



# COMMERCIAL AND MULTI-FAMILY BUILDING PERMIT APPLICATION CHECKLIST

City of Airway Heights  
1208 S. Lundstrom Street  
Airway Heights, WA 99001  
Phone (509) 244-5514  
Fax (509) 413-1382  
www.cawh.org

## WHAT IS THIS

The purpose of this checklist is to guide you through the process of obtaining a building permit for a commercial or multi-family structure. Information contained below is not intended to be a comprehensive list of information required for obtaining your permit as requirements for specific buildings or uses may vary. It is intended to give you a general outline of the permitting process.

## PERMIT PROCESS

Prior to accepting a formal submittal, applicants must attend a Pre-Application Conference. The purpose of this conference is to review and discuss the proposal and gather input from staff on various requirements and/or approvals needed for your project to be a success. Information from the conference should be incorporated into the overall design and construction of the project.

New commercial construction in the City of Airway Heights must conform to all adopted city, state, and federal codes, including but not limited to the International Building, Fire, Mechanical, Uniform Plumbing code, Washington State Energy code, and City of Airway Heights Municipal codes and standards.

## WHAT INFORMATION IS NEEDED

Should any of the following information not be provided, the application may be determined incomplete and not be accepted. A complete application includes:

- |  |  |
|--|--|
| <input type="checkbox"/> Completed <i>Building/Plumbing/Mechanical Permit Application(s)</i> | <input type="checkbox"/> Signed <i>Landowner Consent</i> Form (if applicant is not property owner) |
| <input type="checkbox"/> Completed <i>Fire Safety Application</i>                            | <input type="checkbox"/> Completed <i>Checklist</i> required                                       |
| <input type="checkbox"/> Completed <i>Public Works Application</i>                           | <input type="checkbox"/> Plan Submittal (see following checklist)                                  |
| <input type="checkbox"/> Signed <i>Agreement to Pay Fees</i> Form                            |  |

## HOW TO SUBMIT

Please email digital .pdf submittal to [bldgdept@cawh.org](mailto:bldgdept@cawh.org). Cell phone photos and google map site plans will not be accepted. Submission to include separate .pdf files as follows: Conformed plans, permit applications, site plan, and other supporting documentation (if not included in the plans).

Upon submission and acceptance, an invoice will be emailed to the applicant for the plan review deposit. The review process will not initiate until deposit is received.

## HOW MUCH WILL IT COST

Fees for building permits are based on a valuation using ICC square footage rates for similar type construction. The actual fees are published by the International Code Council and adopted by City resolution. Fees are based on the use, construction type, and size of the structure. Planning and Public Works fees may be applicable to the project and will be discussed during the Pre-Application Conference.

**\*\*\*\*A deposit of 65% of the plan review fee will be required prior to initiating building review\*\*\*\***

## WILL I NEED OTHER PERMITS/APPROVALS

Additional permits and/or approvals may be required prior to the issuance of a building permit. These may include Planning approvals, Public Works permits, Fire Safety permits, or other permits as required by outside entities. Additional permits and/or approvals will be identified during the Pre-Application Conference.

## WILL MY APPLICATION OR PERMIT EXPIRE

The application for a permit shall be deemed abandoned 180 days after the date of filing, unless such application has been pursued in good faith or permit(s) have been issued. The Building Official/designee is authorized to grant an extension, the extension shall be requested in writing and justifiable cause demonstrated. Permits will expire if work has not commenced within 180 days after issuance or if work has been abandoned for more than 180 days or a written request for extension has not been approved.

Upon completion of the project, in which all necessary fees have been paid, all permits/approvals have been given, and all necessary inspections have been completed, a Certificate of Occupancy will be issued for structure.

#### ADDITIONAL INFORMATION

For additional information please contact the City of Airway Heights at the following numbers:

Building Department ..... (509) 244-5514  
Planning Department ..... (509) 244-2552  
Public Works Department ..... (509) 244-5429

#### NOTE:

- Professional design is not required for alterations or repairs to a building that does not exceed 4,000 sq. ft. in a building greater than 4,000 sq. ft. when the work contemplated by the design does not affect the life safety or structural systems of the building. If the combined square footage of simultaneous projects exceeds 4,000 sq. ft. a Washington State licensed Architect must design and stamp one set of plans for all projects. Other required copies may display a reproduction of the design professional's stamp and signature.
- The Spokane County Regional Health District must approve all food service proposals prior to issuance of a permit.
- All structural modifications shall be designed and stamped by a Washington State licensed Engineer.
- The engineer's calculations must accompany structural designs and be stamped on the cover sheet.

