MUST** be assigned before intake. If your site does not have an address, contact the Permit Specialist at 425.744.6267 at least ten (10) days before your permit application appointment and have an address assigned.

**Four (4) complete construction plan sets** (all drawn to scale at 1/4 inch = one foot, minimum) and **Four (4) site plans** (include all items listed under Site Plan) are required. The application fee (plan check fee) is due at intake. Any additional fees are due at issuance of permit.

Insert the Plan Sheet Number where applicable and check each box under the Applicant heading on this checklist to confirm that items are included in your submittal. A staff person will check off each box under Staff when the item is confirmed as included in the submittal package. *If you think an item is not applicable to your project, you must contact the Department prior to your intake appointment to have the items initialed as not required.* We strongly recommend a preapplication conference if you believe items on this checklist should be waived.

**Application submittals are accepted by appointment Monday through Friday from 8:00 a.m. to 4:30 p.m.**

If subject to SEPA review, **three (3) copies** of a SEPA checklist (including original) and all applicable documents and reports are required. SEPA is required for residential development of more than four units, commercial development of more than 4,000 square feet, for any grading of 100 cubic yards or more, and for any work in a critical area.

### General Submittal Requirements

| Staff                    | Applicant  |
|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> A completed and signed Building Application form  |
| <input type="checkbox"/> | <input type="checkbox"/> Address and Assessor's Parcel Number  |
| <input type="checkbox"/> | <input type="checkbox"/> The applicable fee  |
| <input type="checkbox"/> | <input type="checkbox"/> Details for Cost Estimate   |
| <input type="checkbox"/> | <input type="checkbox"/> Copy of Pre-application Letter or Checklist, if you attended a Pre-application Conference |

### Additional Submittal Requirements

| Staff                    | Plan Sheet # | Applicant  |
|--------------------------|--------------|--|
| <input type="checkbox"/> | _____        | <input type="checkbox"/> <b>Title sheet</b> with Vicinity Map and a title block indicating name, address, phone number of applicant and owner, and property address (contact the Community Development Department for address verification or to apply for new addresses <b>prior</b> to intake appointment) |
| <input type="checkbox"/> | _____        | <input type="checkbox"/> Stamp or Seal of Architect for any building with five or more units or for new non-residential construction greater than 4,000 square feet, or additions to non-residential buildings resulting in total square footage greater than 4,000 square feet                              |



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- |                          |       |                          |   |
|--------------------------|-------|--------------------------|---|
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | <b>SITE PLAN:</b> Minimum 8½" X 11" size paper at a scale of 20' equals 1" showing the proposed structure in plan view, with all the following:   |
|                          |       | <input type="checkbox"/> | North arrow   |
|                          |       | <input type="checkbox"/> | Bar scale   |
|                          |       | <input type="checkbox"/> | Existing and proposed structures  |
|                          |       | <input type="checkbox"/> | Existing and proposed public and private streets, easements, driveways, and sidewalks surrounding and within the property. Show internal roadway radii.                                     |
|                          |       | <input type="checkbox"/> | Existing and proposed contours (2' maximum increments)  |
|                          |       | <input type="checkbox"/> | Natural grade elevations at midpoint of each building wall, supplied by a licensed land surveyor  |
|                          |       | <input type="checkbox"/> | When present, show critical areas on site, adjacent to, or within 200 feet of property (such as wetlands, steep slopes, top and toe of slope, rivers, streams, etc.)                        |
|                          |       | <input type="checkbox"/> | When present, show any surface waters (e.g., streams, ponds, ditches, etc.) within 200 feet of property   |
|                          |       | <input type="checkbox"/> | Property lines with dimensions; site acreage in square feet and acres   |
|                          |       | <input type="checkbox"/> | Building setbacks to front, rear, and side property lines; distances between buildings  |
|                          |       | <input type="checkbox"/> | Required parking with dimensions  |
|                          |       | <input type="checkbox"/> | Lighting and sign locations (provide details)   |
|                          |       | <input type="checkbox"/> | Driveway information for existing and proposed driveway, including: location and width of any existing driveway and/or depressed curb elevation of curb at center line of proposed driveway |
|                          |       | <input type="checkbox"/> | Existing sewer, water, storm drains, and other utilities  |
|                          |       | <input type="checkbox"/> | Location and method of proposed sewer connection, water meter, roof drain connection to the existing storm drain, and the location of the foundation drain with point of disposal indicated |
|                          |       | <input type="checkbox"/> | Finish floor elevation of lowest floor  |
|                          |       | <input type="checkbox"/> | Location of existing or planned fire hydrants and planned water mains, if new mains are to be installed   |

Staff    Plan Sheet #    Applicant

- |                          |       |                          |  |
|--------------------------|-------|--------------------------|--|
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | <b>CONSTRUCTION PLANS (4 complete sets that include the following):</b>                  |
|                          | _____ | <input type="checkbox"/> | Proposed uses in the building (e.g., apartments, commercial services, commercial retail, |

**SUBMITTAL CHECKLIST  
MF/COMMERCIAL BUILDING**

medical/health care, eating and drinking establishment, manufacturing, education, etc.)

