

EXHIBIT A

NBMC CHAPTER 15.02 CONSTRUCTION ADMINISTRATIVE CODE

15.02.030 Provisions which apply.

The following provisions of the CAC, as adopted by the state of Washington and the city, shall apply to the administration of the current edition of the technical codes:

- A. International Building Code – Chapter 51-50 WAC;
- B. International Residential Code – Chapter 51-51 WAC;
- C. International Mechanical Code – Chapter 51-52 WAC;
- D. National Fuel Gas Code (NFPA 54) – Chapter 51-52 WAC;
- E. Liquefied Petroleum Gas Code (NFPA 58) – Chapter 51-52 WAC;
- F. International Fuel Gas Code – Chapter 51-52 WAC;
- G. International Fire Code – Chapter 51-54A WAC;
- ~~H. International Wildland-Urban Interface Code – Chapter 51-55 WAC;~~
- ~~H~~I. Uniform Plumbing Code – Chapter 51-56 WAC;
- ~~J~~I. International Property Maintenance Code;
- ~~K~~J. International Green Construction Code; and
- ~~L~~K. International Existing Building Code – Chapter 51-50 WAC;
- ~~M~~L. International Swimming Pool and Spa Code – Chapter 51-50 WAC.

15.02.050 Definitions.

For purposes of the CAC, certain terms, phrases, words and their derivatives shall have the meanings set forth in this section. Where terms are not defined, they shall have their ordinary accepted meanings within the context with which they are used. Webster's Third International Dictionary of the English Language, Unabridged, latest edition, provides ordinary accepted meanings. Words used in the singular include the plural and the plural the singular. Words used in the masculine gender include the feminine and the feminine the masculine.

1. "Action" means a specific response complying fully with a specific request by the jurisdiction.
2. "Addition" means an extension or increase in floor area or height of a building or structure.
3. "Alter" or "alteration" means a change or modification of a building, structure or building service equipment.

4. “Approved,” as to materials, types of construction, equipment and systems, means and refers to approval by the building official as the result of investigation and tests conducted by the building official, or by reason of accepted principles or tests by recognized authorities, technical or scientific organizations.
5. “Approved agency” means an established and recognized agency regularly engaged in conducting tests or furnishing inspection services, when the agency has been approved by the building official.
6. “Building” means a structure used or intended for supporting or sheltering a use or occupancy.
7. “Existing building” means a building erected prior to the adoption of Ordinance 1214, or one for which a legal building permit has been issued and approved.
8. “Building official” means the officer or other designated authority charged with the administration and enforcement of the CAC, or regularly authorized deputy thereof.
9. “Building service equipment” means and refers to the plumbing, mechanical and electrical equipment including piping, wiring, fixtures, and other accessories which provide sanitation, lighting, heating, ventilation, cooling, refrigeration, firefighting, and transportation facilities essential to the occupancy of the building or structure for its designated use.
10. “Current edition” shall mean the edition in effect, including amendments as adopted by the Washington State Building Code Council and except as amended by the city, at the time of submission to the city of a “complete response.”
11. “Complete response” means an adequate response to all requests from city staff in sufficient detail to allow the application to be processed as determined by the building official.
12. “Dangerous building code” shall mean the current edition of the International Property Maintenance Code promulgated by the International Code Council as adopted by the jurisdiction.
13. “Energy code” means the current edition of the International Energy Conservation Code promulgated by the Washington State Building Code Council as adopted by the jurisdiction.
14. “High-rise building” means buildings having occupied floors, or occupied roof, located more than 75 feet (22,860 mm) above the lowest level of fire department vehicle access.
15. “Housing code” means the current edition of the International Property Maintenance Code promulgated by the International Code Council as adopted by the jurisdiction.
16. “IBC” means the latest edition of the International Building Code promulgated by the International Code Council as adopted by this jurisdiction.
17. “IEBC” means the latest edition of the International Existing Building Code promulgated by the International Code Council as adopted by this jurisdiction.
18. “IFC” means the latest edition of the International Fire Code promulgated by the International Code Council as adopted by this jurisdiction.

~~19. “IWUIC” means the latest edition of the International Wildland Urban Interface Code promulgated by the International Code Council as adopted by this jurisdiction.~~

2019. “IMC” means the latest edition of the International Mechanical Code promulgated by the International Code Council as adopted by this jurisdiction.

~~2120.~~ “IPC” means the latest edition of the International Plumbing Code promulgated by the International Code Council as adopted by this jurisdiction.

~~2221.~~ “IRC” means the latest edition of the International Residential Code promulgated by the International Code Council as adopted by this jurisdiction.

