



## Permit Center

210 Lottie Street, Bellingham, WA 98225  
Phone: (360) 778-8300 Fax: (360) 778-8301 TTY: 711 (WA Relay)  
Email: [permits@cob.org](mailto:permits@cob.org) Web: [www.cob.org/permits](http://www.cob.org/permits)

# Multifamily, Non-Residential & Mixed Use Submittal Guide & Checklist

**Project Address:** \_\_\_\_\_

**This checklist must be provided with all commercial and multifamily building permit applications.**

Use this checklist when preparing submittals for new non-residential, mixed use, or multifamily buildings, commercial additions or any commercial work involving changes to the exterior of the building. If project involves only interior work, please see [Tenant Improvement Permit Application Requirements](#) handout.

**Only complete applications will be accepted per BMC 17.10.020.** This checklist is a *general* guide, additional information may be required based on the scope and complexity of each individual project. This checklist is not intended to take the place of a formal plan review.

### **Project Information**

Neighborhood \_\_\_\_\_ Area # \_\_\_\_\_ Zoning \_\_\_\_\_

Planned zone: ☐ Planned Development Contract/Permit: \_\_\_\_\_ (ex. PDC2017-0001)  
☐ N/A

Urban Village: ☐ Yes, Urban Village name: \_\_\_\_\_  
☐ N/A

Permitted Use: ☐ Yes  
☐ No, Please consult with a Planner before preparing application

List any applicable permits below:

▪ Associated or other required permits \_\_\_\_\_

### **Pre-application Requirements, if applicable:**

☐ Pre-application conference/neighborhood meeting or waiver: \_\_\_\_\_ (ex. PRE2020-0001) ☐

☐ Transportation Concurrency Approval: \_\_\_\_\_ (ex. CON2020-0001) ☐

☐ Obtain a Transportation Impact fee estimate by calling 360-778-8329 or [pwpermits@cob.org](mailto:pwpermits@cob.org)

☐ Completion of land use approvals (concurrent review allowed in some cases)

☐ Submittal of Public Facilities Contract Agreement application and review documents

### **Design Professional**

A licensed design professional is required for new construction of, or alterations/additions made to, buildings that are larger than 4,000 sq ft or multifamily buildings with five or more units. Note, if the project does not require a design professional, it is still highly recommended.

Has a licensed design professional prepared the plans?

☐ No, entire building is less than 4,000 sq ft (commercial) or building is less than five units (multifamily)

☐ No, the project size is not more than 4,000 sq ft and the work does not affect the life safety or structural systems of the building (exempt per RCW 18.08.410)

☐ Yes, licensed design professional provided

### **Associated Reviews:**

- **Mechanical/Plumbing:**
  - If mechanical/plumbing is shown on submitted drawings and a fixture count is submitted along with the building permit application, mechanical and/or plumbing permit(s) will be generated, reviewed and issued along with the building permit (if desired).
  - If mechanical/plumbing is not included in the submitted drawings, include mechanical/plumbing in the list of deferred submittals on the plan coversheet.
- **Electrical:** Separate permits are required for electrical work. Electrical permits may be applied for [online](#).
- **Fire Construction** permits are applied for [online](#). Please contact the Fire Department at 360-778-8420 or [fire@cob.org](mailto:fire@cob.org).
- Note, the following types of facilities/installations may also require a separate review by the Whatcom County Health Department: restaurants, food preparation/handling, grocery/food sales, public pools & spas and septic tanks. Contact the Whatcom County Health Department at (360) 778-6000 with any questions or for more information.
- Do you or your business have a sewer discharge that needs permitting per 40 CFR 403? Yes ☐ No ☐
  - The 40 CFR 403 is the federal regulation which requires specific industries to have permits for their discharge to sewer. Applicable industries are those with an average flow of over 25,000 gal/day and/or those with an NAIC code which makes them a federally defined “categorical industry” as detailed in 40 CFR chapter I, subchapter N, Parts 405–471. A Water Quality Specialist can help in determination of applicability based on your NAIC code (360) 778-7870.

### **Submittal Requirements:**

- ☐ [Building Permit Application form](#)
- ☐ [Fixture Count](#) (if mechanical and/or plumbing permits are being applied for)
- ☐ Plan Review Deposit (see [Permit Fees](#) handout)
- ☐ Structural Calculations (Must have design professional's seal and the design professional's signature in a format deemed appropriate by the design professional.).
  - ☐ Identify design criteria (wind speed, exposure, seismic zone, geotechnical criteria, snow load, etc.)
  - ☐ Any drawing details contained within the structural calculations must also be included in the plan set.
  - ☐ Geotechnical Engineering as required by 2018 IBC Chapter 18
- ☐ Project Specification Manual, if applicable
- ☐ Energy Code Compliance Forms

Commercial = All non-residential buildings and all residential buildings more than 3 stories  
[waenergycodes.com](http://waenergycodes.com) (Note, login required).