| <b>Staff</b>             | <b>Plan Sheet #</b> | <b>Applicant</b>         |   |
|--------------------------|---------------------|--------------------------|---|
|                          | _____               | <input type="checkbox"/> | Total square footage, square footage of each building and of each proposed use  |
| <input type="checkbox"/> | _____               | <input type="checkbox"/> | Building Elevations <ul style="list-style-type: none"> <li>• Show all views</li> <li>• Show all openings</li> <li>• Show lateral bracing systems where applicable</li> </ul>  |
| <input type="checkbox"/> | _____               | <input type="checkbox"/> | Foundation Plan <ul style="list-style-type: none"> <li>• Show all foundations and footing including sizes, locations, re-enforcing and imbedded anchorages such as anchor bolts, hold-down, and post bases</li> <li>• Call out design soil pressure, soil bearing capacity, concrete design strength, and the schedule and grade of reinforcing steel</li> <li>• Incorporate all geotechnical recommendations as set forth in the soils report</li> </ul>   |
| <input type="checkbox"/> | _____               | <input type="checkbox"/> | Floor Plan <ul style="list-style-type: none"> <li>• All floors including basements</li> <li>• All rooms and their use</li> <li>• Overall dimensions and locations of all structural elements and openings</li> <li>• Location of all walls and partitions, door sizes, and window sizes</li> <li>• Door window and hardware schedules</li> <li>• Exiting plan</li> <li>• All fire assemblies, area and occupancy separations, draft stops, fire walls, fire barriers, partitions</li> <li>• Location of all permanently installed equipment such as plumbing fixtures, water heaters, furnaces, and appliances</li> </ul> |
| <input type="checkbox"/> | _____               | <input type="checkbox"/> | Interior Elevations <ul style="list-style-type: none"> <li>• Show compliance with WAC 51-40 for Accessibility</li> <li>• In R-1 occupancies, designate Type A and Type B units per WAC 51-40; detail door thresholds, access, hardware, and accessory features; show accessibility compliance for counters, bathrooms and kitchens</li> </ul>   |
| <input type="checkbox"/> | _____               | <input type="checkbox"/> | Framing Plans and Roof Framing Plans <ul style="list-style-type: none"> <li>• All structural members including size, methods of attachment, location and materials</li> <li>• Beam, header, girders, columns, and post sizes</li> </ul>   |

**SUBMITTAL CHECKLIST  
MF/COMMERCIAL BUILDING**

- Roof drainage and location of roof-mounted equipment

**Staff    Plan Sheet #    Applicant**

   \_\_\_\_\_        **Building Sections and Construction Details**

- Show all materials of construction
- Provide details and cut sheets on all fire rated assemblies and occupancy separation
- Indicate how required structural and fire-resistive integrity will be maintained (fire stop systems) where penetrations will be made for electrical, mechanical, plumbing and communication conduits, pipes and similar systems
- Show all vertical dimensions
- Provide a reflective ceiling plan and detail seismic bracing
- Provide details for any special uses such as: rack storage, coolers, spray booths, and general storage
- Provide a list of any chemicals or hazardous materials expected to be used or stored in the building. Provide quantities, hazard classifications, and hazardous processes (e.g., dispensing, distillation, etc.) indicate type of storage method, and provide a Hazardous Materials Inventory Statement if called for at the pre-application conference

**Plumbing, Mechanical and Electrical: Separate permits are required**

**Fire Protection System: A separate permit is required**

**A separate Landscaping and Irrigation Permit is required**, for review of parking, access, lighting, fencing, and landscaping requirements)

**A separate Civil Engineering Permit is required**, for review of frontage improvements, storm drainage, detention, retaining walls over 4 feet in height

**A separate Temporary Erosion and Sedimentation Control Permit is required**

**Separate Permits for water meter, irrigation water meter, and sanitary sewer service are required**

**A separate Driveway Permit is required**

**Two sets of the following items**

- | Staff                    | Applicant                |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Structural Calculations, including lateral analysis and beam spans  |
| <input type="checkbox"/> | <input type="checkbox"/> | WA State Energy Code Compliance form  |
| <input type="checkbox"/> | <input type="checkbox"/> | Drainage report containing all technical information, calculations, and analysis necessary to review the drainage plans           |
| <input type="checkbox"/> | <input type="checkbox"/> | Soils Report from a Licensed Geo-technical Engineer if geological hazard areas or steep slopes are present on areas to be altered |
| <input type="checkbox"/> | <input type="checkbox"/> | Specifications including wall finishes and special inspection requirements  |

**Commercial Project**

Type of construction: (circle as appropriate)

Type I  
A or B

Type II  
A or B

Type III  
A or B

Type IV  
HT

Type V  
A or B

Occupancy \_\_\_\_\_

**Square footage breakdown for this project**

**New Construction**

Office \_\_\_\_\_

Assembly \_\_\_\_\_

Restaurant \_\_\_\_\_

Warehouse \_\_\_\_\_

Other \_\_\_\_\_

**Additions**

Existing \_\_\_\_\_

Additional \_\_\_\_\_

**New Construction:**

Shell only

Complete building

**Multi-family Project Information**

Living area \_\_\_\_\_

Deck \_\_\_\_\_

Garage \_\_\_\_\_

Carport \_\_\_\_\_

Basement \_\_\_\_\_

Unfinished Basement \_\_\_\_\_