# 2021 Permit Application Requirements

Form last updated 2/2024


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**Purpose**

The City of Auburn Permit Center provides the highest level of service to its citizens, business operators and visitors. Our goal is to expeditiously process each permit application. Experience has demonstrated that the quality of the information provided by the permit applicant has a direct connection to the amount of time that the application takes to process.

In general, the amount of detail required will vary, depending on the nature and complexity of the project. Below is a list of the minimum information needed to review your permit documents.

**Scope of Documents**

There must be sufficient detail to show the entire project including the following:

- ✓ Structural systems
- ✓ Life Safety Systems
- ✓ Architectural barriers (accessibility for persons with disabilities)
- ✓ Complete scope of work
- ✓ Deferred Submittal Schedule
- ✓ Interaction with site- and site-specific features

## Coversheet for Construction Documents.

- ❑ **Project Identification.**
  a. Project address, legal description, or parcel identification number (both if available) and location on map (proximity map).
  b. All design professionals identified, including addresses and telephone numbers. Fax numbers and e-mail addresses should be provided if available.
  c. Identification of the person who is responsible for project coordination. This would be the contact person through which all communication from the city should be directed.

## Site Plan for New Buildings, Additions or Occupancy Changes.

- ❑ **Site Plan.**
  a. Location of the new structure and any existing buildings or structures.
  b. All property lines labeled and with dimensions.
  c. All streets, easements and setbacks identified.
  d. All critical areas and buffers.
  e. Existing utilities.
  f. Water, sewer, and storm systems points of connection and fire hydrant locations.
  g. Fire apparatus access throughout the site.
  h. Required parking.
  i. Accessible routes of travel between accessible elements.
  j. Site drainage and grading.
  k. North arrow and drawing scale.

## Information to be included in plan sets.

- ❑ **Design Criteria.**
    a. Occupancy group.
    b. Type of construction.
    c. Building height and number of stories.
    d. Square footage and allowable areas calculations.
    e. Fire sprinkler requirements.
    f. Occupant load calculations.
    g. Seismic design category.
    h. Allowable soil-bearing pressure (a soils report will be required in most cases).
    i. Design loads for roof, floor, wind, snow and seismic.
    j. Land use zone.
    k. Parking requirements include accessible stalls.
    l. Landscaping requirements.
    m. Special inspections required by the design professional.

- ❑ **Foundation Plan.**
    a. Concrete mix design including required strength, water-cement ratio, allowable slump, air entrainment and admixtures.
    b. Reinforcement sizes and grades.
    c. Footing locations and sizes including isolated footings.
    d. Foundation wall sizes and locations.
    e. Specifications for embeds include anchor bolts, hold-downs, and post bases.

- ❑ **Floor Plan.**
    a. Each floor, level, mezzanine, or basement to be depicted.
    b. Mezzanines shown in the rooms in which they reside.
    c. Show all rooms and the intended use.
    d. Overall dimensions and locations of structural elements and openings.
    e. Doors and windows include dimensions, window opening sizes and door swings.
    f. Fire assemblies such as firewalls, fire barriers, fire partitions, shafts, and fire-resistive construction.
    g. Exit components including exit access, exits, exit discharge, exit signage and secondary exit lighting when required.

- ❑ **Framing Plan.**
    a. Show all structural members including location, grade, and size of materials.
    b. Attachment details for structural elements.
    c. Roof framing plan showing drainage (roofs less than 2/12 pitch), materials, engineering details for trusses or engineered wood products, draft stop locations, attic access and roof mounted equipment locations.
    d. Floor framing details showing headers, beams, joists, sheathing, columns, drag struts and spandrels.

- ❑ **Building and Wall Sections.**
    a. Building sections in both transverse directions show general building components from a horizontal plane.
    b. Exterior materials shown.
    c. Fire-resistive assemblies and fire rated penetrations detailed.
    d. Vertical dimensions shown.

- ❑ **Interior Elevations.**
    a. All barrier-free (ADA) required equipment with vertical height clearances shown.
    b. Restroom wall and floor finish materials.

c. Flame-spread and smoke density ratings for floor, wall and ceiling finishes (textile finishes only).
d. Relights, sill heights, elevator control panels, etc.

- ❑ **Exterior Elevations.**
  a. Each side of the building should be depicted.
  b. Openings such as doors, windows and when possible, vent terminals.
  c. Lateral bracing system where applicable. Lateral bracing may be shown on other drawing sheets at the discretion of the designer but must be incorporated into the plan set.

- ❑ **Mechanical System.**
  a. Entire mechanical system.
  b. All units, their sizes, mounting details, all duct work, seismic bracing, and duct sizes.
  c. Fire and smoke dampers.
  d. Equipment schedules.
  e. Energy conservation calculations.
  f. Indoor air quality methods and standards.

- ❑ **Plumbing System.**
  a. All fixtures, piping, slopes, materials, and sizes. Piping diagrams may be omitted for small projects such as tenant improvements.
  b. Connection points for utilities such as water meters and public sewers.
  c. Cross connection control devices including locations, manufacturer, size and model number.

- ❑ **Electric System.**
  a. All electric fixtures (interior, exterior and site).
  b. Wiring sizes and circuiting.
  c. Grounding, panel schedules, single line diagrams.
  d. Load calculations.
  e. Fixture schedules.
  f. Fire alarm system.
  g. Connection to serving utility.
  h. Single station smoke detectors.
  i. Power use budget.

- ❑ **Structural Calculations.**
  a. Structural calculations are needed for building components not meeting prescriptive or empirical design standards.
  b. Calculations must bear the seal of the responsible design professional. Such a seal is required by law to be signed with an original signature. Calculations not bearing original signatures will not be accepted for review.
  c. Design professionals must be appropriately licensed in Washington State.

- ❑ **Specifications.**
  a. Specifications and hardware schedules may be incorporated on the drawings or provided in booklet form.
  b. Further define construction components, covering.
     1. Construction components, including materials and methods of construction.
     2. Wall, floor, and ceiling finishes.
     3. Pertinent equipment.
     4. Door and window hardware schedules.

5. Planting and irrigation requirements.

- ❑ **Addenda and Changes.**
  a. The design professional in charge of the project is responsible for notifying the building official of all changes to the drawings. This responsibility carries throughout the project.
  b. Changes to the approved plans or specifications must be approved first through the responsible design professional and then provided to the building department for review and approval.
  c. No change to the drawings or specifications is permitted until the building department has approved such changes.

- ❑ **Revisions.**
  a. For clarity, all revisions should be clouded on the drawings resubmitted as a revised set of plans and will identify the architect or engineer of record.