



COMMERCIAL CONSTRUCTION SUBMITTAL CHECKLIST

You may apply for a commercial building permit [online](#). Once you have registered for an account, login and select apply, then select the type of permit for which you are applying and follow the prompts. If you need assistance, please contact us at (509)942-7794 or permittech@ci.richland.wa.us.

All applicable submittal documents listed below will need to be attached to your online application to be considered a complete application. All attachments must be in PDF format.

- Architectural Plans
- Structural Engineering Plans
- Structural Engineering Calculations
- Metal Building Plans (if applicable)
- Metal Building Calculations (if applicable)
- Civil Plans
- Plumbing Plans
- Mechanical Plans
- Electrical Plans
- Landscape Plans
- [Commercial Plan Review Worksheet](#) (required for all projects involving an engineer or architect)
- Truss information – to include reactions, profiles and truss layout
- Floor Joist – plans and specs for engineered floor systems.
- Geotechnical Engineering
- WSEC Compliance Forms – Requires submittal of 3rd party review of Energy Credits by a licensed Mechanical Engineer for all new commercial and substantial tenant improvements.
- Project Manual (if applicable)
- [Public Infrastructure Cost Estimating Tool](#) (required for projects involving public infrastructure)
- [Public Infrastructure Right-of-Way Application](#) (required for projects involving public infrastructure)
- Storm Drainage Calculations (Required if site contains 1,000 s.f. of new asphalt, and/or contains 30% or more impervious surfaces.)
- State Construction Stormwater General Permit or a documented Erosivity Waiver
- [Benton County Clean Air](#) Proof of Contact – [soil destabilization](#) and/or [asbestos abatement](#)
- Benton-Franklin District Health Dept. Food Service approval letter (if applicable)
- Elevation Certificate (if applicable)
- Copy of well log & Water Availability form (if applicable)
- Copy of approved septic system permit (if applicable)
- Badger Mountain South MACR Level 1 – only applicable to projects being built in Badger Mountain South
- SEPA – projects requiring submittal of a [SEPA Checklist](#) will require a separate online Planning application; under Plans, apply for the Environmental Determination.
- Fire Sprinkler, Fire Alarm, or Commercial Hood Suppression systems require a separate Fire permit application; under Fire, select the appropriate Fire application. This includes new systems or modifications to existing systems.



SITE PLAN – Buildings >4000 s.f. require an architect or engineer's stamp on all submitted drawings.

- Dimensions of lot, north arrow, and dimensions locating proposed and existing buildings. All items shall be clearly labeled, and site plan shall be at an Engineers scale (no Architect scale).
- All water/sewer connections; locations of electrical meter base, fire hydrants-both proposed and existing within 500', fire lanes & turnarounds, underground fire lines, outside control valves, fire department connections and the location of the sprinkler riser.
- Location and width of new approaches, showing all streets, street names, and street right-of-way widths.
- Location and size of required parking spaces, including aisleway widths, arrows, markings for h'cap accessible spaces, curb cut details for h'cap approaches.
- Location of all existing and proposed fencing.
- Show grading and final elevations of site civil infrastructure.
- Show all existing and proposed public and private infrastructure: water, sewer, electrical, drainage, CATV, phone and gas utility lines, equipment and easements.
- Show drainage and grading of all areas (most grading and drainage plans must be prepared by a licensed civil engineer). If site contains at least 1,000 s.f. of new asphalt, and/or contains 30% or more impervious surfaces, storm drainage calculations are required.
- State Construction Stormwater General Permit or a documented Erosivity Waiver, when required. Building permit application will be considered incomplete if not included (if applicable). See either the State Dep't of Ecology webpage, or City of Richland Stormwater Utility webpage for requirements.
- Total square footage of the entire property and the total square footage of impervious surfaces; including, but not limited to: the proposed building, any concrete or asphalt paving, sidewalks, and roof surface, etc. Information may be in table form on the cover sheet or on site plan.
- Show landscaping; location, size, and description of plantings.
- Dumpster location, if installing.
- Location of Commercial Mailbox Unit (CBU).
- If your project involves significant work within the public right-of-way, or if it involves any modification to or installation of any public infrastructure, plans by a civil engineer will be required. All plans involving the modification or installation of public infrastructure shall be on 24 "x 36" paper.
- Submittal of civil plans involving public infrastructure shall be accompanied by a [Public Infrastructure Cost Estimating Tool](#) and a [Right-of-Way Construction](#) Application and Submittal Checklist.

EXTERIOR ELEVATIONS

- Roof pitch (4/12, 8/12, etc.); roofing type by size/weight.
- Locations of windows and doors, noting sizes.
- Finished floor level; finished grade at exterior.
- Exterior finishes by note and specifications.

FLOOR PLAN(s)

- Floor plan of each level labeling room uses and sizes, and square footage data for each floor level. Buildings >4000 s.f. require an architect or engineer's stamp on all submitted drawings.
- If you plan an addition, submit a plan of rooms in existing areas adjacent to the addition.
- Direction and size of all ceiling/roof framing members. If the project proposes pre-manufactured trusses, the layout of the trusses must be shown.

- Windows noted by size, type (fixed, 1/2 sliding, etc.), frame type, with NFRC U-values and SHGC values (either noted or on a schedule).
- Doors noted by size, type, frame type, and door hardware noted or shown on schedule.
- Ceiling heights; heights and locations of soffits.
- Location of all bearing and non-bearing walls, including fire wall(s); wall materials explained by note or in detail.
- Projects >one tenant, individual addressing shall be shown for current/proposed tenant(s) or apartment(s).

FOUNDATION PLAN

- Location and size of all independent footings/piers.
- Structural floor plan, if required, showing direction and size of all floor joists, girders, and posts.
- Plans and specifications for pre-eng'd floors.

DETAILS AND SECTIONS

- Sections through exterior walls showing details of construction from footing to highest point of roof, and designating all materials and members by size, type, grade, thickness, spacing, and finishes.
- Sections through stem walls, thickened slab footings, and grade beams indicating reinforcing.
- Roof framing details showing all critical connections.
- Sections and connection details of all critical construction points or special structural items.
- Details to show accessibility; restroom details, ramp and handrail details.
- Stair cross-section; tread widths & riser heights.
- Fire assemblies detailed to show all materials, penetration provisions, and extensions through ceiling.

MECHANICAL PLAN (may be shown on floor plan):

- Show layout of entire mechanical system, all duct work and/or piping with insulation and sizes, and notes or schedules of all mechanical units with their sizes, capacities, electrical requirements, efficiency ratings, economizers, fan horsepower, and controls. Mechanical plans must also show ventilation design per applicable codes.
- Show all fire and/or smoke dampers, if applicable.

ELECTRICAL PLAN (may be shown on floor plan):

- Lighting fixture layout, with lamp type and size noted or shown in fixture schedule(s), and switching layout for lighting; show proposed exterior lighting.
- Show all electrical load data identified by type of load (motors, HVAC, lighting, receptacles, etc.) and size of load in volt-amperes. Each panel schedule shall show the total connected electrical load with the estimated load and appropriate demand factors applied the loads.
- Floor plan showing location of utility transformer and metering, service equipment and electrical panels.
- Electrical one-line diagram or a riser diagram showing the serving utility equipment, service equipment and all electrical panels identifying equipment sizes, capacities, cable size, fault duty and voltages.

PLUMBING SYSTEM (may be shown on floor plan) – the following items **SHALL NOT** be deferred:

- All plumbing fixtures, piping materials, sizes, and slopes, either on a plan or by specification.
- Connection points to utilities, septic tanks, sewer systems, and water wells, if applicable.