



COMMERCIAL PERMIT/PLAN SUBMITTAL CHECKLIST

This checklist has been designed to provide a brief overview of the City’s submittal requirements for all written documentation. For a comprehensive list of requirements, please go to the City of Milton website (www.cityofmilton.net – Building Department). Project shall comply with the 2018 International Building Code IBC.

Applicant*	Qty		Staff
	1	Complete <u>Building Permit Application Form</u>	
	1	Proof of Property ownership (title report or affidavit of ownership)	
	5	Provide five (5) 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 	
	4	Provide four (4) 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 	
	1	<u>Electronic copy</u> – full set of plans (Flash Drive)	
		Provide Sewer Availability from Pierce County Sewer, or if applicable, Lakehaven Utilities (new Service)	
		Provide Certificate of Water Availability and Fire Flow from the City of Milton Public Works Department (253-922-8743), or if applicable, Lakehaven Utilities	
		Provide Certificate of Power Availability from the City of Milton Public Works Department	
		Provide documentation Contractor’s registration is current with the Department of Labor and Industries	

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		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)	
		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/web_tool_forms.php?energy_code=2018	
		NOTES:	
		➤ 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)	
		➤ 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	
		➤ Clearly identify deferred submittals	
		➤ 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	
		➤ Grocery stores, food service establishments and similar uses, require Tacoma-Pierce County Health Department review (TPCHD) – phone number: 253-798-6460	
		➤ 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	
		➤ Washington State Fire Marshal review may be required for licensed care occupancies, nursing homes, boarding homes, group homes, hospitals, and child care facilities	
		➤ Submit Material Safety Data Sheets (MSDS) list and quantities, <i>if requested</i>	
		*PLEASE INITIAL DOCUMENT(S) SUBMITTED	