



"The City of Bonney Lake's mission is to protect the community's livable identity and scenic beauty through responsible growth planning and by providing accountable, accessible and efficient local government services."

FOR STAFF USE ONLY	
Date:	
Project Description:	
Permit Number:	

COMMERCIAL BUILDING PERMIT APPLICATION

Application and Plan must be complete in order to be accepted, and all applications must be made "in person" at the Permit Center.

Traffic and Park Impact Fees are due at time of Permit Issuance.

Permit Type: (Please Circle)	New Commercial <i>bcnmf</i>	Repair/Remodel <i>bcrrr</i>	Tenant Improvement <i>bctip</i>
Project Name / Description:		Value of Construction:	
Site Address:		Tax Parcel Number:	
General Location:		Lot Number:	
Site Information:		Lot Sq. Ft.:	
Section:	Township:	Range:	¼:
Impervious Surface:		Phone:	
Applicant:		Mailing Address:	
		City State/Zip	
Property Owner:		Phone:	
Mailing Address:		Fax #:	
		City State/Zip	
Contact Person:		Phone:	
General Contractor:		Phone:	
Mailing Address:		Fax #:	
		City State/Zip	
State Contractor's License #:		Expiration Date:	
		City of Bonney Lake Business Registration:	
Plumbing Contractor: (if different than General)		Phone:	
Mailing Address:		Fax #:	
		City State/Zip	
State Contractor's License #:		Expiration Date:	
		City of Bonney Lake Business Registration:	
Mechanical Contractor: (if different than General)		Phone:	
Mailing Address:		Fax #:	
		City State/Zip	
State Contractor's License #:		Expiration Date:	
		City of Bonney Lake Business Registration:	
Architect:		Phone:	
Mailing Address:		Fax #:	
		City State/Zip	
Firm or Company Name:		E-Mail Address:	
Engineer:		Phone:	
Mailing Address:		Fax #:	
		City State/Zip	
Firm or Company Name:		E-Mail Address:	
Lender <input type="checkbox"/> or Issuer of Payment Bond <input type="checkbox"/>		Phone:	
Firm or Company Name			
Mailing Address:		City State/Zip	
		Reference RCW 19.27.095	

Description of work (Specific description):

Structure Information:
 Existing Square Footage: _____ Additional Square Footage: _____ Total Square Footage: _____
 Sq. Ft.: 1st Floor: _____ 2nd Floor: _____ 3rd Floor: _____ 4th Floor: _____ 5th Floor: _____
 Building Height: _____ Number of Restrooms: _____ Number of Units: _____ Type of Construction: _____
 ** Note: Maximum Building height is 35 feet, unless specifically, or otherwise, approved, as defined by Bonney Lake Municipal Code chapter 18.

Existing use: Retail Restaurant Multi-Family Warehouse Hospital Church
 Manufacturing Motel/Hotel Office School/College/University Other _____

Proposed use: Retail Restaurant Multi-Family Warehouse Hospital Church
 Manufacturing Motel/Hotel Office School/College/University Other _____

By leaving the contractor section blank, I hereby certify that I am the owner, or agent of the owner, of the subject property and contractors will not be hired to perform any work in association with this permit. I acknowledge that in leaving the contractor section blank, I do not intend to perform work for selling purposes without being a registered contractor by the State of Washington (RCW 18.27.090). I also verify that if I do choose to hire a contractor, general or subcontractor, I will only hire those which are licensed by the State of Washington (RCW 18.27.110).

Applicant: (Signature and Print) _____ **Date:** _____

COMMERCIAL BUILDING PERMIT

Must be submitted with the following:

The following is a brief outline of the requirements for a **New Commercial Building** submittal. This list is for reference purposes only and may not include all items needed to complete the plan check process. Note: All projects over 4,000 square feet or over four dwelling units must be designed by a licensed architect or engineer per RCW 18.08.410.

