



CITY OF LYNDEN

PLANNING AND COMMUNITY DEVELOPMENT
DEPARTMENT (360) 354-5532

Building Permit #: _____
Office Use Only

Commercial and Multi Family Building Permit Submittal Checklist

Date: _____ Project Name: _____

Site Address: _____

- Commercial & Multi-family building permit applications can be submitted to the City of Lynden Planning and Community Development Department. All zoning approvals must be approved prior to submittal.
- Please verify that all minimum requirements have been met and are included with the permit submittal. Deposit fees must be paid prior to review. Storm and civil plan review fees will be charged separately. **Incomplete submittals will not be accepted.**
- Checklist must be completed by the project's licensed design professional of record (or applicant if design professional not required) and submitted with the application.

SUBMITTAL REQUIREMENTS: Minimum size plans 24" x 36" with a 1/4" per foot scale	Provided
Application: Provide complete Commercial or Multi-Family Building Permit Applications and all associated paperwork. Fees must be paid at time of submittal.	
Engineering / Structural Calculations: Calculations and plans must be stamped and signed by a Washington State licensed engineer.	
Washington State Energy Code Compliance Forms.	
Environmental (if required): <input type="checkbox"/> Fill and Grade Permit <input type="checkbox"/> SEPA Checklist <input type="checkbox"/> CAO Report	
Geotech Letter of Intent for Special Inspection per IBC 1704.2.3.	
Whatcom County Health Department: (WCHD) signed copies of all plan sets for any building where food is prepared, manufactured or stored, and for all day care facilities. Note: Submit plans to WCHD prior to City submittal.	

SUBMITTAL REQUIREMENTS: (Continued):	Provided
<p>Site specific fire flow at hydrants letter from the City of Lynden Fire Department; Include static pressure if sprinklers are to be installed.</p>	
<p>Planning & Zoning Approval: i.e. Conditional Use Permit (CUP), and/or other approval documents.</p>	
<p>Modifications: Any modifications to the code, alternative materials, methods, design of construction or equipment, approved and signed by the Building Official, and where applicable to the Fire Marshal.</p>	
<p>Design Review Board Approval (If required): Submittal must include approved site plan, parking plan, landscape plan and lighting plan. Plans will not be accepted without Board approval.</p>	
<p>Easements: Include recorded documentation of any access or utility easements, shared parking agreements etc.</p>	
<p>Project Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Land Use Zoning Category: _____. <input type="checkbox"/> Vicinity Map showing location of property and street names. <input type="checkbox"/> Code Analysis / Scope of Work / Drawing Index / Deferred Submittals. <input type="checkbox"/> Building Data on front sheet of plans to include, code year, occupancy group's, construction type's, floor areas, building total floor area, building height, fire suppression system (specify NFPA code applicable), fire alarm or smoke control system, for daycares the number of children 2.5 years of age or less and the number of children older than 2.5 years of age. 	
MINIMUM SITE PLAN SUBMITTAL REQUIREMENTS:	Provided
<ul style="list-style-type: none"> <input type="checkbox"/> Site plan: Identify the following: Street names, new & existing building locations, include dimensions from building to property lines, water mains and underground fire supply mains, sewer mains & utilities, critical areas, contour lines, easements, and curb cuts. <input type="checkbox"/> Site plan clearly designating “Fire Department Access Roadways” including connecting public streets. <input type="checkbox"/> If applicable, site plan must show Fire Apparatus turnaround location. <input type="checkbox"/> Site plan showing topography at 1’ intervals (Include contour lines with elevation designation at grade changes). <input type="checkbox"/> Site plan designating fire hydrants (new and existing). <input type="checkbox"/> Site plan showing parking stalls with dimensions, number of spaces, ADA parking and accessible route, proposed charging stations, sidewalks, ramps w/ details, and at grade mechanical equipment. 	