- ☐ Mechanical
- ☐ Building Envelope
- ☐ Lighting
- ☐ Commissioning

All Residential buildings 3 stories or less <http://energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx>

- ☐ Prescriptive Worksheet
- ☐ Glazing Schedule
- ☐ Heating System Sizing

- ☐ [Special Inspection & Testing Agreement form](#), if applicable, may be deferred until permit issuance
- ☐ Contractor's Statement of Responsibility, may be deferred until permit issuance
- ☐ Sanitary Service Company Approval
  - The Permit Center must receive written approval of the location and size of your solid waste facility from Sanitary Service Company (SSC). Contact Rodd Pemble of SSC at (360) 734-3490 or [rodd@ssc-inc.com](mailto:rodd@ssc-inc.com) for design guidelines and approval procedures.
- ☐ Phasing Plan, if applicable
- ☐ Construction staging plan, if applicable
- ☐ [Hazardous Materials Inventory Statement](#), if applicable
- ☐ Each plan sheet must be bookmarked to clearly identify the content of the page.

: Example: Page A1.0 Architectural Site plan

### **Submittal Requirements (continued):**

One complete PDF version of plans, supplemental documents shall be submitted in PDF format and saved as individually-named PDF files separate from the drawing files via email, a CD, flash drive or and FTP website: Please see the [Electronic Submittal Requirements](#) handout for more information.

#### **Architectural Drawings**

##### **☐ Plan Coversheet**

- Site Information
  - ☐ Parcel number or Legal description
  - ☐ Building Address/es (Submit an [Address Request Application](#) to obtain address assignment(s) from the Fire Department prior to building permit application submittal, if applicable)
  - ☐ Zoning, Neighborhood and Area #
  - ☐ Parcel size (square feet)
  - ☐ Lot coverage (square feet and percentage)
  - ☐ Open and usable space if project is residential multifamily
  - ☐ Parking calculations for all uses on site (see BMC 20.12.010)
- Building Information
  - ☐ Specify applicable building codes, including edition (see [Adopted Codes handout](#))
  - ☐ Construction type of building
  - ☐ Identify occupancy classifications, occupant loads and areas for each space
  - ☐ Mixed occupancy compliance methods (if applicable)
  - ☐ Identify total building height and stories
  - ☐ Building area in square feet (per floor and total), allowable area calculations
  - ☐ Identify if building has a fire sprinkler (fully or partially), if yes, identify system type
  - ☐ Identify if building has a fire alarm (manual or automatic), if yes, identify system type
  - ☐ Briefly describe work to be performed under this permit
- Other Information
  - ☐ List all deferred submittals (ex. Mechanical, Fire Construction Permit for sprinkler install)
  - ☐ Drawing index
  - ☐ Legend/Abbreviations

##### **☐ Architectural Site Plan**

- ☐ A north arrow
- ☐ Drawing scale (minimum 1" = 20')
- ☐ Building Address/es
- ☐ Property lines, with dimensions
- ☐ Label adjacent streets and right-of-ways
- ☐ Location of all existing and proposed structures, label distances to all property lines
- ☐ Identify location of tenant space within multitenant building, if applicable
- ☐ Existing and proposed vehicular ingress and egress to and from the site, including the size and location of driveways, streets, and existing and proposed street names
- ☐ Parking layout, including
  - ☐ Accessible parking and all exterior routes of travel, labeled and dimensioned
- ☐ Location of all existing and proposed easements
- ☐ Recycling and garbage enclosure, mailbox location if residential multi-family
- ☐ Location of critical areas or buffers, both on-site and on adjacent properties, including, but not limited to, shorelines, wetlands, streams, steep slopes, flood zones and habitats
- ☐ Two-foot contour lines showing proposed grades. (Note, existing grades may be requested by Building Services if proposal is requesting exemption from accessible units due to grades.)
- ☐ Locate and identify a benchmark for height calculations, including elevation
- ☐ Total cubic yards of material to be imported to, or exported from site
- ☐ Location of existing and proposed retaining walls, rockeries and fences
- ☐ Location of large trees, utility and light poles

Unless clearly shown on separate civil drawings, also include all of the requirements for the civil drawings listed on page 5. If separate civil drawings are provided, the design professional in charge is responsible for ensuring consistency between architectural and civil drawings.