N/A Submitted

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | A Pre-Application meeting with city staff is required to discuss the proposed scope of work, permit requirements, design standards and the approval process per BLMC 14.50.005. |
| <input type="checkbox"/> | <input type="checkbox"/> | TRAFFIC and PARK IMPACT FEES must be paid at time of Permit Issuance. |
| <input type="checkbox"/> | <input type="checkbox"/> | Six copies of a proposed site plan. Site plans must be to scale with dimensions from structures to property lines (Setbacks). Locations of existing and proposed structures, septic tank, drain field, and any other major physical features. Scale and North arrow, 2' interval topography is required and if parcel is on waterfront lot, the ordinary high water mark shall also be included on the site plan. (Three Copies for Commercial Tenant Improvement) |
| <input type="checkbox"/> | <input type="checkbox"/> | Six complete copies of the floor plan and details. |
| <input type="checkbox"/> | <input type="checkbox"/> | Six complete copies of the elevations view (all views). |
| <input type="checkbox"/> | <input type="checkbox"/> | Six complete copies of a complete construction cross-sections view throughout the structure. |
| <input type="checkbox"/> | <input type="checkbox"/> | Six complete copies of the foundation plans and details. |
| <input type="checkbox"/> | <input type="checkbox"/> | Six complete copies of the structural framing plans and details necessary to completely describe construction. |
| <input type="checkbox"/> | <input type="checkbox"/> | Two complete copies of the manufacture's data and specifications sheet for pre-manufactured aspects of the structure (i.e. trusses). |
| <input type="checkbox"/> | <input type="checkbox"/> | Complete land clearing application including a site plan of the clearing area. |
| <input type="checkbox"/> | <input type="checkbox"/> | Washington State Energy Code Data (Gas/Electric/Oil/Propane/Heat Pump) |
| <input type="checkbox"/> | <input type="checkbox"/> | Sewer permit application - septic approval. If not in the sewer service area, approval for septic from the Pierce County Health Department (591-6470) is needed for all construction, including additions and building footprint changes, carports, garages, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of sewer availability |
| <input type="checkbox"/> | <input type="checkbox"/> | Water connection application. |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of water/fire flow availability. |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of recorded Legal Description from Pierce County |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of short plat if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of a valid contractor's business license or current City license number, with tax ID number and L&I Contract number. |
| <input type="checkbox"/> | <input type="checkbox"/> | Road Approach Permit Application or Right of Way permit Application. A paved road approach is required for new construction. |
| <input type="checkbox"/> | <input type="checkbox"/> | Erosion control – indicate erosion control measures on plot plan submittals. |
| <input type="checkbox"/> | <input type="checkbox"/> | Storm retention – property will be subject to an engineered on site drainage retention system. |
| <input type="checkbox"/> | <input type="checkbox"/> | Attach plans, reports, or other documentation required with SEPA decisions. |

GENERAL REQUIREMENTS:

- | | |
|---|--|
| <input type="checkbox"/> Six (6) complete sets of plans (Double line drawings). | <input type="checkbox"/> Six (6) sets of site plans. Minimum Scale 1" = 30' |
| <input type="checkbox"/> Plans shall be firmly bound on one edge. | <input type="checkbox"/> All plans and details are to be drawn to scale and fully dimensioned. |
| <input type="checkbox"/> All pages of the plans shall be on the same size paper. The minimum size of plans allowable is 24" X 36". Minimum scale 1/4" = 1' (1/8" = 1' may be permitted on exceptionally large projects with prior approval from the building official.) | |
| <input type="checkbox"/> Plans shall be black or blue ink. All comments must be original and incorporated into the original tracings. | |
| <input type="checkbox"/> The following information needs to be present on either a title sheet or on the plot plan: | |
| <input type="checkbox"/> Owners Name | <input type="checkbox"/> Project Address |
| <input type="checkbox"/> Assessors Parcel Number | <input type="checkbox"/> Mailing Address |
| <input type="checkbox"/> Lot, Block, and Subdivision | <input type="checkbox"/> Square footage breakdown (office area, storage, sales area, etc.) |

ENERGY CALCULATION FORMS

- Two (2) copies of State Energy Code Data (Gas/Electric/Oil/Propane/Heat Pump) must be included with plans.

ENGINEERING REQUIREMENTS

- Provide two (2) **wet sealed (original stamp and signature)** engineering calculations for the project.
- All engineering requirements are to be shown on plans. All plan sheets which show any engineering shall be **wet stamped** by the project engineer.

TRUSS CALCULATIONS

- Two (2) sets of Truss calculations with truss layouts are to be submitted at time of application. Calculations must be site specific, either with address or Assessors Parcel Number, and be **wet sealed (original stamp and signature)**.
- All Truss locations are to be identified on the roof framing layout.