2322. “Listed” and “listing” are terms referring to equipment or materials included in a list by an approved testing laboratory, inspection agency or other organization concerned with product evaluation that maintains periodic inspection of current production of listed equipment or materials. The published list shall state that the material or equipment complies with approved nationally recognized codes, standards, or tests and has been tested or evaluated and found suitable for use in a specified manner.

2423. “LPG” means liquefied petroleum gas.

~~2524.~~ “NEC” means the latest edition of the National Electrical Code promulgated by the National Fire Protection Association.

~~2625.~~ “NFPA” means the National Fire Protection Association.

~~2726.~~ “Occupancy” means the purpose for which a building, or part thereof, is used or intended to be used.

~~2827.~~ “Owner” means any person, agent, firm, or corporation having legal or equitable interest in the property.

~~2928.~~ “Permit” means an official document or certificate issued by the building official authorizing performance or specified activity.

~~3029.~~ “Person” means a natural person, heirs, executors, administrators or assigns and includes a firm, partnership, or corporation, its or their successors or assigns, or the agent of any of the aforesaid.

~~3130.~~ “Power tap” means a listed device for indoor use consisting of an attachment plug on one end of a flexible cord and two or more receptacles on the opposite end, and has over current protection.

~~3231.~~ “Repair” means the reconstruction or renewal of any part of an existing building, structure, or building service equipment for the purpose of its maintenance.

~~3332.~~ “Registered plan program” means a program to allow one set of approved plans to be used for construction of multiple identical buildings in order to reduce plan review time.

~~3433.~~ “SBCC” means the Washington State Building Code Council as appointed by the Governor of the state of Washington.

~~3534.~~ “Shall,” as used in this chapter, is mandatory.

~~3635.~~ “Structure” means that which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.

~~3736.~~ “Structural observation” means the visual observation of the structural system, for general conformance to the approved plans and specifications, at significant construction stages and at completion of the structural system. Structural observation does not include or waive the responsibility for the inspections required by the building code or residential code or other sections of the CAC.

~~3837.~~ “Technical codes” are the codes, appendices and referenced code standards adopted by the jurisdiction.

~~3938.~~ “UPC” means the latest edition of the Uniform Plumbing Code promulgated by the International Code Council as adopted by this jurisdiction.

~~4039~~ “Valuation” or “value,” as applied to a building or building service equipment, means and shall be the estimated cost to build or replace a building and its building service equipment in kind, based on current replacement costs. It shall also include the contractor’s overhead and profit.

15.02.500 Work exempt from permit.

Exemptions from permit requirements of this chapter shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this chapter or any other laws or ordinances of this jurisdiction.

A. Building permits shall not be required for the following:

1. One-story detached residential accessory structures used as tool and storage sheds, tree-supported play structures, playhouse and similar uses, provided the floor area does not exceed ~~420-200~~ square feet (11.15 m²) ~~and the structure is located more than 50 feet from the nearest adjacent structure;~~
2. Fences not over six feet (1,829 millimeters) high;
3. Oil derricks;
4. Retaining walls, which are not over four feet (1,219 millimeters) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or III-A liquids;
5. Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons (18,925 liters) and the ratio of height to diameter or width does not exceed two to one;
6. Sidewalks and driveways not more than 30 inches (762 millimeters) above grade, and not over any basement or story below, and decks that are not attached to a dwelling and do not serve the required exit door;
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work;

8. Replacement of siding for accessory structures, not intended for human occupancy, that are associated with single-family residence structures;
9. Temporary motion picture, television and theater stage sets and scenery;
10. Prefabricated swimming pools accessory to a Group R-3 occupancy, which are less than 24 inches (610 millimeters) deep, do not exceed 5,000 gallons (18,925 liters) and are installed entirely above ground;
11. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems;
12. Swings, slides and other similar playground equipment;
13. Window awnings in single-family residences (R-3) and Group U occupancies, supported by an exterior wall, which do not project more than 54 inches (1,372 millimeters) from the exterior wall and do not require additional support;
14. Movable cases, counters and partitions not over five feet nine inches (1,753 millimeters) in height;
15. Satellite earth station antennas six and one-half feet (two meters) or less in diameter or diagonal in zones other than residential zones;
16. Satellite earth station antennas three and one-quarter feet (one meter) or less in diameter in residential zones; and
17. Video programming service antennas three and one-quarter feet (one meter) or less in diameter or diagonal dimension, regardless of zone;
18. Window replacement in single family residences as long as the replacement does not reduce egress, safety glazing, or energy requirements and the structural opening for said window replacement remains the same.

B. Mechanical permits shall not be required for the following:

1. Portable heating, cooking, or clothes drying appliances.
2. Portable ventilation equipment.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any part which does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration system containing 10 pounds (4.54 kilograms) or less of refrigerant and actuated by motors of one horsepower (746 W) or less.

8. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected.

C. Plumbing permits shall not be required for the following:

1. The stopping and/or repairing of leaks in drains, water, soil, waste or vent pipe; provided, however, that should any concealed trap, drain pipe, water, soil, waste or vent pipe become defective and it becomes necessary to remove and replace the same with new material, the same shall be considered as new work and a permit shall be procured and inspection made as provided in this code.
2. The clearing of stoppages.
3. Reinstallation or replacement of prefabricated fixtures that do not involve or require the replacement or rearrangement of valves or pipes.

15.02.610 Information on construction documents.

Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are required 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 the CAC and relevant laws, ordinances, rules and regulations, as determined by the building official and shall include the following:

___ You will need the names, addresses, and telephone numbers of the property owner(s) and applicant, if different from the property owner.

___ Contractor's registration number and proof of city business license.

___ Property tax account number.

___ Complete legal description of property.

___ Complete sets of building plans (three copies of working drawings, including architectural, landscaping, structural, and civil engineering plans).

___ All calculations applicable to the project.

___ Valuation of project.

___ Identification (on-site plan) of all easements, deed restrictions, or other encumbrances restricting the use of the property.

___ Completed Washington State Energy Code compliance form and related documents.

___ Copies of other approved permits, if applicable (conditional use, shoreline, subdivision, variances, etc.).

___ Payment of all estimated review fees at time of application.

___ Other required documents, if applicable to the project:

- ☐ Flood development permit.
- ☐ Sensitive area study.
- ☐ Environmental (SEPA) checklist and related documents if applicable. A copy of the site plan must be attached to the checklist.
- ☐ Minor, major or master site plan.
- ☐ Engineering plans for water, sewer, storms, streets.
- ☐ Grading plans.

PRELIMINARY INFORMATION

A. Application for Permit. This is used to establish the scope of work, identify the property owner and/or agent. The name, address, and telephone number of the owner and the applicant (if different from the owner) are required on the application so the parties may be contacted if questions arise and to notify the applicant when the permit is ready for pickup.

B. Contractor's Registration Number. Washington State law requires that contractors be licensed with the state.

C. Property Tax Account Number. The property tax account number is an identifying number (commonly known as the "parcel number") that is assigned by the assessor's office.

D. Complete Legal Description of Property. The legal description describes the parcel of land identified by the property tax account number (or parcel number). It should describe what is known as a "legal lot" and should be identical to the parcel as found on the assessor's maps and the required plot plans. It is acceptable to submit a legal description of the parcel as it appears on deeds, real estate contracts, and statutory warranty deeds, or on information at the assessor's office.

The legal description is used to check the dimensions of a parcel, the uses allowed by the current zoning requirements, and any underlying restrictions (such as setbacks from property lines or from easements, lot coverage, or building heights). The legal description is also used to check for sensitive areas and other planning controls. (See Building Plans.)

Note: For projects that have multiple parcels, list each parcel number with its corresponding legal description.

BUILDING PLANS

A complete set of building plans includes the following: cover sheet; architectural drawings; lighting, structural, landscaping, and civil drawings and details; and plumbing information; and when applicable, mechanical information (including heating, ventilation, air conditioning, exhaust systems, kitchen hoods, and other conveying systems). Plumbing plans need only reflect fixture layout. More detail about what is required in the various sections of building plans is listed below.

COVER SHEET

Identification: List the names, addresses, and telephone numbers of the property owner, agent, parties of record, architects, and/or engineers of record. Identify who the applicant/contact is for questions, status information, and final issuance requirements.

Scope of work: Describe the scope of work, which should include a project summary, and all information about the building uses and site.

1. **Project Summary.** Write an overview of the project. Indicate how many new and existing structures are involved, the number of buildings per construction type, the International Building Code (IBC) occupancy group, the floor plan, etc.

2. **Building Uses.**

a. State the existing zoning of the project site. (Refer to NBMC Title 18 for current zoning information.)

b. List the proposed uses of the building(s) (e.g., the building(s) will be used for retail, wholesale, office, multifamily housing, etc.).

c. State if there are any existing buildings on the site, indicate their current use, size (square footage), IBC occupancy group, and type of construction.

d. For any proposed buildings, provide a detailed breakdown of the use and square footage by floor level for each individual building on-site. Indicate whether the use will be for multifamily housing, retail, wholesale, etc. Also include the occupant load and/or the number of employees.

e. List the IBC occupancy group and type of construction for the proposed buildings. State which edition was used for each of the international codes (building, fire, mechanical). Contact the North Bend community services department for information on the current editions in use.

f. Identify which option will be used to comply with the Washington State Energy Code for thermal building envelope requirements (prescriptive method or ~~component~~ Total Building pPerformance).

