

COMMERCIAL APPLICATION CHECKLIST

Form last updated
07/2020

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Our goal is to review your project submittal as quickly as possible. We recognize that this is important to you as well. Since submittal requirements vary depending on the scope of work, we are providing this checklist as a tool to help you prepare a complete submittal package. This will help us accomplish our mutual goal. Please note, incomplete applications will not be accepted.

A **Pre-Application Meeting** is recommended *before* you begin any major design work. The meeting fee includes a 1-hr meeting with all City departments involved in the review process. The fee will be credited towards any permits applied for within 6 months of the meeting. This step can alleviate costly design changes by answering questions prior to the drafting of final building plans for submittal. Did a Pre-Application meeting occur for your project? ☐ No ☐ Yes **PRE**__ -__

Site Address:__ **Parcel No:**__ **Zoning:**__

Applicant Name:__ **Project Name:**__

BLD__ -__

APPLICATIONS

- ☐ [Commercial Building Application](#) – incomplete applications will be rejected.
- ☐ [Plumbing Application](#) – Deferred? Y / N
- ☐ [Mechanical Application](#) – Deferred? Y / N
- ☐ [Fire Application](#) – Deferred? Y / N
- ☐ [Utilities Application](#) for Storm, Water Service, Sanitary Sewer Service, Backflow
- ☐ King County Sewer Metro Form
- ☐ [Sign Application](#) – Deferred? Y / N

FEES

- ☐ Plan Review fee is due upon application. The remaining fees are paid at the time of permit issuance. Building permit fees are calculated based on valuation of the proposed project and/or by square footage (new construction and additions). Permit fees for other applications associated with your project may be required to be completed with the Building Permit.

To obtain a building permit for new commercial construction, additions, or remodels, the following information must be provided to the City of Auburn along with the application(s)
(this checklist is to be verified by the City of Auburn):

DOCUMENTS

☐ **Building Plans – Submit three (3) copies**

Building Plan minimum requirements include:

- ☐ Drawn to ¼" = 1' architectural scale or 1/8" or 1/16" scale for larger buildings.
- ☐ Design criteria to include design loads for ground snow, seismic site class or seismic design category, wind speed, height, stories, floor area, occupancy class if applicable, occupant load and design soil bearing requirements.
- ☐ Elevations on all sides of building. Minimum scale of ¼" per foot or 1/8" or 1/16" scale for larger buildings. All elevations to show footing depth and finished ground.
- ☐ Floor plans, all floors showing both new and existing areas and uses.
- ☐ Foundation plan.
- ☐ Roof plan.
- ☐ Floor framing plan.
- ☐ For multiple-story buildings cross sections and structural details.
- ☐ If project is professionally designed provide structural plans and calculations.
- ☐ Design professional (if applicable) seal to bear original signature.
- ☐ Not to exceed 24x36, unless otherwise approved

☐ **Site plan – Submit three (3) copies**

- ☐ For a change in use for a building or tenant space, a parking schedule is required.

☐ **Vicinity Map**

☐ **Landscape Plan**

(see landscape plan requirements at Auburn City Code (ACC) Section 18.50)

- ☐ A landscape plan has already been submitted to the City and approved as part of the Facility Extension Review (FAC)

GRADING - If your project meets any of the following criteria, a [Grading Permit Application](#) is required prior to or at the time of a building permit application. See [ACC 15.74](#) for exemptions from grading permit requirements.

- ☐ Removal of more than 6 trees per lot or acre.
- ☐ Creation of hard surfaces exceeding 2,000 square feet. Hard surfaces include impervious surfaces and permeable pavements.
- ☐ Excavations exceeding 5 feet or fills exceeding 8 inches in vertical depth and exceeding 500 cubic yards
- ☐ Temporary stock piling of material.
- ☐ Broadcasting of material for landscaping or soil conditioning.
- ☐ Temporary stockpiling, up to 24 months, of organic or inorganic materials used in conjunction with an approved construction project which was not identified in the SEPA process.

☐ **Grading Permit Application Required**

☐ **Grading Permit is not required**

GRA____ - _____

CRITICAL AREAS DETERMINATION – (includes Flood Hazard determination)

☐ **Critical Areas Suspected or known to be on the parcel*:**

- ☐ Geologic Hazard Area (landslide, erosion, seismic, & volcanic)
- ☐ Wildlife Habitat Areas
- ☐ Wetlands
- ☐ Flood Hazard Area
- ☐ Groundwater Protection Area
- ☐ Stream (and River)

☐ **Critical Area Reports completed or required (subject to verification by Planning Staff):**

- ☐ Geologic Hazard Critical Area Report
- ☐ Wetland Critical Area Report
- ☐ Base Flood Elevation Certificate
- ☐ Other Critical Area Report (please specify): _____

☐ **Critical Area (Wetland or Stream) Mitigation Plan is provided, if relevant**

PUBLIC FACILITIES

Does the project require extension of public facilities (water, sewer, storm, streets)?

- ☐ **Yes**, a Facility Extension is required and submitted
- ☐ **No**, a Facility Extension is not required.

FAC____ - _____

Are utility services (Water and/or Sewer) being provided by another agency?

