Commercial Building Plan Submittal Requirements

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What codes govern building in the City of Longview?

- Longview Municipal Code Title 16 – Building and Construction
- International Building Code, International Residential Code, International Mechanical Code, Uniform Plumbing Code, National Electrical Code, Washington State Energy Code, Washington State Indoor Air Quality Code, International Fire Code
- Longview Municipal Code Title 19 – Zoning

When are plans required to be stamped by an architect or engineer?

- The following plans would be required to be stamped by a Washington State registered engineer or architect:
  - Plans for a new building greater than 4000 square feet
  - Plans for the alteration of or addition to a building greater than 4000 square feet
  - Plans for an addition that will bring the total building area over 4000 square feet
  - Plans for a residential building that contains more than 4 dwelling units
- Tenant improvements are not required to be stamped as long as the occupancy classification is not changing
- All structural design (or engineering) regardless of the size of the building is required to be stamped, unless it falls within the prescriptive requirements of the code

What documents need to be submitted for a permit?

Along with a completed Building Permit Application two complete sets of building drawings need to be submitted. Each page of the drawings shall include the address and the name of the project. In addition, drawings shall be drawn to scale, fully dimensioned, done in a professional manner (pencil and ink drawings will not be accepted) and shall include the following sheets and information.

1. A Cover Page that includes the following information:
   - General information
     - A description of the scope of project
     - A location map
     - The name, address and contact information of the owner, contractors and design professionals involved in the project
   - Design Criteria
     - Wind speed
     - Seismic zone
     - Snow load
     - Live loads from Chapter 16 of the IBC
     - Soil bearing pressure
   - Building Code Analysis
     - Occupancy Classification based on Chapter 3 of the International Building Code
     - Type of Construction based on Chapter 6 of the International Building Code
     - The Actual Floor Area and Allowable Floor Area based on Chapter 5 of the International Building Code
     - Allowable area increases including the code references that they are based on
     - Designate whether the project will include a fire sprinkler or fire alarm system
     - Occupant Loads based on Chapter 10 of the International Building Code
   - Planning Code Analysis
     - Parcel # and Legal Description
     - Land Use Zoning Classification
     - A Parking Analysis showing the required amount of spaces and the number of spaces provided

2. A Site Plan that includes the following information:
    - Location of new and existing structures and their setbacks to property lines
    - Location of all streets, easements and utilities
    - Location of fire hydrants and details for fire department access
    - Location of all parking spots
    - Required landscaping
    - Drainage and grading

3. A Foundation Plan that includes the following information:
    - Size and location of all footings and foundation walls
    - The location, size and grade of all reinforcement bar
    - The strength of the concrete to be used
    - The location, type and size of all anchor bolts

4. A Floor Plan that includes the following information:
    - All rooms labeled with their intended use
    - Occupant loads for all rooms
    - The location, size and type of all doors and windows including the hardware type for exit doors
    - The location of all fire walls, fire barriers and draft stops
    - Details for exiting including emergency lighting and exit sign locations

5. A Floor Framing Plan that includes the type, size, spacing and location of all joists, beams, posts, bearing walls and bearing pads.

6. A Roof Framing Plan that includes the type, size, spacing and location of all trusses, rafters, beams, posts and bearing walls.

7. A Shearwall/Bracing Plan that includes the location, type and size of all bearing walls and bearing panels.

8. Cross-Sectional Drawings of the structure that shows the type, size and spacing of all materials to be used.

9. Accessibility Details showing how required features, facilities, accesses and exits will meet the requirements of the code.

10. Exterior Elevations for each side of the structure.

11. A Plumbing Plan showing the location, type and size of all piping and fixtures.

12. A Mechanical Plan showing the location, type and size of all ductwork, dampers, hoods and equipment.

13. An Energy and Ventilation Analysis from a design professional that shows how the mechanical system and the building's thermal envelope will meet the requirements of the Washington State Non-Residential Energy Code and the Washington State Ventilation and Indoor Air Quality Code.

14. Engineered plans and Structural Calculations will need to be submitted for all systems that may have been structurally designed (foundations, floor framing, roof framing, shearwalls, trusses, etc.).

15. A Special Inspection and Structural Observation Schedule will be required for those items that require special inspection or observation. The schedule will need to include the name and contact information for the company who will be performing the inspections or observation.

Separate applications and plans will need to be submitted for fire sprinkler systems, fire alarm systems and electrical systems.
Additional plans for you development may be required to be submitted to the Public Works Department.