

City of Poulsbo

Building Department

200 NE Moe Street, Poulsbo, Washington 98370

Phone (360) 394-9882



COMMERCIAL APPLICATIONS

Please be advised that authorization is required from the City of Poulsbo's Building Department prior to commencing work that is not consistent with your approved building permit. If for any reason, construction occurs in a manner that is not in accord with plans approved by the City the site will be posted with a Stop Work Order. This order shall remain in effect until revised plans are submitted and subsequently approved by the City of Poulsbo. During this time no on-site work of any nature will be permitted. If work continues during the time the stop work is in effect the City may turn the matter over to the Prosecuting Attorney's Office for criminal action or any other available remedy under the law.

Dated

Signature/Owner/Representative

Print Name

Dated

Signature/Contractor/Representative

Print Name

*****MUST BE SIGNED AND RETURNED WITH APPLICATION*****

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COMMERCIAL BUILDING PERMIT APPLICATION

Submit the following items:

- 1) Completed City of Poulsbo Commercial Building Permit form and submit 3 sets of required plans.
- 2) Cover Sheet for construction documents, to include the following items;
 - Project identification
 - Occupancy group
 - Construction Type
 - Square footage and/or allowable area
 - Height and number of stories
 - Occupant load
 - Design loads (roof, floor, wind, codes, seismic zones, and factors)
- 3) Geotechnical Evaluation of soils.
- 4) Site Plan, to include the following items:
 - Location of the new structure(s) and any existing buildings or structures
 - All property lines with dimensions
 - All streets, easements and setbacks
 - Location of water and sewer connections
 - Required parking
 - Accessible route from the accessible parking to the accessible building entrance
 - North arrow and drawing scale
- 5) Complete the following forms for climate [Envelope Zone 1 Compliance Form](#), [Lighting Compliance Form](#), [Mechanical Compliance Form](#). Provide calculations detailing compliance with current edition of Washington State Ventilation and Indoor Air Quality Code (WSVIAQ). The forms can be downloaded by going to www.neec.net/energy-codes and selecting Non-Residential Energy Code Forms.
- 6) Foundation Plans, all foundations and footings, including sizes, locations, reinforcing, and imbedded anchorages such as anchor bolts, hold-downs, post bases.
- 7) Floor Plans, to include the following items:
 - All floors including basements
 - All rooms and spaces labeled with their proposed use.
 - Overall dimensions and locations of all structural elements and openings
 - All doors and windows
 - Door, window, and hardware schedules
 - All fire rated assemblies, area and occupancy separations, and draftstops
 - Smoke and heat detectors
- 8) Framing Plans and roof framing plans showing all structural members, their size, methods of attachment, location and materials, roof drainage and location of roof-mounted equipment.
- 9) Building Sections showing all materials of construction, all non-rated and fire-rated assemblies, fire rated penetrations, all vertical dimensions.

- 10) Exterior Elevations
- 11) Interior Elevations, to include the following items:
 - All ADA required equipment and fixtures, detail vertical clearances.
 - Stairs, handrails, guardrails, relights, sill heights, elevator control panels, etc., which are subject to code requirements
- 12) Structural Plans, including all calculations.

Note: The following items are preferred to be included in the initial submittal, but one or all could be deferred submittals under separate permit(s).

- 13) Plumbing Plans, to include the following items:
 - Water meter size and elevation
 - Water line size, length, and type (from meter to building)
 - Locations and types of all fixtures and backflow devices *Note: All commercial buildings are required to have a Double Check Valve Assembly (DCVA) located within 18" of meter for premise isolation, per Public Works and WAC 246-290.*
 - Waste and vent riser diagrams
 - Domestic water riser diagrams
 - Location and type of water heater(s)
 - Elevation of highest fixture or outlet in relation to water meter elevation.
 - Static water pressure available at meter
- 14) Mechanical Plans, to include the following:
 - Entire mechanical system
 - Duct types and sizes
 - All fire dampers and smoke duct detectors
 - Complete the following forms for Marine Zone 4 from the current edition of the Washington State Energy Code (WSEC). *Can be downloaded from: www.necc.net.*
 - If any gas-fired equipment is propose, provide a gas riser diagram
 - Detail combustion air requirements if any fuel burning mechanical equipment will installed inside the building envelope.
- 15) Provide calculations detailing compliance with the Indoor Air requirements in the International Mechanical Code. Suspended Ceiling Plans to include the following:
 - Compression post construction and placements
 - Wall molding size and installation
 - Spreader bars at the end of each main runner or cross tee
- 16) Irrigation Plans, to include meter size, which specific type of public water supply protection will used, i.e. Atmospheric Vacuum Breaker (AVB), Pressure Vacuum Breaker (PVB), Double Check Valve Assembly (DVCA), or if chemicals are to be added than minimum protection required will be a Reduced Pressure Backflow Preventer (RPBP)
- 17) Retaining Walls or Rockeries, if structural and/or supporting a surcharge from additional soils, structures, parking, roads, etc... of if over 4' in height, measured form the bottom of the footing or keyway to the top of the structure. Then a design and supporting calculations must be submitted for review and approval.

Note: the following items must be under separate permits.

- 18) Fire Alarms

- 19) Fire Sprinklers
- 20) Signs
- 21) Type 1 Commercial kitchen exhaust hoods and suppression systems.
- 21) Commercial Mechanical Systems

*All non-residential buildings over 4000 square feet total (RCW 18.08.410(6), or all residential buildings with more than four dwelling units (RCW 18.08.410(5) must be designed by a Washington State registered design professional.

*All construction documents prepared by a registered design professional when filed with public authorities, must be stamped and signed by that professional, regardless of whether the structure is exempt or not (RCW 18.08.370(2), RCW 18.43.070, as interpreted by AGO 1990 No 9).

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COMMERCIAL PERMIT

PERMIT # _____

DATE _____

DETAILED DESCRIPTION OF WORK _____

TYPE OF CONST. _____ IMPERV. AREA _____ METER SIZE _____

IRRIGATION: ___ YES ___ NO METER SIZE _____

SITE ADDRESS _____

ASSESSOR # _____

PROPERTY OWNER & ADDRESS _____

CITY, STATE & PHONE # _____

TENANT: _____ ADDRESS: _____

PHONE # _____

CONTRACTOR: _____ ADDRESS: _____

PHONE # _____ STATE LIC # _____

EXP. DATE (mmddy) _____

ESTIMATED CONSTRUCTION VALUE \$ _____

Application for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or be destroyed by the Building Official. All contractors and sub-contractors shall be registered as required by Washington State Law. **ALL CONTRACTORS AND SUB-CONTRACTORS MUST HAVE A VALID POULSBO BUSINESS LICENSE.**

OWNER/AGENT _____ DATE: _____

PRINT NAME: _____