



Commercial Construction Site Plans and Building Plans

GENERAL INFORMATION

Building and land use permits require the submittal of many different types of information before they can be processed and approved. Following a pre-application conference or an informal presentation about a project, the Town of Yacolt provides a list of required submittals that is unique to each project. Before the Town will begin to process a permit application, a complete application containing all required submittals must be filed with the Town Clerk.

Many project permits require detailed information about your construction plans and the impact of the development on the property and surrounding area. This pamphlet provides a general list of the information you must provide if your project triggers the need for construction drawings or a site plan.

Once you have filed your application package, the Town will tell you if it is complete, or what information is still needed. The Town cannot process your application until it is complete. If some requirements are found to be unnecessary for your specific application, the Town may waive them. Once the Town determines that an application is complete, we may still ask for additional information which could lengthen the application process.

MINIMUM DRAWING REQUIREMENTS

- ◆ **You must submit one (1) paper set and one (1) digital set of the required plans.**
- ◆ Plans shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed, and shall demonstrate how the proposed work conforms to the provisions of adopted codes and ordinances. Each plan sheet should be titled and dated (subsequent revisions shall be dated as well) and each drawing therein should be labeled.
- ◆ Architectural plans must be drawn to scale ($\frac{1}{4}''$ or $\frac{1}{8}'' = 1'$), dimensioned, and labeled.
- ◆ Site and civil plans must be drawn to scale ($1'' = 20'$ minimum), dimensioned, and labeled.
- ◆ Plans will not be accepted if they have been reduced in scale by photocopying.
- ◆ Plan sheet size must be 24" x 36".
- ◆ Plans shall be drawn in indelible blue or black ink. Plan sheets that are cut and pasted, taped, drawn in pencil or non-approved ink color, or altered by any means will not be accepted for plan review.
- ◆ Topographic and boundary surveys, when required, must be stamped by a surveyor licensed in the State of Washington. Survey datum must be KCAS or NAVD 88.
- ◆ All civil plan sheets must be stamped by a civil engineer licensed in the state of Washington.
- ◆ Drawings and construction documents prepared by a Washington State design professional, whether required to be or not, must be stamped and signed by the preparer.
- ◆ Projects over 4,000 square feet in area must be designed, stamped, and signed by an architect licensed to practice in Washington State.
- ◆ Each set of paper plans shall be firmly bound on one edge and rolled individually, (not folded).

BUILDING PACKET REQUIREMENTS

Req.	Sub.	
<input type="checkbox"/>	<input type="checkbox"/>	A. Structural Calculations, when required, (including one original “wet-stamped” copy)
<input type="checkbox"/>	<input type="checkbox"/>	B. Washington State Energy Code Compliance Forms
<input type="checkbox"/>	<input type="checkbox"/>	C. Soils Report, (prepared by a Geotechnical Engineer)
<input type="checkbox"/>	<input type="checkbox"/>	D. Building Enclosure Design Documents
		Any person applying for a building permit for construction of a multi-unit residential building or rehabilitative construction shall submit plans, details, and specifications for the construction of the building enclosure stamped by a licensed architect or engineer. The construction documents shall include statements of third-party inspections of the building enclosure, and a statement affirming that the building enclosure designs satisfy the requirements of RCW 64.55.
<input type="checkbox"/>	<input type="checkbox"/>	E. Cover Page
		<ol style="list-style-type: none"> 1. Project Name. 2. Project Address and Parcel Number. 3. Applicant’s Name. 4. Property Owner’s Name. 5. Project Contact Information, (Name, Address, Phone Number(s), E-mail address). 6. Date.
<input type="checkbox"/>	<input type="checkbox"/>	F. Site Plan
		<ol style="list-style-type: none"> 1. North arrow, bar scale, and vicinity map. 2. Basic data (type of structure, square footage, location). 3. Show property lines and adjacent right(s)-of-way and street name(s), including exact dimensions of the property lines. (It is the responsibility of the property owner to know where their property lines are located or to enlist the services of a professional land surveyor for determination. The Town does not maintain records of property boundaries.) 4. Include all required setbacks (front, rear, sides). Show all easements, deed restrictions and covenants limiting use of the site. 5. Show the width of driveway(s), describe paving materials and show setbacks from property lines. Include location, dimensions, and specifications of all access points to rights-of-way. 6. Show the size, location, setbacks, and use of existing buildings, including their setbacks from property lines and each other. 7. Show <u>with dashed lines</u> any existing structures to be demolished. 8. Show the size, location, setbacks, and use of new buildings and additions, including their setbacks from property lines and each other. 9. Indicate finished floor elevations and provide elevation readings at each structure corner. 10. Existing and proposed utilities including utility poles and boxes, transformers, generators, water, storm drainage systems, sanitary sewer, and fire hydrants, (including any connections to buildings). Show the setback lengths to wells and septic system components (including reserve drain field location), if applicable. 11. Show significant landscaping features. Show how the required number of tree units will be achieved through retention or replanting. 12. Location and dimensions of sidewalks, easements, parking layout, street edges, mechanical equipment, trash enclosures, outdoor uses, storage areas, and fencing. 13. Show location of proposed and existing rockeries and/or retaining walls. Indicate height of walls and proposed materials. [Retaining walls over four feet from the base of the footing, or holding back a surcharge, requires a separate permit.] 14. Streams, ponds, wetlands, natural drainage courses, and other surface water features on or within 225 feet of the site. Show proximity of construction to the ordinary high-water mark of any designated shoreline. 15. Show any environmentally critical areas with required buffers and/or setbacks. Critical areas include wetlands, streams, regulated lakes, and geologically hazardous areas. 16. Site contours and drainage (existing in dashed and new in solid lines) and details. Show existing and proposed site topography in two-foot contours. 17. Show location of proposed and existing rockeries and/or retaining walls. Indicate height of walls and