- ☐ **Yes**, Other Agency Certification is required and is being submitted with the building permit application. The City of Auburn serves the majority of properties located within the city limits. In the case that another sewer or water district (such as Lakehaven or Bonney Lake) serves the subject property, an availability certificate must be obtained from the district and accompany the building permit application to the City.
- ☐ **No**, the Other Agency Certification is not required.

Is an Availability Certificate required?

- ☐ **Yes**, an Availability Certificate is attached from the following provider(s):
- ☐ **No**

Is the property proposed to be served for sewer using an on-site septic system?

- ☐ **Yes**, Health Department Approval is attached from: ☐ King ☐ Pierce
- ☐ **No**

Is the property proposed to be served for water by a private well?

- ☐ **Yes**, a copy of the recorded well covenant is attached.
- ☐ **No**

UTILITY PERMIT APPLICATION (storm system is shown on site or Facility extension plans)

The storm permit is issued with the Building Permit. The storm system must be shown on the building plans unless a facility extension (FAC) is required for the project then, the storm system must be shown on the FAC plans. **STM**____ - _____

If your project disturbs 1 acre or more of land, a Department of Ecology (DOE) Stormwater NPDES General Permit is required, see the handout "Focus on Construction Stormwater General Permit" for more information.

- ☐ **DOE Construction Stormwater General Permit** has been applied for and a copy of the final permit will be required to be provided to the City prior to issuance of the building permit.

STREET IMPROVEMENTS

- ☐ If the project requires public street improvements, is a traffic analysis required?
- ☐ Yes, and is attached
 - ☐ No

If a Facility Extension application is not required, does the proposed work include the construction of new driveways, sidewalks or curbing?

- ☐ Yes, a Special Permit is required and applied for: **SPC**____ - _____
- ☐ No

If a Facility Extension application is not required, does the proposed work involve impacts to the City's right-of-way beyond those covered by a Special Permit above?

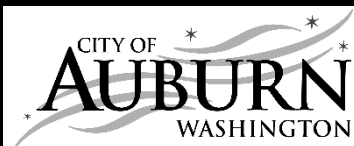
- ☐ Yes, an Excavation Permit is required and applied for: **EXC**____ - _____
- ☐ No

TEMPORARY EROSION CONTROL FOR SMALL SITES

- ☐ The applicant has been provided with the City's handout, if applicable.

FOR OFFICE USE ONLY:

- ☐ This checklist has been reviewed and **accepted** by: _____ Date: _____
- ☐ This checklist is deemed **incomplete** by: _____ Date: _____



CODE & DESIGN REQUIREMENTS

Updated
JAN 2021

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1 E Main St

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25 W Main St
Auburn, WA 98001-4998

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NATIONAL CODES

2018 International Building Code (IBC)
2018 International Residential Code (IRC)
2018 International Mechanical Code (IMC)
2018 International Fuel Gas Code (IFGC)
2018 International Fire Code (IFC)
2018 National Fuel Gas Code (NFPA 54)
2018 Uniform Plumbing Code (UPC)
2009 Accessible & Usable Buildings & Facilities (ICC/ANSI A117.1)
2018 International Energy Conservation Code with WA State Amendments
2018 International Swimming Pool and Spa Code
2018 International Existing Building Code
2018 International Green Construction Code

WASHINGTON STATE AMENDMENTS

WAC 51-50 WA State Building Code (IBC)
WAC 51-51 WA State Building Code (IRC)
WAC 51-52 WA State Mechanical Code (IMC)
WAC 51-54A WA State Fire Code (IFC)
WAC 51-56 WA State Plumbing Code & Standards (UPC)
WAC 51-11C & 51-11R State Building Code adoption and amendment of the 2018 edition if the International Energy Conservation code, Commercial/Residential

AUBURN DESIGN REQUIREMENTS

Design Wind Speed

Risk Category II Buildings 110 mph – 3 second gust
Risk Categories I, II, & IV – see Risk Category Figures, Chapter 16 of the International Building Code

Ground Snow Load 25psf (snow drift per ASCE 7-10)

Rain on Snow Surcharge 5psf added to flat roofs per (ASCE7-10, Sect. 7.10)

Seismic Design Category D (D2 Residential)

Rainfall 1"/hr (UPC Table D101.1)

Frost Line Depth 12"

Soil Bearing Capacity 1,000 psf on the valley floor
1,500 psf on the hillside
Unless a Geotech Report is provided (IBC Table 1806.2)

AUBURN LOCAL AMENDMENTS & REGULATIONS

City of Auburn Municipal Code Title 15 Buildings and Construction

Chapter 15.06 – International Codes

Chapter 15.08A – Building Code

Chapter 15.28 – Electrical Code

Chapter 15.36A – Fire Code

Chapter 15.48 – Moving Buildings

Chapter 15.74 – Land Clearing, Filling & Grading

Auburn Zoning Code

VRFA Fire Department Standards

Auburn Public Works Standard Details

Note: For Electrical, please consult WA State Labor and Industries: 206-835-1000

Note: Proposed work on steep slopes requires a geotechnical report and may require additional design considerations