

# COMMERCIAL BUILDING Checklist



3609 Market Place W, Suite 200  
University Place, WA 98466-4488  
PH: 253.566.5656

**PROJECT NAME:** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

Email submittal documents as electronic PDFs to **permits@cityofup.com**. Plans shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed, and conform to the provisions of the adopted International Codes and City ordinances.

Any revisions (or additional information) to the original submittal **MUST** be accompanied by a building revision form.

<b><i>Submittal Requirements</i></b>	<b>DEMOLITION</b>	<b>TENANT IMPROVEMENT</b>	<b>NEW COMMERCIAL</b>	<b>PLUMBING</b>	<b>MECHANICAL</b>	<b>REQUIRED</b>	<b>OFFICE USE ONLY</b>
<i>The number indicates the number of copies for submittal (if applicable). Check marks indicate additional submittal requirements.</i>							
<i>Items in red are required. Items in black may be required.</i>							
Technical Review Committee Meeting		✓	✓				
35% Completion Meeting <sup>A</sup>			✓				
65% Completion Meeting <sup>A</sup>			✓				
95% Completion Meeting <sup>A</sup>			✓				
Commercial Application	1	1	1	1	1		
Design Standard Review (depending on zone)		1	1				
Site Plan (second page of architectural drawings)	1	1	1				
Reduced 11x17 Site Plan		1	1				
Landscape Plan		1	1				
Environmental Checklist		1	1				
Vicinity Map		1	1				
Architectural/Construction Drawings <sup>B</sup>	1	1	1				
Reduced 11x17 set of Construction Drawings			1				
Code Summary (on coversheet of construction drawings) <sup>C</sup>		1	1				
Building Elevations (must include building height)		1	1				
Structural Sheets and Calculations <sup>D</sup>		1	1				
Special Inspection Form		1	1				
Plumbing Plans (must be separate from building/mechanical plans) <sup>E</sup>		1		1			
Mechanical Plans (must be separate from building/plumbing plans) <sup>E</sup>		1			1		
NREC Compliance Forms ( <a href="http://www.neec.net/energy-codes">http://www.neec.net/energy-codes</a> )		1			1		
Sewer Capping Permit	1						
Sewer Permit <sup>F</sup>		1	1	1			
Sewer Pretreatment <sup>F</sup>		1	1	1			

Health Department Septic Approval <sup>F</sup>		1	1				
Health Department Approval for Food Services <sup>F</sup>		1	1				
Right-of-way Permit		✓	✓				
Site Development Permit <sup>G</sup>		✓	✓				
Geotechnical Report			1				
Aquifer Title Notification <sup>H</sup>			1				
Verification of Water Availability <sup>I</sup>			1				
Photocopy of Current Washington State Contractors License <sup>J1</sup>	1	1	1	1	1		
City Business License (for contractor) <sup>J2</sup>	✓	✓	✓	✓	✓		
Proof of Ownership	1						
Plan Check Fee		✓	✓	✓	✓		
Detention Vault Permit		1	1				
Fire Alarm Permit		1	1				
Fire Sprinkler Permit		1	1				
Underground Fire Sprinkler Permit <sup>E</sup>		1	1				
Mechanical Hood & Duct Permit		1	1				
Sign Permits		1	1				
Electrical Permit <sup>K</sup>	✓	✓	✓		✓		

**Footnotes:**

- <sup>A</sup> The 35%, 65%, & 95% meetings should be scheduled with the building plans examiner/project lead directly. Your project will be assigned a project lead at the Technical Review Committee meeting.
- <sup>B</sup> Architectural plans shall include but is not limited to code summary, foundation, framing, floor plans, accessibility, means of egress, fire walls/barriers, electrical plans, plumbing fixture count, cross sections, and elevations.
- <sup>C</sup> Code summary shall include but is not limited to occupancy classification, type of construction, fire protection systems, separated/unseparated uses, floor area/allowable floor area, height, number of stories, location on property, basic wind speed/wind exposure, seismic design category/site class and ground snow load.
- <sup>D</sup> Structural plans shall include but is not limited to foundation plan, roof, deck, floor framing, cross sections, lateral and gravity load analysis, special inspections/observations, details and structural notes.
- <sup>E</sup> Underground plumbing, underground mechanical, and underground fire sprinkler permit applications with associated plans must be submitted **at the same time as the building permit application**, however full plumbing and mechanical permit submittals can be deferred.
- <sup>F</sup> Proof of submittal to Pierce County Sewer Department and Tacoma Pierce County Health Department (if applicable) is required **at time of building permit submittal**. All Sewer and Health Department permits must be issued **prior to building permit issuance**. Contact the Pierce County Sewer Department at (253) 798-4050 or TPCHD at (253) 798-6470 for more information.
- <sup>G</sup> Site Development Permit must be applied for and issued **prior to building permit issuance**.
- <sup>H</sup> Aquifer Title Notification must be completed, notarized, and recorded with the Pierce County Auditor. A copy of the recorded document must be submitted **prior to building permit issuance**.
- <sup>I</sup> For information regarding water availability, contact Tacoma Water at (253) 502-8247.
- <sup>J1</sup> Contractors must be licensed and bonded through the Washington State Department of Labor and Industries.
- <sup>J2</sup> All contractors must have a valid City of University Place business license prior to doing work in the City. Contact the Business Licensing Office at (253) 566-5656.
- <sup>K</sup> For information regarding electrical permits, contact Tacoma Public Utilities at (253) 383-2471.

**Please Note:**

Additional Land Use actions may be required for your project. Please contact a Land Use Planner for more information.

The number of copies required is subject to change and will be established at pre-application meeting. The City reserves the right to request additional information at any time. If have any questions about the requirements for your project, please contact Planning & Development Services at (253) 460-2509.