



COMMERCIAL BUILDING PERMIT SUBMITTAL CHECKLIST

Project Name: _____

NOTE: For any proposal requiring landscaping, refer to supplemental Landscape Plan Checklist

- _____ 1. Completed Commercial Building Permit Application Form
- _____ 2. Completed Grading Permit Application Form (if applicable)
- _____ 3. Is there a pending Land Use Action? Yes / No : Project Name: _____
- _____ 4. SEPA Checklist
- _____ 5. Plan Check Fees/Intake Fees
- _____ 6. 2 sets Architectural/Structural plans, structural calculations, energy analysis and mechanical plans where applicable, consisting of the following:
 - _____ Building Elevations
 - _____ Floor Plans
 - _____ Indication of type of Construction
 - _____ Drawn to a generally accepted legible scale
- _____ 7. Building Code Summary Worksheet (Commercial, Industrial & Mixed Use Occupancies) (2 copies)
- _____ 8. 4 sets Site Plans, full size, 1 copy reduced to 8 1/2 x 11

The following information must be on the Site Plan on a single sheet

- _____ Vicinity Map
- _____ Tax account number(s)
- _____ Legal description
- _____ North Arrow
- _____ Date of preparation
- _____ All property lines with dimensions
- _____ Topography at contour intervals of 5 feet or less (if slope is less than 1%, make a note on the site plan instead of showing topos) – Topos must also be shown on Civil Plans
- _____ Right-of-way dedication Area
- _____ Location of existing/proposed easements, access areas and utilities
- _____ Setbacks from: all property lines, easements and/or existing buildings, for all proposed and existing building locations
- _____ Proposed or existing fence, rockery and/or retaining wall locations
- _____ Proposed or existing biofiltration swales and/or detention/retention ponds
- _____ Distance from Right-of-way center line to property line
- _____ Access points showing arrows for ingress and egress
- _____ If access is to private road or via panhandle, show access all the way to named public road
- _____ Proposed or existing fire hydrant locations (if not in vicinity of project, reference closest location)
- _____ Location and size of Utility District water line (located in street), and connection location
- _____ Location and size of Utility District sewer line (located in street), and connection location
- _____ Distances to proposed or existing structures and parking areas
- _____ Proposed and existing parking areas (for commercial projects that require Parking)
- _____ Individual parking stalls numbered consecutively
- _____ Dimensions of parking stalls
- _____ Indicate if compact or barrier free
- _____ Aisle width

- _____ Proposed and existing landscaping areas (basic information only, detailed information on separate landscape plan)
 - _____ Indicate size of required landscaping buffers and note type of landscaping
 - _____ Indicate parking area landscaping requirements, if any
 - _____ Show compliance with IBC Chapter 11 Barrier Free requirements
 - _____ Proposed limits of any additional site disturbance (e.g. clearing, grading) not already identified
 - _____ Show on site plan all wetlands and fish & wildlife habitat conservation areas within 300' of the site, including required buffers
 - _____ Show on site plan all geologically hazardous areas on or within 200' of the site
 - _____ Show on site plan the location, size and type of all aquifer recharge areas on the subject property
 - _____ Show on site plan the location of established NGPA, NGPA/E (if none indicate "No Critical Areas")
- _____ 9. 4 sets of Landscape Plans – see supplemental landscape plan requirements
 - _____ 10. 4 sets Civil drawings (with topography at contour intervals of 5 feet or less) consisting of detailed drainage, grading and temporary erosion control plans, frontage improvement plans (including traffic control plan where applicable), limits of clearing, trees to be retained, drainage courses, etc. (Refer to Public Works Standards, April 2008, available on City website at www.ci.granite-falls.wa.us)
 - _____ 11. 4 sets of Drainage Report (if applicable)
 - _____ 12. 4 copies of a Critical Area Study for any development activity, or action, requiring disturbance in or within 300' of wetlands, fish & wildlife habitat conservation areas or their buffers
 - _____ 13. 4 copies of a Geotechnical Report for any development activity, or action, requiring disturbance in an erosion hazard or landslide hazard area or its required setback, 200 feet of a mine hazard area or its setback, 200 feet of any faults
 - _____ 14. 2 copies vicinity map