~~Note: the Washington State Energy Code contains the Residential Energy Code (Chapters 1 through 10) and the Nonresidential Energy Code (Chapters 11 through 20). See Chapters 1 through 10 for residential projects (multifamily housing) and Chapters 11 through 20 for retail stores, offices, or other commercial buildings.~~

g. Indicate whether the building will have sprinklers and/or fire alarms.

3. Site.

a. Provide the area, in square feet or acres, of the project site.

b. List any designated sensitive areas that affect the property.

c. Indicate the number of required and proposed parking stalls located on the property. Include calculations for how the required number was determined. Also include the calculation for barrier-free parking requirements.

d. Give the wind design exposure (exposure B or C). If exposure B is being used, provide a letter of certification from the engineer/architect of record documenting that the site meets the IBC criteria.

e. Give the soil bearing capacity in pounds per square foot, as shown in the soils report, when applicable to the project.

f. Indicate the lot size, the percent of lot coverage, and the percent of developable area.

g. Provide a breakdown of the total impervious surface area of the site in square feet and list the amount of new impervious area being developed. Include any area on the right-of-way being developed or improved as well as any other traffic improvements.

4. Recorded Easements/Copies of Documents. Provide recorded copies of existing easements used for ingress and egress, as well as utilities and drainage easements that may affect the property. If any easements that affect the property have been or are to be established or vacated, provide documentation that this has occurred or will occur. Include a copy of the recorded short subdivision, subdivision, or lot line adjustment, if applicable.

5. Drawings. Drawings must show compliance with current adopted state and city codes and ordinances, including but not limited to the following:

a. International Building Code, International Fire Code, ~~International Wildland-Urban Interface Code~~, International Mechanical Code, Washington State Energy Code (Residential, Nonresidential or both depending on your project).

b. Regulations for barrier-free facilities, as required by the International Building Code, Chapter 51-50 WAC. Show access and egress routes for persons with disabilities.

c. Zoning, Parking, Design, Landscaping, and Drainage Codes. Drawings must adequately describe the proposed construction, including, but not limited to, the following:

- ___ Architectural site plans.
- ___ Architectural foundation plans, including elevations (materials, texture and colors).
- ___ Structural foundation plans, including sections, reinforcing schedule, and details.
- ___ Architectural Floor Plans.
- ___ Provide dimensions of each area and identify scale.
- ___ List uses for each room or area.
- ___ Show equipment and layout for all areas of the building. Provide stock storage height and the type of materials to be stored.
- ___ Show barrier-free access throughout, barrier-free facilities, and accommodations.
- ___ Identify exits and means of egress, including corridors.
- ___ Architectural floor and roof framing plans showing draft stop locations, venting, and materials.
- ___ Structural floor framing plans showing all structural elements and indicating locations of all shear walls.
- ___ Building and wall sections, including fire-resistive assemblies.
- ___ Elevations, including building height.
- ___ Structural framing plans, including floor/ceiling and roof framing layout (may be included on floor plans or provided as separate framing plans). Show all imposed loads such as HVAC and other equipment.
- ___ Architectural details, including fire-resistive assemblies (e.g., door, window and finishing material schedules).
- ___ Structural details, including connections, lateral load resisting designs, hold-downs, diaphragms, etc.
- ___ Mechanical plans, if not applying for a separate mechanical permit, showing all air handling equipment (heating, ventilation, air conditioning, and exhaust systems), including duct layout and rooftop equipment screening. Show all fire dampers as required by code. Show how plans comply with the energy code requirements, including equipment sizing, controls and operating weight.
- ___ List the quantities of hazardous materials that will be stored/used in the building.
- ___ Landscaping and civil engineering plans.
- ___ For buildings using fire-rated construction or fire-rated separations (occupancy or area), provide the following:
 - ___ Details and listing of fire-rated assemblies.

- ___ Details of fire-rated penetrations.
- ___ Building sections through fire-rated construction.
- ___ Energy plan:
- ___ Provide lighting and switching plans, including all details of the on-site lighting plan for areas of illumination (including exterior lighting).
- ___ Include envelope, window, and door schedule(s), mechanical equipment, ducting, ventilation, and indoor air quality provisions.

Plans and specifications for commercial projects need to be drawn by a structural engineer or architect currently licensed to practice in the state of Washington. All drawings must display the signed stamp of the responsible architect or engineer.

SITE DEVELOPMENT PACKAGE

For all architectural and landscaping requirements, see major or minor site plan requirements as applicable.

Submit an electronic copy of the soils report or geotechnical evaluations prepared for the site.

