



# Commercial Submittal Requirements

C 77

## Development Services Department

865 S.E. Barrington Dr. ~ Oak Harbor, WA 98277 ~ Phone (360) 279 4510 ~ Fax (360) 279-4519

**An intake appointment is required for all new Commercial or Multi-Family Building Permit Applications. To schedule an appointment please contact the City of Oak Harbor Development Services Center at (360) 279-4510**

### FEES DUE AT TIME OF PERMIT APPLICATION

The following non-refundable fees will be collected at the time of application for all tenant improvements projects.

1. Building Plan Check Fee

### CODES and DESIGN REQUIREMENTS

The City of Oak Harbor currently enforces the following:

<u>National Codes</u>	<u>Washington State Amendments</u>
<ol style="list-style-type: none"> <li>1. International Building Code (IBC)</li> <li>2. International Residential Code (IRC)</li> <li>3. International Mechanical Code (IMC)</li> <li>4. International Fuel Gas Code (IFGC)</li> <li>5. International Fire Code (IFC)</li> <li>6. Uniform Plumbing Code (UPC)</li> <li>7. International Property Maintenance Code (IPMC)</li> <li>8. Accessible &amp; Usable Buildings and Facilities (ICC/ANSI 1417.1)</li> </ol>	<ol style="list-style-type: none"> <li>1. WAC 51-50 Washington State Building Code</li> <li>2. WAC 51-51 Washington State Residential Code</li> <li>3. WAC 51-52 Washington State Mechanical Code</li> <li>4. WAC 51-54 Washington State Fire Code</li> <li>5. WAC 51-56 Washington State Plumbing Code</li> <li>6. WAC 51-11R WSEC Residential Provisions</li> <li>7. WAC 51-11C WSEC Commercial Provisions</li> <li>8. WAC 296-46B Electrical Safety Standards, Administration, and Installation</li> </ol>
<u>City of Oak Harbor Design Requirements</u>	
<p><b>Design Wind Speed:</b> 85 miles per hour (IBC Figure 1609)</p> <p><b>Ground Snow Load:</b> 15 psf (IBC Figure 1608.2)</p> <p><b>Rain or Snow Surcharge:</b> 5 psf added to flat roofs if slope is &lt;math&gt;&lt;1/2+&lt;/math&gt;(ASCE 7.02 Section 7-10)</p> <p><b>Seismic Zone:</b> This is site specific for buildings designed under the IBC.(IBC 1615 &amp; 1616)</p> <p><b>Rainfall:</b> 2 inches per hour for roof drainage design.</p> <p><b>Frost Line Depth:</b> 12 inches</p> <p><b>Soil Bearing Capacity:</b> 1,500 psf unless a Geo-Technical Report is provided.</p>	

#### A. PLANS AND DRAWINGS – Submit Three (3) complete sets of Plans

1. Drawings and plans must be submitted on minimum 18+X 24+, or maximum 30+X 42+paper.
2. All sheets are to be the same size and sequentially labeled.
3. Plans are required to be clearly legible, with scaled dimensions, in indelible ink, blue line, or other professional media.
4. Plans will not be accepted that are marked preliminary or not for construction, that have red lines, cut and paste details or those that have been altered after the design professional has signed the plans.
5. Separate plans are required for each building or structure; except accessory structures such as trash enclosures, ect.

#### B. SPECIAL INSPECTION FORM – Submit Two (2) Complete Special Inspection Form. (when applicable).

#### C. MOISTURE PROTECTION LAW FOR MULTI-FAMILY RESIDENTIAL BUILDINGS . Multi-unit residential building with more than two units need to provide the following;

1. Plans, details and specifications for the construction of the building enclosure shall be stamped by a licensed engineer or architect and shall be submitted prior to permit approval.
2. The design professional of record shall submit a statement affirming that the building enclosure documents satisfy the requirements of EHB-1848 which shall be submitted prior to permit approval.
3. A third-party, qualified inspector shall inspect the building enclosure during the course of construction for compliance with the building enclosure design.
4. The third-party inspector shall submit a signed letter of certification prior to building final regarding the inspection and substantial compliance of the building with the building envelope enclosure design documents.

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**D. WASHINGTON STATE ENERGY CODE FORM - Submit Three (3) Complete Sets of Washington State Non-Residential Energy Code Forms.**

**E. OCCUPANTS STATEMENT OF INTENDED USE - Submit Three (3) Occupants Statement of Intended Use).**

**F. SITE PLAN – REQUIRED WITH ALL SUBMITTALS - Submit Three (3) Site Plans.**

(May be included as part of the Architectural Drawing cover Sheet)

1. Drawing shall be prepared at scale not to exceed 1"= 20 feet.
2. Show building outline, all exterior improvements project address.
3. Show property lines on all sides and provide fire separation distances.
4. Provide dimensions from the property lines to a minimum of two building corners (or two identifiable locations for irregular plan shapes).
5. Show building set backs, easements and street access locations.
6. Indicate North direction.
7. Provide accessible parking, detailing information and calculations.
8. Provide topographical map of the existing grades and the proposed finished grades with maximum five feet elevation contour lines.
9. Show the location of all existing and proposed underground utilities, including water, sewer, gas and electrical.
10. Show locations of all existing trees, noting trees to be saved.
11. Establish street grades, proposed finish grades; flood hazard areas, floodways, and design flood elevations, if applicable.