ARCHITECTURAL / LIFE SAFETY PLANS:	Provided
<ul style="list-style-type: none"> <input type="checkbox"/> Dimensioned floor plans labeling usage and square footage of all rooms, travel distance to exits (e.g. for daycares the rooms used by children 2.5 years of age or less and the rooms where the children will be sleeping) and rated walls (e.g. fire walls, fire partitions, fire barriers, egress travel distance, accessibility route, smoke barriers, smoke partitions). <input type="checkbox"/> Roof plans, elevations & wall section(s) listing insulation values. <input type="checkbox"/> Ceiling details (hard lid or suspended ceiling) and/or draft stops. <input type="checkbox"/> Door and window schedule (including hardware). <input type="checkbox"/> Fire resistive assembly details & penetration requirements. <input type="checkbox"/> Stair enclosure and shaft construction details. <input type="checkbox"/> Stair details showing tread, riser, handrails, & guard requirements. <input type="checkbox"/> Required plumbing fixtures (toilets, lavatories, service sink, drinking fountain). <input type="checkbox"/> Standpipe locations. <input type="checkbox"/> Fire sprinkler riser locations. <input type="checkbox"/> Fire pump / riser room & reservoir location. <input type="checkbox"/> Fire no pump / riser room (rated walls/ceilings, floor drains, ventilation). <input type="checkbox"/> Smoke & heat vent locations and dimensions. <input type="checkbox"/> Emergency generator & fuel tank location. <input type="checkbox"/> Backflow Protection. <input type="checkbox"/> Post Indicator Valve (PIV). <input type="checkbox"/> Fire Department Connection (FDC). <input type="checkbox"/> Standby and emergency power source. <input type="checkbox"/> Exit signs and emergency lighting (interior & exterior) locations. <input type="checkbox"/> Portable fire extinguisher locations. <input type="checkbox"/> Smoke alarms & carbon monoxide detection locations in all rooms. <input type="checkbox"/> Medical gas rooms, construction, ventilation, gas names and quantities. 	
STRUCTURAL PLAN REQUIREMENTS:	Provided
<ul style="list-style-type: none"> <input type="checkbox"/> Specify design loads and material specifications. <input type="checkbox"/> Identify required special inspections on plans. <input type="checkbox"/> List deferred items on plans. <input type="checkbox"/> Foundation plans & details (including reinforcements). <input type="checkbox"/> Wall framing & bracing details. <input type="checkbox"/> Structural building sections. <input type="checkbox"/> Floor framing plans & details. <input type="checkbox"/> Roof framing plans & details. 	
ACCESSIBILITY INSIDE THE BUILDING:	Provided
<ul style="list-style-type: none"> <input type="checkbox"/> Interior ramps, maneuvering clearances, doors & passages. <input type="checkbox"/> Floor plan with fixture locations / dimensions and elevations: restroom fixtures, counter heights, sinks, and public amenities with required dimensions. 	

ENERGY CODE COMPLIANCE:	Provided
<input type="checkbox"/> Building Envelope Compliance (Including: insulation materials, fenestration u-factors, area-weighted u-factor and air barrier details). <input type="checkbox"/> Lighting Compliance (Including: Light fixture schedule, lighting controls plan, wattage narrative and location of all daylight zones). <input type="checkbox"/> Mechanical Compliance (Including: system design criteria, equipment schedule and efficiencies, and load calculations). <input type="checkbox"/> Heating & Cooling Load Calculations printed on plans. <input type="checkbox"/> Additional Efficiency Package Options printed on plans.	
MECHANICAL PLANS: (unless designated a shell and core only permit):	Provided
<input type="checkbox"/> Mechanical equipment schedule including designed CFM of outside air. <input type="checkbox"/> Supply and return duct locations with designed CFM of air flow. <input type="checkbox"/> Fire and smoke damper locations , ratings and listed assemblies. <input type="checkbox"/> Kitchen exhaust hoods, ducts, locations & details (specify grease duct enclosure rated shaft or duct wrap). <input type="checkbox"/> Kitchen equipment plan and schedule. <input type="checkbox"/> Exhaust fan locations , CFM, restroom(s), dryer exhaust, duct locations & sizes. <input type="checkbox"/> Medium and low-pressure gas piping sizes & locations. <input type="checkbox"/> Access to mechanical equipment on roof.	
PLUMBING PLANS: (unless designated a shell and core only permit)	Provided
<input type="checkbox"/> Backflow protection noted. <input type="checkbox"/> Domestic water line locations & sizes from meter to and throughout building. <input type="checkbox"/> Flammable liquids and/or grease interceptor details. <input type="checkbox"/> Sanitary waste lines with venting and segregated grease lines – note all sizes from sewer main to and throughout the building. <input type="checkbox"/> Kitchen pretreatment equipment including point source grease abatement details. <input type="checkbox"/> Roof drain and overflow drain line locations and sizing. <input type="checkbox"/> Water heater details. <input type="checkbox"/> Plumbing fixture schedule . <input type="checkbox"/> Medical gas piping sizes & locations.	

OWNER / AUTHORIZED AGENT: _____ **Date:** _____

I am the owner of the property described above or am authorized by the owner to sign and submit this application. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete, and correct. I also acknowledge that by signing the application I am the responsible party to receive all correspondence from the City regarding this project including, but not limited to, expiration notifications. If, at any point during the review or inspection process, I am no longer the Applicant for this project, it is my responsibility to update this information with the City in writing in a timely manner.