



COMMERCIAL TI PERMIT/PLAN SUBMITTAL CHECKLIST

BELOW IS A CHECKLIST FOR PERMIT/PLAN REQUIREMENTS *(depending on specific project, not all information will be required)*

Project shall comply with the 2018 International Building Code IBC.:

Applicant*	Qty.		Staff
	1	Complete Building Permit Application	
	1	Provide proof of Property ownership (title report or affidavit of ownership) or Lease Holder information	
	1	Provide a complete and detailed Project Specification Sheet, including: <ul style="list-style-type: none"> ➤ Code references, job title, fair market valuation, and project address ➤ Provide name and contact information of Architect and Engineer of record 	
	3	Provide three (3) sets of approved/stamped Civil Site and Stormwater plans, along with an electronic copy (.pdf format), including: <ul style="list-style-type: none"> ➤ Show all buildings and structures on site ➤ Utility services (water, sewer, storm drain, gas, electrical, and other) ➤ Parking ➤ Hydrant location 	
	3	Provide three (3) sets of Architectural plans and specifications, including: <ul style="list-style-type: none"> ➤ Plans must show in sufficient detail how Code Compliance will be achieved ➤ Engineering, and supporting documentation – includes: Plumbing, Mechanical, Energy Code, Fire Protection and Alarm System ➤ Complete Code Analysis identifying (but not limited to) – includes: occupancy classification, type of construction, allowable height, building area and setbacks, occupant load, and means of egress ➤ Floor Plan – includes (but not limited to): identify the use of all spaces, means of egress, fire-rated assemblies (with listed assembly reference numbers, exit lighting, fire-extinguisher size and location, and window and door schedule (if applicable, include rack storage and anchoring detail) ➤ Section View – Show all structural member sizes and spacing, load paths and point loads, connection details, insulation, fire-rated assemblies, flashing, and weather resistive and air barriers ➤ Elevation – heights, exterior finishes, mechanical exhaust and opening locations, and identify window and door location ➤ Plumbing and Mechanical Plan – includes: provide a plan view of plumbing and mechanical fixtures and equipment, clearly identify the location and type of back-flow device, indirect sinks and specific equipment information (fresh-air, combustion air, make-up air, kitchen hoods, fuel type, gas-pipe sizes, and similar) ➤ Structural Plans (Details) – All materials, connections, and structural systems to be specifically detailed 	

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1	Provide Sewer Availability from Pierce County Sewer, or if applicable, Lakehaven Utilities (new Service)	
1	Provide Certificate of Water Availability and Fire Flow from the City of Milton Public Works Department (253-922-8743), or if applicable, Lakehaven Utilities	
1	Provide Certificate of Power Availability from the City of Milton Public Works Department	
1	Provide documentation Contractor's registration is current with the Department of Labor and Industries	
1	Provide documentation Contractor has a City of Milton Business License (to apply for a City of Milton Business License, go to the State of Washington License Service, http://business.wa.gov/BLS ; phone number: 1-800-451-7985)	
2	Provide two (2) sets of completed 2018 Washington State Non-Residential Energy Code Compliance Forms (NREC) – for NREC forms, go to Northwest Energy Efficiency Council website, https://waenergycodes.com/compliance_forms.php	
	NOTES:	
	<ul style="list-style-type: none"> • Structures over 4,000 square feet in size, must be prepared and sealed by a Washington State licensed design professional competent for the scope of work proposed (RCW 18.08.410) 	
	<ul style="list-style-type: none"> • Structures less than 4,000 square feet may also require documents to be overseen and sealed by a design professional competent for scope of work proposed 	
	<ul style="list-style-type: none"> • Clearly identify deferred submittals 	
	<ul style="list-style-type: none"> • If project scope includes demolition or renovation, an Asbestos Survey and Puget Sound Clean Air Agency Permit are required; Demolition Asbestos Survey will be required and Demolition permit are required by the City of Milton 	
	<ul style="list-style-type: none"> • Grocery stores, food service establishments and similar uses, require Tacoma-Pierce County Health Department review (TPCHD) – phone number: 253-798-6460 	
	<ul style="list-style-type: none"> • Washington State Department of Health (DOH) review required for ambulatory surgery centers, hospice care center, nursing homes, residential treatment centers, and similar uses – phone number: 360-236-2944 	
	<ul style="list-style-type: none"> • Washington State Fire Marshal review may be required for licensed care occupancies, nursing homes, boarding homes, group homes, hospitals, and child care facilities 	
	<ul style="list-style-type: none"> • Submit Material Safety Data Sheets (MSDS) list and quantities, <i>if requested</i> 	
	*PLEASE INITIAL DOCUMENT(S) SUBMITTED	