The site development plans consisting of an electronic copy of the cover sheet required for the building plans, an architectural site plan, on-site lighting plan, landscape and irrigation plans, civil engineering plans, and grading plans, when grading review is required. The sets of plans must be consistent with each other and drawn to scale. All sets must include the following:

Civil Engineering Site Plans

A. Each application shall be accompanied by an electronic copy of the plans and specifications, including calculations. The plans and specifications shall be prepared by a licensed professional engineer who shall affix his/her professional stamp and signature to each set. The city engineer may waive this requirement if he enters written findings in the city records that he has inspected the site, and finds that due to the uncomplicated nature of the proposed work and necessary drawings the expertise of a professional engineer is not needed. The plans and specifications shall include the following:

1. The name, address and phone number of the person or firm preparing the plans.
2. An accurate plan of the entire site as it exists at the time of application, which includes:

___ All property lines with bearings and distances shown;

___ The data, basis, and datum of the contours, which shall be referenced to the city's network of benchmarks, if applicable;

___ A graphic representation of existing vegetation on the site designated by its common names, the amount of bare ground, and the amount and type of impervious material (rock and artificial);

___ The location of all existing drainage facilities, natural and manmade;

- ___ The location and estimated capacity of any areas which impound surface water;
 - ___ The location and estimated discharge of all visible springs;
 - ___ The location of all structures, utilities, and their appurtenances, including structures and utilities on adjacent properties when such information is reasonably available. Said improvement locations shall also be staked on-site to enable the city to review improvement locations and their relationship to the site and existing vegetation;
 - ___ Date, north arrow, and adequate scale as approved by the city engineer on all maps and plans;
 - ___ Identification of and mitigation measures for on-site areas, which are subject to severe erosion, and off-site areas, which are especially vulnerable to damage from erosion and/or sedimentation;
 - ___ Identification of all sensitive areas in accordance with Chapters 14.05 through 14.12 NBMC;
 - ___ A complete environmental checklist, or, if a categorical exemption is claimed, a brief statement setting forth the basis for the claimed exemption;
 - ___ Identification of all areas regulated by the provisions of Chapter 14.20 NBMC;
 - ___ Location, type, size and condition of trees and ground cover on-site and a general identification of trees and ground cover which are proposed to be removed;
 - ___ On timbered property greater in size than one acre or commercial property with more than 15 trees, a report prepared by an arborist that provides a plan for preserving and protecting trees and natural vegetation both during and after site development; and
 - ___ Location of the floodway and floodplain, if applicable.
3. The proposed work schedule, which details the following:
- ___ Sequence for clearing, grading, filling, drainage alteration, and other land-disturbing activities;
 - ___ On-site soil or earth or earth material storage locations and source of import materials, and location of the site where soils will be disposed;
 - ___ Schedule for installation and removal of all interim erosion and sediment control measures, including vegetative measures;
 - ___ Schedule for construction of final improvements, if any;
 - ___ Schedule for installation of required permanent erosion control and sediment control devices;
 - ___ An outline of the methods to be used in clearing vegetation and in storing and depositing of the cleared vegetative matter.

4. An accurate finished grading plan of the entire site as it would appear after the completion of work covered by the permit, showing the following:

___ The finished contours achieved by grading (at the same intervals as the existing contours), including the quantities of cut, fill, import, and export;

___ The boundaries of all areas to remain undisturbed, and identification and the location of all other vegetation shown on the plan that will remain after the completion of work;

___ Drainage and related facilities to be constructed with and as part of the proposed work;

___ Boundaries of all areas where surface water runoff will be retained, detained, or infiltrated;

___ The method for discharging surface water off-site, including the provisions required to control the velocity and direction of discharge to protect downstream properties;

___ Location of proposed improvements, including building setback lines, approximate limits of cuts and fills, final grades, structures, roads, driveways, utilities, and storm drainage facilities. Said improvement locations shall also be staked on-site to enable the city's arborist and/or engineer to review improvement locations and their relationship to the site and existing vegetation;

___ The location of building setback lines, and approximate limits of cuts and fills, including but not limited to foundations, retaining walls, and driveways;

___ Location and dimensions of buffer zones and other areas to be maintained or established;

___ The location and description of proposed erosion and sedimentation control devices or structures and schedule of maintenance; and

___ Off-site grading shall be noted on the plans, and a dated letter of permission from the property owner of the land affected shall be provided and noted on the plans.

The city engineer may require less information than is set forth in this section if he determines that the project is of such a nature and magnitude that less detail is adequate to protect the public health and safety; provided, however, the engineer may not waive the requirements for the submittal of an environmental checklist if a checklist is required by the provisions of Chapter 14.04 NBMC, the submittal of information regarding the location of existing trees and vegetation and the identification of trees and vegetation to be removed, nor submittal of information necessary to evaluate the proposal in accordance with the requirements of Chapters 14.05 through 14.12 and 14.20 NBMC.