	<p>proposed materials. [Retaining walls over four feet from the base of the footing, or holding back a surcharge, requires a separate permit.]</p> <p>18. Total parking stalls count. Show required van accessible parking space with an adjacent access aisle per ICC/ANSI Standard A1117.1-2009, ANSI 502.4.</p> <p>19. Provide a list of existing impervious areas in square feet, including structures, concrete, gravel, etc., and proposed impervious areas. Indicate total lot size in square feet and show calculations for total percentage of lot coverage by impervious area.</p> <p>20. Any and all other features and information relevant to the Application, and other data as may be required by the Town of Yacolt Building and Land Use Departments. Show as much information as possible. Plans should include enough clear information to show conformance with applicable regulations.</p>
<input type="checkbox"/> <input type="checkbox"/>	<p>G. Foundation Plan</p>
	<ol style="list-style-type: none"> 1. Outline of perimeter foundation, concrete slabs, patios, etc., with dimensions. 2. Stamped engineering calculations and structural drawings are required for all foundations / footings. 3. Provide plan view of foundation. 4. Location and size of exterior and interior bearing foundations / footings. 5. Location, size, embedment, and spacing of reinforcing steel anchor bolts, hold downs (if required), and post-to-footing connections.
<input type="checkbox"/> <input type="checkbox"/>	<p>H. Floor Plan</p>
	<ol style="list-style-type: none"> 1. Show all rooms. Specify the use and size of all rooms, (classify use per <i>International Building Code</i> [IBC] 302). 2. Wall legend must delineate new, existing, demolished, and relocated construction. 3. Show location, size, and door swing for all required exits. 4. Show window and other glazing locations and sizes, including specifications, (safety glass, etc.). 5. Provide egress plan. 6. Specify size, grade, species, direction of run, span, and spacing of all framing members (may be provided on floor plan in lieu of separate framing plans). 7. Provide reflected ceiling plan. Show required draft stopping for combustible construction.
<input type="checkbox"/> <input type="checkbox"/>	<p>I. Framing Plan</p>
	<ol style="list-style-type: none"> 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. Provide the header sizes over openings. 4. Show beam locations, materials, spacing, and sizes. Show posts under beams. 5. Show materials and method of connection for all posts to beams connections. 6. Show floor joist sizes, directions of run, spans, and spacing. 7. Show ceiling joists, floor joists, trusses, and roof rafter sizes, directions of run, spans, and spacing. 8. Clearly show bearing walls and provide nailing schedule(s). <u>All braced wall panels must be clearly indicated on the plans.</u> 9. Show posts under all beams and specify the size, grade, species, and height. 10. Show all connections that resist seismic forces. Specify the brand and model numbers of all hold-downs and connectors. 11. Indicate location of all braced wall panels on the plans. Designs that do not meet prescriptive requirements must be designed and stamped by a Washington State Registered Professional Engineer. Engineer's calculations are required on the specifications and drawing pages. 12. Special connection methods must be detailed to show how the structure is held together. 13. Provide deflection detail stamped by architect or engineer for full height walls.
<input type="checkbox"/> <input type="checkbox"/>	<p>J. Building Elevations</p>
	<ol style="list-style-type: none"> 1. Front, rear, and side (labeled as north, south, east, and west) building elevations of proposed structures. 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 shear walls and/or diagonal bracing. 4. Show complete exterior weatherization details. 5. Exterior wall openings. Show all doors and windows, distinguishing between openable and fixed. Specify sizes if not shown on floorplan. 6. Garbage/recycling facility screen details.

