



Development Services Division  
1055 S. Grady Way  
Renton, WA 98057  
(425) 430-7200  
www.rentonwa.gov

# SUBMITTAL REQUIREMENTS

## VAULTS AND WALLS

**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](mailto: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.**

1. Completed Building Permit Application
2. A complete set of engineered plans, including site plans.
3. Where specifications supplement the construction drawings, include a separate files for structural details, elevations and civil plans.
4. Stress/structural calculations, if applicable.
5. Geotechnical report, if applicable.
6. Special Inspection Authorization Form. (See attached.)

**THE SITE PLAN SHALL CLEARLY SHOW THE FOLLOWING:**

1. Scale (1" = 20' or 1" = 40') 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 right to use easements.
3. Location of wall or vault and distance to all buildings, property lines, streets, alleys and easements.

**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 (D).
6. Structural design criteria.
7. The IBC designation of occupancy group (U - 1).



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# SPECIAL INSPECTION AUTHORIZATION FORM

Project Name: \_\_\_\_\_

Address: \_\_\_\_\_

Responsibility under Section 109 of the International Building Code (IBC) for selection of a testing laboratory lies with the owner or his agent (architect or structural engineer of record).

The following have been or will be contracted with to perform all SPECIAL INSPECTIONS required per Chapter 17, IBC and the Renton Building Department.

- Structural Considerations

Testing Agency: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

- Geotechnical Considerations Per Soils Report

Geotechnical Engineer of Record: \_\_\_\_\_

Testing Agency: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

We understand that these assignments cannot be changed (transferred) once the building permit has been issued without the approval of the Building Official.

The completed form must be returned to the City of Renton Plans Examiner prior to issuance of the Building Permit.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Owner/Authorized Agent

\_\_\_\_\_  
Date