PLAN INFORMATION plans are to clearly depict all of the following information:

- Occupancy classification
- Type of construction
- Allowable floor area vs. actual floor area
- Allowable building height vs. actual building height
- Exiting requirements (i.e. exit plan with occupant loads)
- Fire rated assemblies
- Accessibility requirements
- Code editions and design parameters

SITE PLAN (min. 1" = 30') Include the following information:

- Scale
- North arrow
- Topography (**Contour lines in 2' elevation increments**)
- Lot drainage
- Easements
- Driveways and roads
- Sewer lateral
- Water main
- Electrical service meter
- Distance from property lines on all sides (North, South, East, and West)
- Show type and location of all retaining walls and slope stabilization
- Indicate exterior grade (Slope away from structure minimum of 2% for the first 10 feet)
- All cantilevers, with given dimensions from structures to property lines (setbacks)
- Distance between buildings
- All existing and proposed structures

FLOOR PLAN Include the following information:

- Identify all rooms and spaces (Include dimensions)
- Plumbing fixtures
- Water heater & furnace sizes
- Walls & partitions
- Appliances/ Washer & Dryer
- All windows and doors (Include all sizes and types)
- Size and location of underfloor and attic access
- Shear walls and shear wall schedule
- Guardrail type, height, and rail spacing
- Show size and location of skylight openings (If glass, include manufactures information)
- Show location of a minimum of two (2) frost free hose bibs
- Stairs; show width, rise and run
- Location of A/C-D/C interconnected smoke detectors
- Landings at all exterior doors
- Fireplace & hearth including wood or pellet stoves. (Show size & type)

FOUNDATION/FLOOR FRAMING Include the following information:

- Size and location of all foundations and piers
- Size, span, and spacing of all floor framing members
- Size and spacing of all anchor bolts
- Post/beam size (Include connectors used)
- Type of floor sheathing and nailing to be used
- Hold downs and attachment
- Stepped footings, basement walls, and stemwall footings
- Size and location of under floor access and cross ventilation
- Deck and porch footings/piers
- Show separate floor framing layout for upper floors

ELEVATIONS Include the following information:

- All sides of proposed project
- All exterior grades, floor, and roof heights
- Roof pitch
- All posts, decks, overhangs, and details
- Foundation & attic vents
- Windows and doors shall match location on floor plan
- Types of material to be used such as, roofing material, siding, etc.

HVAC & PLUMBING:

- Show size & location of supply & return air/combustion air
- Mechanical equipment
- All mechanical plans shall be wet stamped & org. signature
- Mechanical notes
- Plumbing schematics
- Fixture location

ROOF FRAMING PLAN Include the following information:

- Size, span, and spacing of all framing members
- Size and location of all beams, headers, and posts
- Type, size and nailing of roof sheathing
- Size and location of skylights
- Size and location of all ridges, hips, and valleys
- Each individual truss shall bear the same designation as the truss calculations
- Size and type of all framing hardware such as hangers, clips, straps, etc.

CROSS SECTIONS Include the following information:

- A minimum of one (1) **complete detailed** building construction cross sections.
- Indicate all material to be used including, but not limited to the following:
 - Insulation, (floor/roof/wall)
 - Sheathing & nailing (floor roof/ /wall)
 - Sheetrock, (type & thickness)
 - Footing size & depth (Include rebar size & spacing)
 - Piers, girders, posts, and hangers
 - Floor blocking
 - Shear transfer from roof through foundation
 - Anchor bolts
 - Decks, and deck framing
 - Rafters/trusses, roof framing. (Sizes & details)
 - Top plates, studs, and sole plates (Show sizes & details)
 - Rim joists (Show sizes & details)
 - Complete construction cross sections of fireplace and chimney framing
 - Size, span, and spacing of all framing members.
 - Type of material to be used under cantilevered floor joists
 - Roof overhangs, ceiling joists (Show sizes & details)

DETAILS (min. 1/2" = 1' scale)

Provide all necessary construction cross sectional details for all work shown. Details shall include, but not be limited to, the following;

- All Engineering details and schedules shown or referenced in structural calculations
- Footings, piers
- Pier/beam
- Post to girder
- Header connections
- Interior footings
- Retaining walls, etc.
- Pony walls, drag strap connections, Beam to joist connections
- Girder truss to truss connection
- Roof eaves
- Top plate splice

Signature

Date

Phone