



# Submittal Requirements

1/1/2016

## LARGE COMMERCIAL and MULTIFAMILY BUILDING PERMITS

- \_\_\_\_\_ **Major Project:** New commercial or multifamily building or addition, 4,000 square feet or more, which does not require SEPA review or SEPA review has been done under a prior land use approval. Includes demolition work when appropriate. **(BB)**
- \_\_\_\_\_ **Medium Project:** New commercial or multifamily building, addition or pool/spa, over 1,000 and less than 4,000 gross square feet. Includes clearing & grading, Land Use Exemption and/or demolition work when appropriate. **(BM)**
- \_\_\_\_\_ **Shoring:** Excavation and shoring of property adjacent to the City of Bellevue right of way. **(BV)**
- \_\_\_\_\_ **Detention Vault:** Stormwater detention structure. **(BH)**

<b>Planner:</b> _____  <input type="checkbox"/> Include clearing & grading work in this permit (Over 1000 square feet of clearing; over 50 cubic yards of grading; over 2,000 square feet of new, replaced, or new plus replaced impervious surface; work in a Critical Area: or foundation removal) <input type="checkbox"/> Land Use Exemption	<b>Type of Critical Area:</b> <input type="checkbox"/> Geologic Hazard <input type="checkbox"/> Wetlands <input type="checkbox"/> Streams <input type="checkbox"/> Flood Hazard <input type="checkbox"/> Habitat Associated with Species of Local Importance <input type="checkbox"/> Critical Areas offsite within 100 feet <input type="checkbox"/> Shoreline	<b>Check below if applicable:</b> <input type="checkbox"/> Substantial Development <input type="checkbox"/> Shoreline Exemption with SEPA <input type="checkbox"/> Shoreline Exemption without SEPA
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To submit your application online use [www.mybuildingpermit.com](http://www.mybuildingpermit.com).

If you are applying in person at City Hall, submit the number of copies specified below for your application type.

Initial for waiver by City of Bellevue Planner	Major Project	Medium Project	Shoring	Detention Vault
This Chart	1	1	1	1
Building Permit Application	1	1	1	1
"Bill To" Form	1	1	1	
Preapplication Conference Letter	If a conference was held, submit 1 copy.			
Value of Improvements				1
Issaquah or Renton School District Impact Fee Notification Form	1 (multifamily projects only)			
Site Plan A			6	6
Site Plan B	8	8		
Shoring Plan and Details			6	
Geotech Shoring Design Calc			2	
Architectural Plan <sup>A</sup>	4	4		
Geotechnical Report	2	2	2	1
Boundary/Topographic Survey	7	7		
King Co. Health Dept. Approval	Footnote B			
IBC Pedestrian Protection Plan	3	3		3
Structural Plan <sup>C</sup>	2	2		4

	Major Project	Medium Project	Shoring	Detention Vault
Structural Calculations	1	1	2	1
Civil Plan <sup>D</sup>	5	5		
Final Civil Detention Vault Detail Sheet				3
Final Landscape Plan	5	5		
Exterior Lighting Plan	3	3		
Street Lighting Plan	2	2		
Energy Code Sheet/Envelope Summary	2	2		
Environmental Checklist <sup>E</sup>				
Previous Environmental Review	3	3		
Smoke Control Permit (FH) If building uses IBC 909 system	Footnote G			
Clearing & Grading Application	yes	Footnote F		
Noticing Requirements				
Utility Extension Agreement	Submit directly to the Utilities representative in the Permit Center prior to building permit application (Major and Medium Projects) <input type="checkbox"/> Not Required <input type="checkbox"/> Already Initiated			
Utility Abandonment Form	1 (per building, if required)			
Other Requirements	<p><b>Address Verification</b> addresses must be verified prior to submittal of building permit application.</p> <p><b>Certificate of Occupancy</b> approves building for use and is required prior to occupancy (Major and Medium Projects)</p> <p><b>Right of Way Use Permit:</b> No construction materials may be stored in the right of way. Contact the right of way representative in Development Services for permitted uses.</p>			
Fees	Permit Processing provides current fee information (425-452-4898). <b>Fees are due at submittal;</b> additional fees are due at issuance and may be due in monthly billings			

### Footnotes

- <sup>A</sup> Architectural Plan includes floor plan; building elevations; cross sections and details; door, window, and finish schedules; and code analysis.
- <sup>B</sup> Required for projects that involve restaurants, delicatessens, commercial kitchens, hospitals, nursing homes and public and semi-public pools and spas or if the building is served by a septic system. During review, submit your Approval in the form of a letter or a stamped plan from the King County Health Department (206-296-4600).
- <sup>C</sup> Structural Plan includes foundation plan; roof, deck, and floor framing plan; cross sections and details; and structural notes.
- <sup>D</sup> The Erosion and Sediment Control (ESC), and road plans may be combined into a single plan.
- <sup>E</sup> Environmental review may be required for remodeling which involves material expansion, a change of use over 4,000 gross square feet, or increasing parking by 20 or more stalls.
- <sup>F</sup> If clearing & grading is included in the building permit, a CSWPPP must be submitted with the application. For projects with less than 7000 square feet of clearing and less than 100 cubic yards of grading, a CSWPPP Short Form for Small construction projects may be submitted.
- <sup>G</sup> The Smoke Control Concept (see number sheet 42A) must be approved prior to submittal of the building permit.

### Please Note

The property owner bears the responsibility for the accuracy and completeness of all information provided with or affecting the application submittal.

If the property contains or is adjacent to critical areas (streams and stream buffers, wetlands, floodplains, and geologic hazard areas), additional information may be required. See a planner for handouts.

The city may require additional information as needed. If you have any questions concerning your application submittal, please visit or call Development Services (425-452-6800) between 8 a.m. and 4 p.m., Monday through Friday (Wednesday, 10 a.m. to 4 p.m.).

The city will provide reasonable assistance with physical access, communication, or other needs related to a disability. Assistance for the hearing impaired: dial 711.