Application Requirements for **Multi-family and Commercial Buildings**

CityofRedmond WASHINGTON

To schedule an appointment and to ensure that you have the most current information, contact the Development Services Center at 425-556-2473 or permittech@redmond.gov

Codes and Design Requirements

National Codes

2012 International Building Code (IBC)
2012 International Residential Code (IRC)
2012 International Mechanical Code (IMC)
2012 International Fuel Gas Code (IFGC)
2012 International Fire Code (IFC)
2012 Uniform Plumbing Code (UPC)
2012 International Property Maint. Code (IPMC)
2008 National Electric Code (NEC)
2012 International Energy Conservation Code with WA St. Amendments
2009 ICC A117.1

Local Amendments and Regulations

Redmond Municipal Code Title 15
Redmond Zoning Code
Redmond Fire Department Standards
Redmond Public Works Standard Details

City of Redmond Design Requirements

Design Wind Speed	85 mph (IBC Figure 1609)
Ground Snow Load	15 psf (snow drift per ASCE 7-05)
Rain on Snow Surcharge	5 psf added to flat roofs if slope is <1/2" (IBC 1608.3.4)
Seismic Design Category	D
Rainfall	2"/hr for roof drainage design
Frost Line Depth	12"
Soil Bearing Capacity	1500 psf unless a Geotechnical report is provided (IBC Table 1804.2)

The Building Permit does not include any mechanical, electrical, plumbing, or fire sprinkler/alarm work, but should be included in the Value of Construction.

The following non-refundable fees will be collected at the time of application for all multi-family and commercial projects. Please refer to the applicable fee schedule for additional information.

- Building, Fire, Planning, and Public Works Plan Check
- 3% Technology Surcharge based on total permit

I. Electronic Plan Standards

Electronic plans that do not meet the requirements below will fail and will result in the application being deemed incomplete and will not be reviewed until complete. All USB drives may only contain documents being submitted to the City for proposed project.

A. File Naming Standards:

Bolded items noted in Section II indicate the naming convention in which the particular submittal must be named. For example, the **Site Plan** must be saved as Site Plan.

B. Plan Sheet Standards:

All plans must be drawn to scale, and have scale noted on each sheet.

C. Acceptable File Types

Plans, calculations, reports and supporting documents must be uploaded as a PDF.

D. Plan Orientation: All plans must be uploaded in "Landscape" format in the horizontal position.

E. Flatten and merge separate sheets into one file before submitting to the City for review. For example, all sheets in the structural plan set shall be one file named **Structural Plans.**

Any files that are not named properly and/or uploaded incorrectly may be rejected at intake.

Electronic plans, incomplete applications, and applications delivered by courier will not be accepted and will result in the application being deemed incomplete.

II. Submittal Checklist

The applicant shall check each of the following items below to confirm that they are included in the application submittal:

A. Site Plan - Required with all submittals (1"- 20' scale)

- Show building outline, all exterior improvements, project address, properly lines, dimensions from property lines to building corners, fire separation distances, building setbacks, easements, underground utilities, street access locations, and accessible parking.
- Provide a topographical map of the existing grades and the proposed finished grades with maximum five feet elevation contour lines (include steep slope information and wetlands.)
- Established street grades, proposed finished grades, flood hazard areas, floodways, and design flood elevations, if applicable.
- Fire protection features: Fire lanes, Fire Dept. Connection, Post Indicator Valves, Sprinkler Riser Rooms,

B. General Application & Submittal Checklist

C. Building Code Summary Worksheet (click to open link)

D. Statement of Special Inspections

E. RCW 64.55 Moisture Protection Law for Multi-Unit Residential Buildings. Please refer to handout for requirements prior to issuance of the building permit.

F. The 2009 NREC Compliance Form for Nonresidential and Multi-family Residential **http://www.neec.net/energy-codes**

G. Architectural Plans - to include cover sheet, code summary floor plan sheets, reflected ceiling plan, floor plan sheets, framing plans/details, and elevation plans, roof plan sheets.