Additional Application Information

The city engineer may require the applicant to submit additional information when he finds the submitted plans and specifications and associated information are not clear enough to allow for an adequate determination, or when special conditions are found to exist which require specific explanation. This additional information may include, but is not limited to, the following:

___ Hydrologic and hydraulic computations of expected storm runoff entering and leaving the site for pre- and post-development conditions;

___ Engineering geology and soils reports as needed for hydrology, hydraulics, and erosion control design;

___ Erosion and sediment control plan and supporting calculations;

___ An engineer's cost estimate of the drainage facilities and final erosion and sediment control when such information is necessary for bonding purposes;

___ Inspection and maintenance agreement;

___ Letters of permission. Off-site grading shall be supported by a dated letter of permission from the affected property owner(s); and

___ A copy of the hydraulic permit application issued by the Washington State Department of Fisheries, if it is required;

___ Prior to the issuance of any building permit, the project owner or applicant must provide proof that there is both a water availability certificate and a sewer availability certificate attached to the subject property.

SUBSECTION 1. TENANT IMPROVEMENT

Permit Submittal Requirements

___ Complete permit application.

___ Legal description.

___ Copy of Washington State contractor's license.

___ Flood development permit (if required).

___ Description of proposed use.

___ Washington Energy Code forms.

___ An electronic copy of plans and drawings.

___ A plan review fee shall be paid at time of plan submittal.

Plans and Drawings

A. Cover sheet.

1. Address of project.
2. Square footage of tenant space.
3. Construction type of building and fire sprinkler information. Any improvements to buildings must be stamped by a licensed Washington State architect, engineer or professional designer.
4. Occupancy group of proposed use.

Floor Plans

A. Complete floor plan of the building where the tenant improvement is located.

1. Scale of plan drawings.
2. Identify adjacent tenants and occupancy group.
3. Show location of exits and exit signs for your tenant space.
4. Show locations of adjacent occupancy separation or demising walls.
5. Show locations (all) area separation walls in the building.
6. Show locations of all shear walls in the tenant space.

B. Scaled floor plan of the new or remodeled area showing:

1. All rooms and spaces (identify), corridors and exits, door and window locations and sizes, plumbing fixtures and mechanical equipment. Clearly identify any structural elements to be removed or altered.
2. Details showing wall and ceiling construction (include seismic bracing detail for suspended ceiling).
3. Provide details for accessible features such as bathroom fixtures, sinks, doors, door hardware, customer service counters, etc.
4. Reflected ceiling plan showing location of exit pathway lighting, exit signs, smoke alarms and detectors, fire sprinklers, and existing and proposed new light fixtures.
5. Elevations, if any exterior improvements are proposed; include all openings and mechanical equipment screening.
6. Details and dimensions of accessibility features such as restrooms and door clearances.

Additional Permits and Information

Depending on the extent or nature of the remodeling project, the following information may be required:

- A. Health department approval – required prior to issuance of any building permit on all projects where food will be served. For further information, contact King County at (206) 296-4600.
- B. Sign permits, plumbing and mechanical permits may be required. Electrical permits may be obtained from the Washington State Department of Labor and Industries at (425) 990-1400.
- C. A city business license is required for anyone who operates or engages in any business within the city of North Bend. A business license application may be obtained from North Bend City Hall. Please contact (425) 888-1211 for more information.
- D. State Energy Code forms may be required for changes to exterior walls and lighting or mechanical equipment.
- E. Required structural drawings and calculations must be prepared and stamped by a licensed Washington State engineer or architect or professional designer.

SUBSECTION 2. SINGLE-FAMILY RESIDENTIAL (NEW/ADDITION/ALTERATION)

Documents and Information

- A. Permit application form.
- B. Energy code forms.
- C. Copy of Washington State contractor's license.
- D. Proof of city of North Bend business license (including all subcontractors).
- E. Geotechnical report (if required).
- F. Flood development permit (if required).
- G. Legal description.
- H. Structural calculations.
- I. A plan check will be required at time of application submittal.

Plans and Drawings

- A. Please submit a copy of electronic plans and/or drawings to include but not be limited to:
 - 1. Title Block. Located on the right-hand margin and provide:
 - a. Project name.
 - b. Drawing title.

c. Name and address of contact or person responsible for drawings.

