



CITY HALL
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Commercial Construction Documents Submittal

CONSTRUCTION DOCUMENT CRITERIA

Construction documents shall be prepared by a Washington State registered design professional. Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official.

Documents being prepared by a registered design professional

The building official shall be authorized to require the owner to designate, on the building permit application, a registered design professional who shall act as the registered design professional in responsible charge. The building official shall be notified in writing by the owner if the registered design professional in responsible charge is changed or is unable to continue to perform the duties.

The registered design professional in responsible charge shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building.

Where structural observation is required by Section 1709 of the IBC, the statement of special inspections shall name the individual or firms who are to perform structural observation and describe the stages of construction at which structural observation is to occur.

CONSTRUCTION DOCUMENTS

A. Include a code data section on the coversheet to include the occupancy classifications, types of construction, occupant loads and building area justification. Also indicate whether a sprinkler system and/or fire alarm will be installed and what codes are in effect at the time of application.

B. Architect's stamp. All projects require the plans to be prepared by an architect currently licensed to practice in the State of Washington. Please note that an engineer's stamp does not eliminate this requirement.

C. Foundation plans and details.

- D. Floor plan with complete dimensions. Indicate the proposed use of each space. Show all exit doors, stairs, corridors, etc.
- E. Building section with vertical dimensions and building construction details.
- F. Wall sections indicating proposed construction and assembly ratings as required for occupancy separation, area separation or building construction.
- G. Exterior elevations (all sides) indicating proposed materials, finish grade and building height.
- H. Stair or ramp plans (1/4" = 1' minimum scale) and sections.
- I. Toilet room plans (1/4" = 1' minimum scale) and interior elevations, indicate wall and floor finishes, fixture dimensions, accessible hardware (if required) and toilet accessories.
- J. Schedules: door, window, room finish and hardware.

The following link will provide forms to help comply with the Washington State Energy Code. An electronic form shall be completed and submitted with the construction documents
<http://www.energy.wsu.edu/code/>

- K. Lighting plan and energy budget calculations (indicate wattage of all fixtures, include exterior building mounted lighting). These must be provided at the time of building permit application.
- L. Proof of compliance with the Washington State Energy Code including envelope insulation details.
- M. Structural drawings and calculations to include design loads, material specifications and structural schedules.
- N. Copies of any permits/approvals issued by the Planning Department.
- O. High-piled combustible storage (if applicable). Plans and specifications submittal per Chapter 23, Section 2301.3, IFC.
- P. Hazardous materials (if applicable). Hazardous materials management plans and inventory statements per Section 407, IFC, and Tables 307.7(1) and 307.7(2), IBC.

SITE PLANS

- A. Legal description
- B. Horizontal dimensions indicating property lines, streets, alley easements and building location.
- C. Driveway approaches, sidewalks, parking and aisles.
- D. Existing Grades, ramps, stairs, rockeries and retaining walls.
- E. Indicate setbacks from any lakes, streams, bays, wetlands or other natural body of water within 100 feet of site.
- F. North arrow and scale (1" = 40' minimum)

CIVIL PLANS

- A. Plans showing utilities (electrical, gas, storm, sanitary, water) including all of the items required on the site plan.
- B. Street improvement plans as required by SEPA or City ordinance.
- C. Plans indicating how grading and erosion control issues are resolved.

APPLICABLE CODES AND REFERENCES

- Automatic Fire Detection & Suppression Systems Ordinance No. 1902-92
- International Building Code (IBC), 2006 Edition & WAC 51-50
- Accessible and Usable Buildings & Facilities, ANSI A117.1-2003 & WAC 51-50-005
- International Fire Code (IFC), 2006 Edition & WAC 51-54
- International Mechanical Code (IMC), 2006 Edition & WAC 51-52
- National Electrical Code (NEC), 2005 Edition & WAC 296-46B-010
- Uniform Plumbing Code (UPC), 2006 Edition & WAC 51-56 & 51-57
- Washington State Energy Code (WSEC), 2006 Edition, WAC 51-11
- Washington State Ventilation & Indoor Air Quality Code (VIAQ), 2006 Edition, WAC 51-13
- Stormwater Management Manual for Western Washington,
- Brier Municipal Codes