- *Cover Sheet* to include the following: zoning, total site area (sq ft), lot coverage, assumed property lines for multiple buildings on the same property, entire site must show barrier free accessibility, and parking and design team information.
- *Building Information* to include model code information, construction type, number of stories and total height in feet, building square footage/floor, IBC Occupancy, Type/ floor and building total
- *Reflect Ceiling Plan Sheets* to include suspended ceiling details per IBC 803.9.1.1 and ASTM 635-636 and expansion joint layout and the location of all emergency lighting, exit signage and lighting fixture schedule.
- *Floor Plan Sheets* to include the use of each room/area, including shafts, electrical/mechanical rooms and elevators, door and door hardware schedules, rated walls, doors, windows and penetrations.
- *Framing Plans/Details* to include the size, spacing, height, anchorage, rated listing, and seismic bracing of wood species or metal gauge for all stud walls. Provide stair detail.
- *Elevation Plans* to include building heights (floor and roof elevations, grade elevations, view of all sides with exterior design requirements), exterior stairways, decks and railings.
- *Roof Plan Sheets* to include location of new or replaced HVAC, exterior equipment, ductwork, vents, and screening. Include list of equipment and schedule (include weights), structural engineering and details for gravity and/lateral loads (when applicable). Rooftop mechanical screening shall be required for any rooftop equipment greater than 1' in height, and for any equipment exterior to the building. Plans must show heights of equipment relative to screening. Include materials and colors to be used. If an existing parapet screens proposed equipment, plans must show parapet height relative to equipment height.

H. Structural Plans - Drawings prepared or reviewed by an engineer must be signed and sealed by a Washington State Engineer

I. Structural Calculations - must be stamped and signed by a Washington State Engineer.

J. Civil Plans - Site infrastructure must be approved by Public Works prior to Building Permit approval. Please contact the Public Works Development Services Division at (425) 556-2876 or (425) 556-2861 for further details.

K. Project Specification Manuals

L. Geotechnical Engineering Report

M. Drainage Calculations - If the project has received site plan approval.

N. Gross Floor Area Determination Worksheet

O. Landscape Drawings - if the project has received site plan approval.

P. Construction Parking Form

Q. Greenhouse Gas Data Form

R. Building Permit Fee Calculation Worksheet

S. Technical Committee Approval Letter - Must be submitted prior to permit approval.

T. King County Health (if applicable). Please note that any new or altered space that involves food handling, preparation or public swimming pool requires King County Health Department approval **before the permit can be issued.** You must provide the Building Plans Examiner a copy of the approval letter. Contact King County Health Department at 206-296-9741 with any questions or for more information.

Fire Department Information: Answer the following questions with a yes or no

	YES	NO
Flammable/Combustible Liquids	☐	☐
Hazardous Materials	☐	☐
High Piled Storage	☐	☐
HPM Facilities	☐	☐
LP Gas Store/Handle/Use/Dispense	☐	☐
Places of Assembly	☐	☐
Refrigeration Equipment	☐	☐
Spraying & Dipping	☐	☐
Battery Systems	☐	☐
Compressed Gases	☐	☐
Cryogenics	☐	☐
Industrial Ovens	☐	☐
Private Fire Hydrants	☐	☐
Smoke Control Systems	☐	☐

IF yes—Item and description

Planning Department Information: Answer the following questions with a yes or no

	YES	NO
Exterior Modifications to Building?	☐	☐
Change of Land Use? (RCDG)	☐	☐
Sensitive areas on or near site?	☐	☐
Is permit a PRD/MPRD/PCD/MPCD?	☐	☐
Building generates noise above 35dBA	☐	☐
Tree removal proposed?	☐	☐
Additional building square footage proposed?	☐	☐
Change in number of existing parking stalls?	☐	☐
Reducing landscaping square footage proposed?	☐	☐
Reroofing?	☐	☐

If yes - Item and description