2. Site Plan.

a. Property Lines. Show the location and dimensions.

b. Easements. Show the location for all existing and proposed utility, drainage, native growth protection and access easements and/or private roads, drawn to scale.

c. Existing and Proposed Structures. Show location, dimension and use of all existing and proposed buildings and structures on the site including distance to property lines.

d. Setbacks. Show front, side and rear yard setbacks.

e. Indicate all existing and proposed retaining structures and/or rockeries. Show maximum heights.

f. Erosion/sedimentation may be included on copies of site plan. Should show how sediment and erosion shall be kept from leaving the building site.

~~g. Landscape plans. Show compliance with the International Wildland Urban Interface Code.~~

3. Floor Plans.

a. Give square footage for each new floor, including decks and garages.

b. Floor Layout. Show arrangement of walls, note proposed use and dimensions of all rooms; show stairs, restrooms, hallways and decks.

c. Windows and Doors. Show location and dimensions of all windows, doors and skylights and indicate opening direction and size.

d. Fixture Location. Show location of hot water heater, heating unit, fans, smoke detectors, bathroom fixtures, mechanical equipment, etc.

e. Outline existing floor area.

4. Elevations.

a. Show elevations from north, south, east and west; provide finished floor level for each floor; show existing and proposed grades; show maximum building height; show maximum site slope as applicable.

b. Roof. Show roof overhangs and chimney clearance from roof. Indicate pitch of roof.

c. Siding. Note exterior siding and roof coverings.

d. Openings. Show doors, windows, skylights, sliders or other types of openable vents in windows.

e. Decks and Porches. Indicate height of guardrails and spacing of intermediate railing. Show rise and run of stairs with handrail grasp dimension and height above nosing of stair tread.

5. Doors and Windows Schedule.

- a. Show door size, type and closure device for doors between the garage and dwelling.
- b. Show window size, opening and direction and size.
- c. Show bedroom egress window location, clear opening size, sill height and type of opening, i.e., slider casement, etc.

6. Foundation.

- a. Foundation Wall. Show foundation plan, shape, all dimensions; include maximum wall height(s) and all connections. Provide typical foundation section at various points around the foundation system.
- b. Posts and Footings. Show location and size of beams, posts, interior footings and their dimensions and connections.
- c. Crawl Spaces. If crawl space is included, show location and size of all vents, access size and location.
- d. Floor Joist. Show floor joist size, spacing, direction, support, connections, blocking, etc.
- e. Engineered Foundation. Stamped engineered plans with calculations are required for nonconventional foundation systems and/or sites with special soils conditions.

7. Roof, Deck and Floor Framing Plans.

- a. Roof, Floor and Deck Joist. Show joist size, spacing, direction, support, connections, blocking, etc.
- b. Show typical roof section with all materials labeled; indicate size and spacing of all members; include all dimensions, venting, insulation, connections.
- c. Show typical foundation and floor section with all materials labeled; show size and spacing of all members; all dimensions; wall thickness, reinforcing bar size and spacing, footing depth below grade, anchor bolt size and spacing, connections between floor diaphragm and foundation, slab thickness, drainage for foundation.
- d. Show all connection details. Including post-beam, post-footing, collar tie, etc.

8. Architectural Cross-Section and Details.

- a. Show cross-section of a typical wall; call-out material types and thicknesses and insulation values. These call-outs may be done on the structural cross-section.

b. Show a cross-section of a typical roof and floor; call-out material types and thicknesses and insulation values. These call-outs may be done on the structural cross-section.

9. Structural Notes.

a. Specify all design load values, including dead, live, snow, wind, lateral and soil-bearing values.

b. Specify minimum design concrete strength, concrete sack mix, and reinforcing bar grade.

c. Specify the grade and species of all framing lumber.

d. Specify all metal connectors, including joist hangers, clips, post caps, post bases, etc.

10. Energy Code Compliance.

a. Show insulation R values in appropriate places on architectural sections, and glazing class of windows and skylights.

11. Fireplace Section.

a. Show a section of the fireplace, including hearth and hearth extension. Include dimensions, materials, clearance from combustibles, height above roof, reinforcing, seismic anchorage and foundation details.

12. Stair Section.

a. Show a section of the stairs; include rise, run, handrail height, and grasp dimensions, distance between any intermediate rails, fire blocking, minimum headroom and landing size. Also specify a minimum one-hour protection for usable space under stairs.

SUBSECTION 3. MECHANICAL

A. Mechanical plans are required for:

1. Multifamily projects over four dwelling units.

2. All commercial kitchen Type I hoods.

3. All rooftop or floor-mounted units over 400 pounds (structural details and calculations are required).

4. All new commercial buildings.

B. Permit Submittal Requirements.

1. Drawings for buildings over 4,000 square feet must be stamped and signed by a licensed Washington State engineer or architect. The name and address of the person responsible for the drawings and the address of the project should be included on the plans.