		<ol style="list-style-type: none"> 7. Roof-top and ground based mechanical equipment screen details. 8. Show existing and finished grade lines. 9. Building height calculation.
<input type="checkbox"/>	<input type="checkbox"/>	K. Building Cross Sections
		<ol style="list-style-type: none"> 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 per 1604.4 IBC. 4. Ceiling construction (size & spacing of joists) and insulation; provide cross section of dropped ceiling and detail lateral bracing requirements of ASTM Standard C636/C636M. 5. Roof structure (size and spacing of joists or pre-manufactured truss spacing), including sheathing, underlayment, roofing material and insulation (if applicable) and insulation baffles. 6. Provide full height details for all mezzanines and stairways. Details must specify framing members, spacing, and finishes.
<input type="checkbox"/>	<input type="checkbox"/>	L. Fire Resistive Elements
		<ol style="list-style-type: none"> 1. Provide fire-rated building elements complying with the fire-resistive prescriptive requirements of IBC Tables 721.1(1), 721.1(2), 721.1(3), or specify file number from the current Gypsum Association <i>Fire Resistance Design Manual</i> or the <i>USG Fire-Resistant Assemblies Manual</i> or other approved fire-resistive design manual. This applies for <u>all rated</u> walls and ceilings, including corridors, occupancy separations, area separation walls, etc. All fire-rated assemblies shall be provided in their entirety. 2. Provide details that show how penetrations through fire-resistive elements are protected using UL listed assemblies. 3. Show cross sections for required fire-rated parapet walls.
<input type="checkbox"/>	<input type="checkbox"/>	M. Barrier Free Access
		<ol style="list-style-type: none"> 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 locksets and latch sets having lever, push operated, or other devices.
<input type="checkbox"/>	<input type="checkbox"/>	N. Energy/Ventilation – Select energy code compliance option and provide completed forms for option chosen.
		<ol style="list-style-type: none"> 1. <i>Component Performance Compliance Approach</i> – 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 <i>Lighting Power Summary</i> and <i>Lighting Budget Worksheet</i> specifically identifying light fixture (wattage for light fixtures must include ballast wattage). 3. Show compliance with the ventilation requirements of the <i>International Mechanical Code</i> (IMC) Table 403.3, as amended by the state.
<input type="checkbox"/>	<input type="checkbox"/>	O. Plumbing Plans
		<ol style="list-style-type: none"> 1. Plumbing equipment layout over the floor plan. 2. Show plumbing isometric drawings (riser diagrams showing all plumbing dimensions for supply lines and drains).

<input type="checkbox"/>	<input type="checkbox"/>	P. Mechanical Plans
		<ol style="list-style-type: none"> 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. (Rooftop screening must be architecturally compatible with building if the equipment extends above the roofline.) 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. 7. Structural drawings required. (Weight load evaluated and seismic attached. 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. <ol style="list-style-type: none"> 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. e. Location and details of fire dampers.
<input type="checkbox"/>	<input type="checkbox"/>	Q. Racks
		<ol style="list-style-type: none"> 1. Steel storage racks shall be designed per IBC 2209 and 1705.12.7, and shall be designed by a Washington State licensed professional engineer per IBC Chapter 16. 2. Load application and rack configuration drawings shall be furnished with each rack installation. 3. 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. 4. Specify size, spacing, and manufacturer of anchors. 5. High pile storage racks shall comply with <i>International Fire Code</i> (IFC).
<input type="checkbox"/>	<input type="checkbox"/>	R. General Notes
		<ol style="list-style-type: none"> 1. Show locations of hard-wired smoke detectors. 2. Show locations of carbon monoxide detectors. 3. The applicant is required to meet all aspects of building, stormwater, environmental, and land use codes. If additional items are required during preliminary review or during review by plans examiners, the applicant will be notified and the application will be placed on hold until the additional documents are provided.
<input type="checkbox"/>	<input type="checkbox"/>	S. Other items deemed pertinent by the Building Division. (Additional items may be required after review by building and land use officials.)