## **Submittal Requirements (continued):**

### **Architectural Drawings (continued)**

#### ☐ **Floor Plan(s)**

- ☐ Label all rooms and uses
- ☐ Dimensions
- ☐ Accessibility details
- ☐ Fixed equipment and fixtures
- ☐ Cabinets and counters
- ☐ Location and height of shelving (separate permits typically required for racking systems)
- ☐ Location and swing direction of all windows and doors
- ☐ Types location and opening protection details for all fire resistive assemblies
- ☐ Location of required exit signs and emergency lighting
- ☐ Portable fire extinguisher plan including location, type, size and mounting details

#### ☐ **Door and Window Schedules**

- ☐ Dimensions
- ☐ Hardware
- ☐ Fire-resistivity
- ☐ U-values and Solar Heat Gain Coefficients (SHGC)

#### **Reflected Ceiling Plan(s)**

##### ☐ **Roof Plan**

##### ☐ **Building Elevations (all required)**

- ☐ Label total building height
- ☐ Label height calculations per Planning's [Building Height Calculation Instructions](#)
- ☐ Indicate existing and finished grades, as well as grade plane

##### ☐ **Building Section(s) and Detail(s)**

Include all wall assemblies, stairs, ramps, etc.

- ☐ Material types, sizes, spacing
- ☐ Ceiling height(s)
- ☐ Insulation values
- ☐ Dimensions

##### ☐ **Building Enclosure Design Documents** for multifamily buildings per RCW 64.55, as applicable

Note, third party inspection to verify compliance with the design documents is required. The third party inspector must submit a signed letter of certification to the Permit Center attesting to the inspections and substantial building compliance prior to issuance of a Certificate of Occupancy.

### **Mechanical/Plumbing/Electrical Drawings (unless deferred, see page 2)**

- ☐ Include fixture schedules for areas like kitchens or mechanical rooms
- ☐ Identify all backflow prevention devices
- ☐ Identify and locate all grease interceptors. When grease interceptors are provided, complete plumbing plans and grease interceptor sizing must be submitted.

### **Structural Drawings**

- ☐ Identify design criteria (wind speed, exposure, seismic zone, geotechnical criteria, risk category per IBC Table 1604.5, story drift for new multistory buildings, etc.)
- ☐ Foundation plan
- ☐ Floor framing plan(s)
- ☐ Roof framing plan(s)
- ☐ Illustrate size and location of all structural elements including, but not limited to: footings, columns, beams, girders, joists, shear walls, bracing and floor and roof diaphragms. Details of structural assemblies must be referenced to their location using standard symbols.
- ☐ Structural details and schedules shall be provided as required to clarify specific information of the structural assemblies
- ☐ Statement of special inspections per 2018 IBC Section 1704, as applicable

### **Submittal Requirements (continued):**

#### **Lighting/Photometric Plan (see the [Exterior Lighting](#) handout for general guidelines)**

- ☐ The location of all proposed exterior lighting fixtures and poles, to include distances from rights of way and buildings, pole height, security lighting, etc.
- ☐ The design specifications for all proposed exterior lighting fixtures including photometric data, cutoff fixtures, bulb wattage, bulb type, and other descriptive information

#### **Landscape Plan**

- ☐ Drawing scale (ex. 1"=20')
- ☐ Rockeries, retaining walls, fences
- ☐ Surface storm water facilities
- ☐ Buildings and paving, utility vaults, transformers
- ☐ Topography
- ☐ Wetlands, ponds, streams and proposed buffers
- ☐ Existing vegetation to be retained
- ☐ General location of proposed trees, shrubs and ground cover
- ☐ Plant schedule providing the scientific name, common name, size, and spacing of proposed plants
- ☐ Locations of all existing trees and an indication if they are to be saved as part of the development
- ☐ If an irrigation system is planned, show where it will get water and the size of the water needed, and the location of the required backflow assembly

