



Development Services Division
1055 S. Grady Way
Renton, WA 98057
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www.rentonwa.gov

SUBMITTAL REQUIREMENTS COMMERCIAL/MULTI-FAMILY

COMMERCIAL, INDUSTRIAL, AND MULTI-FAMILY NEW CONSTRUCTION AND ADDITIONS

THE APPLICANT SHALL SUBMIT AN ELECTRONIC COPY OF THE COMPLETE SET OF PLANS ACCORDING TO [RENTON FILE STANDARDS](#) FOR ANY STRUCTURE OR ADDITION. SUBMITTED PLANS SHOULD BE A BUILDABLE SET OF DOCUMENTS.

DUE TO THE CLOSURE OF CITY HALL TO THE PUBLIC WE ARE CURRENTLY USING A FILE SHARING SERVICE TO ACCEPT APPLICATIONS ELECTRONICALLY. EMAIL PERMITTECH@RENTONWA.GOV WITH THE FOLLOWING INFORMATION:

- APPLICATION TYPE
- ADDRESS OF PROPOSED WORK
- PROJECT NAME

YOU WILL BE PROVIDED WITH A LINK TO A WEBPAGE FOR YOUR APPLICATION MATERIALS.

COMPLETE BUILDING PERMIT SUBMITTAL FOR EACH BUILDING SHALL INCLUDE:

- 1. **Land Use approval and Construction Permit Intake Approval** from Development Engineering.
- 2. Completed Building Permit Application for Commercial/Multi-Family.
- 3. The applicant shall submit an electronic copy of the complete set of plans on a USB flashdrive according to Renton [Electronic File Standards](#) containing site plan, architectural, structural, mechanical, electrical, sprinkler plans. Also include landscaping plan and civil plans (containing water, off-site improvements, sanitary sewer, storm sewer, and TESCP). Provide **separate files** on the flash drive for **reports** such as: structural calculations, geotechnical report, wetland report, storm drainage analysis (TIR), fill source statement, special inspection form.
- 4. NREC Energy code checklist required for non-residential buildings. For multi-family projects provide residential energy code checklist and exterior power lighting budget. Use **2015 Washington State Energy Code**.
- 5. Additional studies for properties located in or near critical areas (wetlands, steep slopes, creeks, etc.) may be required. An environmental impact checklist may also be required. If this process is completed or under way, include City project number _____.

THE SITE PLAN SHALL CLEARLY SHOW THE FOLLOWING:

1. Scale and north arrow.

2. Location, identification and dimensions of all buildings, property lines, streets, alleys and easements. Indicate condition of all public right-of-ways and submit verification of rights to use easements.
3. Off-street parking layouts and driveways showing circulation and paving.
4. Show new and existing curbs, gutters, sidewalks, street paving, storm drainage, and submit storm drainage calculations.
5. Show fire hydrant locations (new and existing) within 300 feet of building.
6. Show lighting and sign standards (new and existing).
7. Location of garbage containers and recycling collection center.
8. Grading plan required, showing proposed and existing contours and elevations of site.

**GENERAL NOTES MUST INCLUDE THE FOLLOWING:
(PREFERABLY ON COVER SHEET)**

1. The full name of the project.
2. The name, address and telephone number of owner and agent(s).
3. The area, in square feet or acres, of the project site.
4. The existing zoning of the project site.
5. The seismic design category of the project site.
6. The floor, roof and wind design loads.
7. The proposed use of the building(s) – if a multi-family dwelling, indicate number of units.
8. The IBC designation of occupancy group.
9. The IBC type of construction of proposed building(s).
10. The area of each building in square feet.
11. The occupancy load (maximum capacity) of each building.
12. 2015 WSEC/NREC Energy Information.

LANDSCAPE PLAN, (DETAILED):

Drawn to the same scale as the project site plan WITH ALL OF THE FOLLOWING:

1. Date, graphic scale, and north arrow
2. Location of proposed buildings, property lines, walks, parking areas, and access, and existing buildings to remain.
3. Names and locations of abutting streets and public improvements, including easements.
4. Existing and proposed contours at five-foot (5') intervals or less.
5. Detailed grading plan.
6. Location and dimensions of planting areas (the width of a landscaping area when curbed shall be measured from inside to inside of the curbs).
7. Location and height for proposed berming.
8. Locations, elevations, and details for any proposed landscape-related structures such as arbors, gazebos, fencing, etc.

9. Location, size, spacing and names of existing and proposed shrubs, trees, ground covers, and decorative rockery or like landscape improvements in relationship to proposed and existing utilities.
10. Names of existing and proposed vegetation.
11. Detailed planting plan (soil mix, planting depth and width, and bark mulch depth).

**NOTES – PLANS WILL NOT BE ACCEPTED FOR
A PERMIT WITHOUT THE FOREGOING INFORMATION.**

- ** After each section has approved the proposed construction, the required permits will be issued and the builder's copy of the approved plan turned over to the applicant. THE BUILDER'S COPY MUST BE AVAILABLE TO INSPECTORS AT THE JOB SITE AT ALL TIMES.
 - ** Separate permits are required for, but not limited to, plumbing, electrical, septic tanks, signs, refrigeration equipment, sewer hook-ups and off-site improvements, such as sidewalks, curbs and gutters, water mains, curb cuts for driveways, storm drainage, street lighting and street signs.
 - ** The Building Inspection/Permits Section will be responsible for the inspection and enforcement of requirements of building, plumbing, heating, electrical, occupancy, fire resistive construction, parking, signs and any other building requirements not specifically provided for below.
 - ** The Fire Department will be responsible for the inspection and enforcement of requirements for fire alarm systems, fire extinguishing systems, fire hydrants, fire lane access and fire exits.
 - ** The Public Works Inspection/Permits Section will be responsible for the inspection and enforcement of requirements for grade and drainage, curbs, gutters, sidewalks, access and egress from parking areas, water service, sanitary sewers, sidesewers, storm drainage, street lighting, and street signs.
 - ** No new oil heating systems will be allowed in the aquifer protection areas.
 - ** A Certificate of Occupancy will not be issued until all departments have given final approval.
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APPLICATION ACCEPTED BY: _____

DATE: _____