



**CITY OF TUMWATER**  
 555 ISRAEL RD. SW, TUMWATER, WA 98501  
 (360) 754-4180  
 Email: cdd@ci.tumwater.wa.us  
**COMMERCIAL ADDITION PERMIT**  
**Submittal Checklist**

TUM -	DATE STAMP
RCVD BY	

**APPLICANT INFORMATION** *(please print neatly)*

NAME OF APPLICANT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION**

ADDRESS OF PROPERTY (COMPLETE): \_\_\_\_\_

A. PERMIT APPLICATION	N/A	Provided	Staff
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1. Provide a complete and signed (by owner or authorized representative) application and applicable fee. Note: Payment of the plan check fee is required at the time of application.		<input type="checkbox"/>	<input type="checkbox"/>
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B. PLAN COVER SHEET	N/A	Provided	Staff
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1. Draw plans to scale of 1/4" = 1' or larger. Minimum plan sheet size is 18"x24". All notations and drawings must be clear and legible.		<input type="checkbox"/>	<input type="checkbox"/>
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2. Plans for all structures 4,000 sq. ft. and greater, or when the occupancy is an assembly, institutional, educational, or food service related use, shall be prepared, stamped and signed by a Washington State licensed architect. When structural changes are required, the structural plans shall be designed and stamped by a licensed structural engineer (including engineering calculations).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3. Provide:			
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a. Type of construction.		<input type="checkbox"/>	<input type="checkbox"/>
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b. Occupancy type(s).		<input type="checkbox"/>	<input type="checkbox"/>
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c. Deferred submittals (only Fire Alarm and Fire Sprinklers are permitted to be deferred).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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d. Allowable area, number of stories, and construction type calculations.		<input type="checkbox"/>	<input type="checkbox"/>
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e. Occupant load for each proposed area.		<input type="checkbox"/>	<input type="checkbox"/>
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f. Building height.		<input type="checkbox"/>	<input type="checkbox"/>
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g. Parcel number(s) and total square-footage of the site. Building coverage as a percentage of lot-area.		<input type="checkbox"/>	<input type="checkbox"/>
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h. Zoning district.		<input type="checkbox"/>	<input type="checkbox"/>
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i. Vicinity map.		<input type="checkbox"/>	<input type="checkbox"/>
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4. Exiting analysis showing rationale for size, number, length and type of exiting elements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## Commercial Addition Permit Submittal Checklist

<b>D. FOUNDATION PLAN</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
1. Show:			
a. Plan view of foundations/footings/pads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Type and location of footing and roof drains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Elevation views of foundation steps, with final grade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. FOUNDATION PLAN (CONTINUED)</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
d. Cross-sections of footing and foundation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Method and total square-footage of foundation ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Type and location of hold downs and anchors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E. ELEVATIONS AND WALL DETAILS</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
1. Show:			
a. Typical and rated wall details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Listing of fire-resistive wall designs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Building elevations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Door and window schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F. FLOOR PLAN</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
1. Show:			
a. Square-footage of each floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Use of each room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Dimensions of buildings and rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Location and type of furnaces, water heaters, and fans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Plumbing fixtures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Location and dimensions of doors and windows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Location of rated walls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Location of interior and exterior emergency lights.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Location of exit signs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G. STRUCTURAL PLANS</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
1. Verify plans stamped and signed by the structural design engineer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Submit engineering calculations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>H. PLUMBING PLANS</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
1. For single story buildings, provide an under-floor piping diagram, with size, type and slope of drain, waste and vent piping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. For multi-story buildings, provide an under-floor piping diagram and a riser diagram.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. For all buildings, provide water piping layout with size and type of material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Specify the location and fuel source of all water heaters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Show location of all backflow preventers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Show location of DCVA for fire sprinkler riser.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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7. Provide plumbing fixture schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I. MECHANICAL PLANS</b>	N/A	Provided	<b>Staff</b>
1. Provide a layout of all duct work on all levels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Specify on the plans if the system utilizes a return air plenum ceiling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I. MECHANICAL PLANS (CONTINUED)</b>	N/A	Provided	<b>Staff</b>
3. Provide a schedule of the mechanical unit details as to size, make, efficiency, capacity, weight, location, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If HVAC or other mechanical equipment is located on the roof or supported by the roof, provide engineering calculations for the loads imposed on the structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>J. ROOF PLAN</b>	N/A	Provided	<b>Staff</b>
1. Provide a roof framing plan with material sizes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Indicate roof covering materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Identify sheathing materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Indicate roof pitch.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. If using engineered trusses, provide engineered stamped truss specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>K. ELECTRICAL PLANS</b>	N/A	Provided	<b>Staff</b>
1. Indicate where the emergency interior and exterior lights are on plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Show exit signage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Indicate if structure will have an emergency generator (separate permit and checklist).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>L. ENERGY CODE REQUIREMENTS</b>	N/A	Provided	<b>Staff</b>
1. Submit completed Washington State energy code forms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>M. ADDITIONAL INFORMATION</b>	N/A	Provided	<b>Staff</b>
1. Approved formal site plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. SEPA checklist (structures over 4,000 sq. ft. or structures when added onto are greater than 4,000 sq. ft.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Soils investigations report stamped and signed by a Washington State licensed geotechnical engineer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E. ELECTRONIC SUBMITTAL</b>	N/A	Provided	<b>Staff</b>
1. Submitting online: <a href="#">Upload</a> documents, naming them with the project address and document name (project address – application, checklist, plans, etc).	<input type="checkbox"/>	<input type="checkbox"/>	
Submitting in person: USB drive containing apps, checklist, plans, reports, etc. as outlined under B and C above, in PDF-file format. Maximum format shall be 300 dpi.	<input type="checkbox"/>	<input type="checkbox"/>	

In accordance with TMC 14.02., prior to issuance of the Building Permit, the applicant must complete Preliminary and Formal Site Plan Review. The grading permit must be issued prior to issuance of the building permit.

I verify that all required documents associated with this application have been submitted.

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Signature of Applicant

\_\_\_\_\_  
Date