#### Req Sub

- A. SITE PLAN** \_\_\_\_\_
1. Scale and north arrow. Maximum scale of 1"= 40' (preferred scale: 1"= 20 ft. )
  2. Vicinity map, parcel number, legal description, actual dimensions of the parcel, adjacent street name(s), locations of easements and right-of-ways, parcel square footage and % of lot coverage.
  3. Indicate buildings located on adjacent parcels and distances to property lines.
  4. Actual structural footprint for existing and proposed structures on parcel, dimension to property lines, dimensions to other structures on parcel, and structure type (use and square footage). Identify all structures to be demolished.
  5. Location of utilities (water, sewer, gas, electricity, fire hydrants, PIV).
  6. Site contours and drainage (existing in dashed lines and new in solid lines).
  7. Show location, dimensions, and signage for required ADA accessible parking per *International Building Code* (IBC) Sec. 1106.
  8. Location and widths of driveway approaches, street frontage improvements (curbing, sidewalks).
  9. Location of sight obscured refuse disposal and recycle areas.
- B. ELEVATIONS** (Minimum 1/8" scale) \_\_\_\_\_
1. Show full height elevation from finish floor to highest point of structure.
  2. Specify finished materials to be utilized in construction. Specify size of all materials.
  3. Show all doors and windows. Specify sizes if not shown on floor plan.
  4. Show shear walls and/or diagonal bracing.
- C. FOUNDATION PLAN** (Minimum 1/8" scale) \_\_\_\_\_
1. Stamped engineering calculations and structural drawings are required for all foundations/footings (soil design, concrete design).
  2. Provide plan view of foundation.
  3. Location and size of exterior and interior bearing foundations/footings.
  4. Location, size, embedment, and spacing of reinforcing steel anchor bolts, hold downs (if required), and post to footings connections.
- D. FLOOR PLAN** (Minimum 1/8" scale) \_\_\_\_\_
1. Show all rooms. Specify the use and size of all rooms (classify use per IBC Table 1004.1.2). Provide occupancy load.
  2. Wall legend must delineate new, existing, demolished, relocated, fire wall construction.
  3. Show location, size, and door swing for all required exits.
  4. Specify size, grade, species, directions of run, span, and spacing of all framing members (may be provided on floor plan in lieu of separate framing plans).
  5. Provide a reflected ceiling plan that includes the following information: location of exit signs, means of egress illumination and emergency lighting, and required draft stopping for combustible construction.
  6. Provide locations of smoke detectors and carbon dioxide alarms.

- E. FRAMING PLANS** (Minimum 1/8" scale) \_\_\_\_\_
1. Specify size, span, spacing, species, and grade of lumber, or manufacturer and series of steel framing for all framing members.
  2. Provide attachment details for top and bottom plates. Specify size and spacing of fasteners.
  3. Clearly show bearing and shear walls. Specify nailing schedule.
  4. Show materials and method of connection for all posts to beams connections.
  5. Special connection methods must be detailed to show how the structure is held together.
  6. Provide deflection detail stamped by an architect or engineer for full heights walls.
- F. BUILDING CROSS SECTIONS** (Minimum 1/8" scale) \_\_\_\_\_
1. Show sections of structure that clarify in detail the typical conditions and describe otherwise hidden conditions.
  2. Provide typical wall section. Show components of wall, including finish materials.
  3. Provide detail showing lateral bracing at a minimum of 8' on center for wall over 8' in unsupported length, hold down type and location.
  4. Ceiling construction (size & spacing of joists or pre-manufactured truss spacing) and insulation; provide cross section of dropped ceiling and detail lateral bracing requirements of ASTM Standard C 635 and C 636-96.
  5. Roof structure (size and spacing of joists or pre-manufactured truss spacing) and insulation.
  6. Provide full heights details for all mezzanines and stairways. Details must specify framing members, spacing, attachment, and finishes.
- G. FIRE RESISTIVE ELEMENTS** (Minimum 1/8" scale) \_\_\_\_\_
1. Show building elements comply with fire-resistive requirements of IBC Table 720.1(1).
  2. Provide details for rated walls complying with IBC Table 720.1(2), or ceilings IBC Table 720.1(3); or specify Gypsum Association File No from the *Fire Resistance Design Manual*. This applies for **all rated** walls and ceilings, including corridors, occupancy separations, area separation walls, etc.
  3. Provide details of fire assemblies protecting penetrations through fire resistive elements (Sealant manufacturer, specifications).
  4. Show sections for required parapet walls.
  5. Provide detail/ICC Evaluation Services report for rated suspended ceiling. Included UL approved detail for tenting of light fixtures.
- H. BARRIER FREE ACCESS** (Minimum 1/8" scale) \_\_\_\_\_
1. Provide floor plans and elevations of sufficient detail to show that the building and site facilities are accessible to persons with disabilities, as provided in *ICC/ANSI Standard A117.1-2009* requirements for barrier-free accessibility.
  2. Plans must show an accessible route of travel. An accessible route of travel is a continuous unobstructed path connecting all accessible elements and spaces (restrooms, drinking fountains, elevators, etc.) in an accessible building or facility that can be negotiated by a person using a wheelchair and is usable by persons with other disabilities.
  3. Show the primary entry door and all accessible entrances into the building.
  4. Provide floor plans and elevations with dimensions for restrooms, kitchens, counters, and similar fixed facilities showing compliance with barrier-free access requirements.
  5. Provide hardware schedule specifying door widths, locksets and latch sets having lever, push operated, or other devices open able by wrist or arm pressure.
  6. In an existing building, to the maximum extent feasible, the path of travel to altered areas shall be made accessible. The path of travel means a continuous, unobstructed way of pedestrian passage by means of which an altered area may be approached, entered, and exited; and which connects the altered area with an exterior approach (including sidewalks, ramps, streets, and parking areas), an entry to the facility, and other parts of the facility. (This includes restrooms, telephone, and water fountains serving the altered area.)
- I. ENERGY/VENTILATION** \_\_\_\_\_

