



# CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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## COMMERCIAL / MULTI-FAMILY SUBMITTAL CHECKLIST

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### ALL SUBMITTALS **MUST** BE COMPLETE

- Building Permit Application**, and applicable **plan check fee**
- Development plans** – described fully on following pages  
(Site Plan, Building Plans, Civil Plans, Landscape Plans)
- Design Review submittal**, conforming to the standards in SMC 14.225 and 14.230
- Structural calculations** and lateral analysis – *2 copies*
- Engineered **Water Model** indicating fire flow – *2 copies*
- Geotechnical Report** from a licensed Geotechnical Engineer – *5 copies*
- Copy of **Energy Code Compliance** worksheets (WSEC) – *2 copies*
- Technical Information Report (TIR)** – *2 copies*  
Comprehensive drainage report containing all technical information and analysis necessary to develop the drainage plans.
- Traffic Impact Analysis (TIA)** – *2 copies*  
Required for developments creating 3 or more pm peak hour trips. Documentation of acceptance of the standard traffic generation count shown in the ITE manual may also be accepted.
- Cost Estimate**  
Developer shall provide a detailed cost estimate to the City, prepared by the contractor or a civil engineer licensed within the State of Washington, for the cost of improvements based on the approved plans. The estimate shall itemize descriptions, quantities, and unit costs.
- Supporting information**, as required:
  - Survey
  - Right-of-Way Disturbance Permit
  - Water and Sewer Applications
  - Code Analysis
  - SEPA checklist (*3 copies*)
  - Pre-Application Review staff comments (*4 copies*)
  - Approved Land Use Decision (*2 copies*)
  - Storm Water Pollution Prevention Plan (SWPPP) (*2 copies*)

### ADDITIONAL INFORMATION, IF APPLICABLE:

- If joint use parking is being proposed, explain property uses and proposed parking to share. Provide one (1) written contract with cooperating landowners showing the provision of adequate off-street parking.
- Name, address, and phone number of the lending office administering the interim construction financing, if any; or the name, address, and phone number of the firm that has issued a payment bond, if any, on behalf of the prime contractor for the protection of the owner, if the bond is for an amount not less than 150% of the total amount of the construction project (RCW 19.27.095).

**5 sets of Site Plan** – drawn to 1" = 20' or 40' scale

Must include the following:

- Graphic scale, North arrow, Vicinity map, name/contact information of preparer, applicant and owner
- Property address, 14-digit property tax number, legal description, site acreage
- All property lines, easements, site dimensions, setbacks, and rights-of-way
- Dimensions of all existing and proposed buildings
- Parking layout, locations, lighting, and ADA compliance, when applicable
- Building and lot corner elevations, and existing contours (5' max. intervals)
- Finished site grade elevation – include slope percentage for drainage
- Finished floor elevation at main floor
- Grades for sewer from structure to sewer main
- Natural grade elevations at midpoint of each building wall, supplied by a licensed land surveyor
- Driveway and parking lot profile showing the percent of elevation change from the sidewalk to the garage floor. Include any transitions.
- Driveway information for existing and proposed driveway, including the location and width of the existing driveway, and/or depressed curb elevation at center line of proposed driveway
- Location of utility services – gas, water, sewer, power, telephone, septic, underground storage tanks
- All required street and utility improvements – curb, gutter, sidewalks, driveways
- Existing and proposed public and private streets surrounding and within the property, existing edge of pavement, center of right-of-way to abutting property
- Location and method of proposed sewer connection, water meter, roof drain connection to the existing storm drain, location of the foundation drain with point of disposal indicated
- Location of existing or planned fire hydrants and planned water mains (if installing)
- Surface waters within 200 feet of the property (streams, ponds, ditches, wetlands & buffers, etc.)
- Natural drainage ways, method of drainage for surface water run-off and downspout discharge
- Retaining walls over 4 feet in height (structural review and separate permit required)

**3 sets of Building plans** – drawn to 1/4" = 1' or larger scale

*Must be designed by a licensed registered Architect, and the drawings shall be sealed by the Architect, unless otherwise indicated by the Building/Fire Official. Must submit floor plans for EACH floor, including basement*

Must include the following:

- Name and address of Engineer and Architect
- Building Elevations
- Gross floor area for each separated use
- Location of all walls and partitions, door and window sizes
- Dimensions and proposed uses of each room in the building
  - If laboratory, chemical or other hazardous materials usage, provide a list of chemicals, quantities, hazard classifications, and hazardous processes (i.e., dispensing, distillation, etc.). Indicate type and height of storage method, and provide a Hazardous Materials Inventory Statement if determined applicable during the Pre-Application conference.
- Beam, header, girders, columns, and post sizes
- Location of all permanently installed equipment such as plumbing fixtures, water heaters, furnaces, and appliances (indicate various fuels that appliances will use)
- Direction, size, and spacing of all floor and ceiling frame members
- Floor and wall assemblies
- Building section showing details of footings through roof
- Stairways, handrails, guardrail and rails
- Listed design rated ceiling and wall assemblies

- 5 sets of Civil Plans** – drawn to 1" = 20' or 40' scale  
 Include duplicate copies of all standard City of Snohomish drawings referenced on the plan and in the note  
*See Engineering Standards Manual for required drawings*  
 Must include the following:
  - Title sheet with Vicinity Map, index map, title of development, property address, 14-digit property tax number, site acreage
  - Site topographic and horizontal control plan per requirement, if any
  - Temporary Erosion & Sedimentation Control Plan (TESCP)
  - Grading plan
  - Street Improvement Plan, including frontage improvements.  
 Separate cross section work sheets required for all new street construction and frontage improvements. Distance between cross section locations shall be typically at 50ft. stations, or as determined by Public Works
  - Storm Drainage/Detention Plan/Profile (Drainage & Street plans may be combined)
  - Sanitary Sewer Plan/Profile
  - Water System Plan/Profile
  - Composite Utility Plan
  - Parking lot lighting plan (may combine with Site Plan)
  
- 3 sets of Landscape plans**
  - Species, size, placement, irrigation, planting and staking details for all proposed vegetation and site improvements
  - Location of all existing trees over six inches in diameter with the exception of alders and cottonwoods
  - Provide tree species and diameter – note trees to be removed, and trees to be retained
  - Location of existing and proposed parking stalls
  - Irrigation lines and heads with GPM and backflow protection

COMMERCIAL PROJECT							
<b>Type of construction</b>	<input type="checkbox"/> I	<input type="checkbox"/> II	<input type="checkbox"/> III	<input type="checkbox"/> IV	<input type="checkbox"/> V	<input type="checkbox"/> Type A	<input type="checkbox"/> Type B
<b>Occupancy</b>					<b>Total Sq. Ft.</b>		
<input type="checkbox"/> Shell Only				<input type="checkbox"/> Complete Building			

MULTI-FAMILY PROJECT							
<b>Type of construction</b>	<input type="checkbox"/> I	<input type="checkbox"/> II	<input type="checkbox"/> III	<input type="checkbox"/> IV	<input type="checkbox"/> V	<input type="checkbox"/> Type A	<input type="checkbox"/> Type B
<b>Occupancy</b>							
<b>Living Area:</b>			<b>Deck:</b>			<b>Garage:</b>	
<b>Carpport:</b>			<b>Basement:</b>			<b>Unfinished Basement:</b>	
Square footage							
<b>1<sup>st</sup> Floor</b>			<b>2<sup>nd</sup> Floor</b>			<b>3<sup>rd</sup> Floor</b>	

<b>CHECKED IN BY:</b>	<b>DATE STAMP</b>
<b>DATE:</b>	