2. Type of construction and occupancy classification of the building. Identify all fire-rated construction that will be penetrated. Individual smoke/fire dampers must be shown on the plans.
3. Floor, roof and ceiling plans showing the location of all equipment and ductwork.
4. Structural details and calculations are required for all rooftop or floor-mounted units over 400 pounds.
5. Details showing how the unit will be mounted to the curb and how the curb will be mounted to the roof.
6. Equipment schedules for all new equipment.
7. Outside air calculations per Table 3-4 of the Washington State Ventilation and Indoor Air Quality Code.
8. Washington State Nonresidential Energy Code forms.

C. Requirements for Type I Hoods. Complete details of the kitchen ventilation system should be submitted to show compliance with Chapter 5 of the International Mechanical Code. The following checklist should be used as a guide for the information needed to be shown:

1. Type I cooking equipment should be clearly identified on the plans.
2. Kitchen ventilation duct gauge for a Type I hood should be at least No. 16 gauge steel or No. 18 gauge stainless steel. Hoods should be No. 22 gauge steel.
3. Kitchen ventilation duct should slope at least one-quarter inch per lineal foot toward the hood where the duct length does not exceed 75 feet.
4. Cleanout locations should be indicated on the exhaust duct.
5. The kitchen exhaust duct should be enclosed in at least a one-hour shaft (or two-hour shaft in Type I and Type II fire-resistive buildings). The duct enclosure should be sealed around the point of penetration and vented to the exterior at the point of termination. The shaft should be separated from the duct by at least three inches but not more than 12 inches and should serve a single exhaust system.
6. The size of the kitchen exhaust hood and duct, and the fan cubic-feet-per-minute rating, should be provided to allow for review of air quantities and velocities in the duct.
7. Kitchen exhaust outlets should terminate at least two feet above the roof, 10 feet from the property line or any opening into any building, and 10 feet above the adjoining grade level.
8. Plans should show that the kitchen exhaust canopy-type hood extends a minimum of six inches beyond the cooking surface on all open sides.
9. Kitchen exhaust should have make-up air supplied to the room equal to the amount to be exhausted. Make-up air system should be interlocked with the exhaust system.

10. Kitchen exhaust systems should be provided with approved fire-extinguishing equipment.
11. Type I hoods should have clearances from unprotected combustibles of at least 18 inches. This clearance may be reduced to three inches if the combustible construction is protected with material required for one-hour fire-resistive construction.
12. Hoods less than 12 inches from the ceiling should be flashed solid.
13. The lowest edge of the grease filter should not be closer to the cooking surface than the distance specified in Table 5-D (Section 508.5 IMC).
14. Grease filters should be installed at an angle greater than 45 degrees from horizontal.
15. The vertical distance between a canopy-type hood and the cooking surface should not exceed four feet.
16. A compensating hood should extract at least 20 percent of its make-up air from the kitchen area.

SUBSECTION 4. PLUMBING

A. Plumbing plans are required for:

1. Commercial projects with over 10 fixtures.
2. Multifamily projects over four dwelling units.
3. All commercial kitchens for food service (does not include office lunchrooms).
4. Grease traps, grease interceptors, or oil/water separators.

B. Permit Submittal Requirements.

1. Drawings for commercial projects over 4,000 square feet must be stamped and signed by a licensed Washington State engineer or architect. The name and address of the person responsible for the drawings and the address of the project should be included on the plans.
2. Isometric drawings are required for buildings over three stories, commercial kitchens and grocery stores.
3. Line drawings showing all piping (water, gas, waste and vent) materials, sizes and lengths.
4. A fixture schedule showing the number, type and locations of all fixtures.
5. Details showing construction of interceptors, piping supports, firestop penetration systems, etc.
6. Calculations for water meter sizing and DWV fixture units for building drain.

SUBSECTION 5. SIGNS

A. Permit Submittal Requirements.

1. Sign dimensions.
2. Written details on sign materials or a sample of the sign material.
3. Color drawing or photo of each proposed sign.
4. Construction and installation details.
5. A site plan showing the proposed sign location(s) and the location of all other signage on the property. For locations meeting the NBMC 18.20.040 definition of “commercial use, multiple” then only the location of other signage associated with the specific application storefront need be provided.
6. Elevations of the face(s) of the building(s) and the location of the existing and proposed sign(s).
7. A calculation of the square footage of all existing and proposed signage on the site.
8. For signs in the historic district, provide a narrative analysis, along with any supplemental graphic submittals, necessary to demonstrate consistency between the proposed sign(s) and the design standards of the historic district as determined by the King County Landmarks and Historic Commission. Historic district signage must still meet all requirements of the Secretary of State.