**G. ARCHITECTURAL DRAWINGS - Submit Three (3) sets each**

**1. Cover Sheet**

**a) Site Information**

1. Location
2. Zoning
3. Total site area (square feet)
4. Lot coverage (square feet and percentage)
5. Location of buildings on the site with dimensions to property lines.
6. Assumed property lines for multiple buildings on the same property.
7. Entire site must show barrier free accessibility.
8. Parking with barrier free stalls indicated.
9. Specify model code information.

**b) Building Information:**

1. Specify model code information.
2. Construction type.
3. Number of stories and total height in feet.
4. Building square footage (per floor and building total)
5. IBC Occupancy Type (show all types by floor and building total)

**c) Design Team Information**

1. Design Professional
2. Architects
3. Structural Engineers
4. Civil Engineers
5. Landscape Architects
6. Owners
7. Developer
8. Any other Design Team Members

**2. Floor Plan**

- a) Plan view 1/8"-minimum scale. Details a minimum ¼"-inch scale.
- b) Specify the use of each room/area, including shafts, electrical/mechanical rooms and elevators.
- d) Show **ALL** exits on the plans; include new, existing or eliminated.
- e) Show Barrier-Free information on the drawings.
- f) Provide a door and door hardware schedule.
- g) Specify each wall type, door type, and glazing requirements.
- h) Provide details and assembly numbers for any fire resistive assemblies.
- i) Indicate on the plans all rated walls, doors, windows and penetrations.

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### 3. Reflected Ceiling Plan

- a) Plan view 1/8+minimum scale - Details a minimum ¼-inch scale.
- b) Provide ceiling construction details per ASTM 635 & 636.
- c) Provide suspended ceiling details including seismic bracing.
- d) Show the location of all emergency lighting, exit signage and provide a lighting fixture schedule.

### 4. Framing Plan Details

- a) Specify the size, spacing, span and wood species or metal gage for all stud walls including anchorage and spacing.
- b) Indicate all wall, beam and floor connections.
- c) Detail the seismic bracing for all walls.
- d) Include a stair section showing rise, run, landings, headroom, handrail and guardrail dimensions; include size, anchorage and spacing of stringers if applicable.

### 5. Elevations Plans

- a) Provide building heights (floor and roof elevations).
- b) Show grade elevations.
- c) Provide a view of all sides with all exterior design requirements.
- d) Exterior stairways, decks, and railings.

### 6. Roof Plan Sheets

- a) Show locations of new or replaced HVAC, exterior equipment, ductwork, vents, screening.
- b) List of equipment and schedule. (including weight of equipment)
- c) Structural engineering and details for gravity and/or lateral loads. (when applicable)
- d) Rooftop mechanical screening shall be required for any rooftop equipment greater than 1qin height, and for any equipment exterior to the building. Screen materials must be architecturally compatible with the building and shall be as high as the equipment being screened. Plans must show height of equipment relative to screening and shall include notations of materials and colors to be used. If an existing parapet effectively screens proposed equipment, plans must show parapet height relative to equipment height.

## H) STRUCTURAL PLANS – Submit Three (3) sets each

### 1. Structural Sheets

- a) All drawings prepared or reviewed by the engineer must be signed and sealed by a Washington State Engineer.
- b) Provide foundation, floor and roof framing plans as is applicable.
- c) 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.
- d) Details of structural assemblies must be referenced with the place using standard symbols.
- e) Structural details and schedules shall be provided as required to provide specific information of the structural assemblies and must match requirements provided in the structural calculations.

### 2. Structural Calculations

- a) Design criteria used for foundation, floors, roof and lateral designs - Include geotechnical criteria used in design.
- b) Structural calculations must be submitted for all commercial buildings.
- c) A cover sheet must be provided that is signed and sealed by the engineer of record, who is registered in the State of Washington.
- d) Calculations should include a table of contents with each page numbered.
- e) Calculations prepared by a computer program must include an explanation of the program and documentation for input and output data formats.

### 3. Storage Racks (if applicable)

- a) Structural calculations are required for seismic bracing of storage racks eight feet or greater in height.
- b) Eight feet or less, show a positive connection to floor or walls.

**NOTE:** High pile storage shall meet the requirements of current International Building and Fire Codes.

## I) GEOTECHNICAL ENGINEERING REPORTS – Submit Three (3) copies

1. The geotechnical report must include the minimum information as outlined in the International Building Code.

## J) PROJECT SPECIFICATION MANUALS – Submit Three (3) copies



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The building permit does not include any mechanical, electrical, plumbing, sign or fire sprinkler/alarm work. **These permits are issued separately.** Mechanical, electrical, plumbing, sign or fire sprinkler/alarm permits require a separate permit application and may also require separate plan review.

Please note that any new or altered space that involves food handling, preparation or public swimming pools requires Island County Health District approval **before the permit can be approved.** You must provide the Building Division a copy of the approval letter or the approved plans. Contact the Island County Health District at (360) 679-7350 with any questions or for more information.

An intake appointment is required for all new Commercial or Multifamily Building Permit Applications. To schedule an appointment or to ensure that you have the most current information, please contact the City of Oak Harbor Building Division at (360) 279-4510.

**Application by courier or mail will not be accepted.  
Incomplete applications will not be accepted.**