#### **Civil Drawings for on-site infrastructure improvements**

- ☐ Detail drawings for proposed curb cuts
- ☐ Location of underground or aboveground utility vaults, motors, transformers
- Utilities
  - ☐ All water service and meters and their sizes.
  - ☐ All sewer lines in the site and their sizes
- Stormwater – See separate [Stormwater Permit Submittal Requirements](#) packet for detailed requirements
- ☐ 300 - 2,000 ft<sup>2</sup> new and/or replaced hard surface
  - ☐ Show location of construction entrance and silt fence
  - ☐ Construction entrance and silt fence detail drawings
  - ☐ General Construction Stormwater Pollution Prevention Plan (SWPPP)
  - ☐ Hard surface area calculation table
- ☐ > 2,000 ft<sup>2</sup> - < 5,000 ft<sup>2</sup> new and/or replaced hard surface or 5,000 ft<sup>2</sup> or more of land disturbance
  - ☐ Show on-site stormwater management BMPs (e.g. infiltration trench, dispersion trench or perforated stub out) or show connection to storm system if onsite management is not possible.
    - ☐ Detail drawing and installation guidelines for the selected on-site BMP
  - ☐ Include first 4 items for 300-2000ft<sup>2</sup> new and/or replaced hard surface
- ☐ >5,000 ft<sup>2</sup> of new and/or replaced hard surface
  - ☐ Engineered Drainage report
  - ☐ Hydrological modeling files
  - ☐ Hard surface area calculation table
  - ☐ Engineered Signed Plans

Note, a separate [Public Facilities Construction](#) application and review documents must be made to Public Works Engineering for construction of all *public* infrastructure improvements.



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# Building Permit Application

See separate handouts for complete submittal requirements and fees. If mechanical and/or plumbing fixtures are installed or replaced, complete supplemental [fixture count worksheet](#). All materials should be submitted to [permits@cob.org](mailto:permits@cob.org).

## Property Information

Site Address

Parcel Number

Legal Description

Rental Property? ☐ Yes ☐ No If Yes, please register here: <http://www.cob.org/services/housing/rentals>

## Project Information

Description of work

Single Family & Duplex Valuation of work (see [fee worksheet](#)): \$

Commercial & Multi-Family Valuation of work (see [valuation guidelines](#)): \$

Permit Fee Estimates ([fee calculator](#) Excel worksheet) *Optional*

## Building Information

☐ Single Family ☐ Duplex ☐ Multifamily, # of Dwelling Units: \_\_\_\_\_

☐ Commercial ☐ Other Use Type: \_\_\_\_\_

Occupancy Classification(s)	Occupant Load	New Floor Area	Existing Floor Area	Floor Level	Const. Type	Notes

# of Stories (excluding basement) \_\_\_\_\_ Basement ☐ Finished ☐ Unfinished ☐ None

Total Building Floor Area \_\_\_\_\_ Building Height (if new/increased) \_\_\_\_\_

Fire sprinkler? ☐ Yes, existing ☐ Yes, proposed ☐ No If yes, is it ☐ Voluntary ☐ Required

Fire alarm? ☐ Yes, existing ☐ Yes, proposed ☐ No If yes, is it ☐ Voluntary ☐ Required

Sewer ☐ Existing ☐ New ☐ N/A Septic ☐ Existing ☐ New ☐ N/A Water ☐ Existing ☐ New

Defer sewer and water system development charges? (New SFR & Duplex ONLY) ☐ Yes ☐ No

[Defer Impact Fees](#)? (New SFR ONLY) ☐ Yes ☐ No

*\*Recorded Lien must be submitted at time of Building Permit Issuance\**

Hard Surface Type (ex. Roof, Concrete, Gravel)	Existing (square feet)	Proposed New (square feet)	Proposed Replaced (square feet)
Totals			

**People Information** complete as many entries as necessary to **indicate all responsible parties:** owner, applicant, contractor, design professional, engineer, tenant, etc. Use additional sheets if needed.

**Check all that apply** ☐ Applicant\* ☐ Owner ☐ Contractor ☐ Other \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Check all that apply** ☐ Applicant\* ☐ Owner ☐ Contractor ☐ Other \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Check all that apply** ☐ Applicant\* ☐ Owner ☐ Contractor ☐ Other \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**PERSON PERFORMING THE WORK is**

☐ **Property owner or** ☐ **Tenant** and is exempt from contractor licensing requirements pursuant to RCW 18.27.090. If tenant is checked, an additional [acknowledgment form](#) must be completed prior to issuance.

☐ **Licensed contractor**, please complete licensing information below (may be deferred until issuance).

L & I License # \_\_\_\_\_ Exp \_\_\_\_\_

*Please note, businesses operating in the City limits must have a valid Bellingham Business Registration.*

**FINANCING INFORMATION** required if project valuation exceeds \$5,000, per [RCW 19.27.095](#) (may be deferred until issuance)

**Lender administering the construction financing or firm issuing 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 50% of the total amount of the construction project (if owner is self-financing, please indicate)

Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\*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 I, at any point during the review or inspection process, 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. I understand that this form is being submitted electronically and my typed name on the signature line will qualify as my signature for purposes of the above certification.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

City and State where this application is signed \_\_\_\_\_