**Note: A third party plan review is required by an individual certified with ICC, (WABO) Washington Association of Building Officials, or the Architect or Engineer of record may act as the third party reviewer. Select energy code compliance option and provide completed forms as required for option chosen.**

1. *Component Performance Compliance Approach* – Provide a separate sketch of elements for each wall, ceiling, and floor type. A wall schedule keyed to the individual sketches is necessary for projects with more than one

wall, ceiling, or floor type. Provide appropriate sections with dimensions sufficiently detailed to indicate where each type of element occurs.

2. Provide completed *Lighting Power Summary* and *Lighting Budget Worksheet* specifically identifying light fixture (wattage for light fixtures must include ballast wattage).
3. Show compliance with the ventilation requirements of *Chapter 4, International Mechanical Code*.

**J. MECHANICAL PLANS \_\_\_\_\_**

1. Roof plan (if equipment is located on the roof) showing all mechanical equipment, vents, roof access, and equipment screening.
2. Elevation views of building (if equipment is located on the roof) from all adjacent streets and property lines.
3. Show parapet or screening methods for both ground-related & rooftop units.
4. Legend and general notes.
5. Mechanical envelope summary form and/or mechanical summary forms.
6. List of equipment and schedule including equipment brand names, model numbers, input and output gas capacities, tons of cooling, efficiency ratings, cfm capacity, electric motor efficiencies, location, and weight (Food service facilities must include information on Type I and II Hood s, exhaust equipment, make up air equipment and list of all cooking appliances).
7. Structural drawings, if required. Additionally, stamped engineered structural gravity and/or lateral force calculations for all rooftop units when the cumulative or individual unit weight is 400 lbs. or greater. For replacement equipment, state the weight of the old and new equipment on the plans, and show the old and new location of the replacement equipment. (If the new equipment weight is equal or less than the existing, and in the same location, structural calculations will not be required.)
8. Mechanical floor plan layout.
  - a. Duct and equipment layout over the floor plan.
  - b. The size of ducts and outlets.
  - c. The name and anticipated usage of each room.
  - d. The cubic feet of air per minute (cfm) at each diffuser, return air register, exhaust, and transfer grills.
9. Location and details of fire dampers.

**K. PLUMBING PLAN \_\_\_\_\_**

1. System schematic showing plumbing layout over floor plan.
2. Show plumbing isometric drawings (riser diagrams showing all plumbing dimensions for supply lines, venting, and drains.
3. Cleanout locations.

**L. FIRE SPRINKLER/ALARM PLAN \_\_\_\_\_**

1. Location of smoke/heat detector/alarm beacons/pull stations.
2. Sprinkler head type and locations.
3. Hydraulic calculations.
4. Cut sheets on all equipment.

**M. STRUCTURAL PLANS, SPECIFICATIONS & CALCULATIONS \_\_\_\_\_**

1. Must have original signature and stamp.
2. Identify special inspections and fabrication.

**N. PROPOSED SIGNAGE \_\_\_\_\_**

1. Size, location, and height
2. Structural details, methods of attachment, footing engineering.
3. Media/graphic material to be displayed on sign.

**O. LANDSCAPING/IRRIGATION PLAN \_\_\_\_\_**

1. Type, size, and location of vegetation and/or fencing.
2. Coverage, materials used, schematic of irrigation system, details specific to meter and backflow device installation.

**P. STORMWATER/DRAINAGE PLAN \_\_\_\_\_**

1. Geotechnical Report
2. Swale layout & drywell location.
3. Stormwater drainage calculations.
4. Roof plan & slope.

5. Containment design.
6. Pipe sizing and materials.
7. Surfacing type and location.

Q. RACKS \_\_\_\_\_

**Note: Steel storage racks shall be designed per IBC Sec. 2209, all others shall be designed by a Washington State licensed professional engineer per IBC Chapter 16.**

1. Load application and rack configuration drawings shall be furnished with each rack installation.
2. Plans shall detail rack locations; height and length of each rack; width of aisles; ceiling/roof height; location of exits; and shall detail products, including packaging, shelving, and sprinkler design information.
3. Specify size, spacing, and manufacturer of seismic anchors.

**I hereby verify that I have read and examined this checklist and have submitted the information as noted on this checklist. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.**

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME