



**COMMERCIAL  
TENANT  
IMPROVEMENT  
BUILDING PERMIT**  
 510-B Pioneer Street/PO Box 608  
 Ridgefield, WA 98642  
 Tel: 360.887.3908  
 Fax: 360.887.2507  
[www.ridgefieldwa.us](http://www.ridgefieldwa.us)

OFFICE USE ONLY
PERMIT NUMBER

**THIS APPLICATION PROVIDES THE OPPORTUNITY TO COMBINE MULTIPLE REVIEWS  
WITHIN ONE PERMIT FOR A STREAMLINED PROCESS.**

**PLEASE NOTE: UPDATED REVIEW AND REQUIREMENTS IN TABLES BELOW.**

**HAVE YOU SUBMITTED TO CLARK-COWLITZ FIRE RESCUE? (REQUIRED):**  Yes  No

**IS THIS A “NEW FIRST TENANT” WITHIN A NEW BUILDING SHELL?**  Yes  No

- **If YES, complete the NEW FIRST TENANT IMPROVEMENT information below.**
- **If NO, complete the NEW TENANT IMPROVEMENT (OTHERS) information below.**

### **NEW FIRST TENANT IMPROVEMENT ONLY**

<u>ADDITIONAL REVIEWS WITH THIS APPLICATION</u>	<u>REQUIREMENTS</u>	<u>INCLUDED WITH SUBMITTALS</u>
Plumbing	REQUIRED	<input type="checkbox"/> Yes
Mechanical	REQUIRED	<input type="checkbox"/> Yes

### **TENANT IMPROVEMENT (OTHERS)**

<u>ADDITIONAL REVIEWS WITH THIS APPLICATION</u>	<u>ANY MODIFICATIONS?</u>	<u>REQUIREMENTS</u>	<u>INCLUDED WITH SUBMITTALS</u>
Plumbing	<input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, REQUIRED	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mechanical	<input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, REQUIRED	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### **EXPEDITED REVIEWS (1<sup>ST</sup> REVIEW 5 BUSINESS DAYS AFTER PLAN CHECK FEE PAID)**

EXPEDITED REVIEWS ARE AVAILABLE FOR NON-STRUCTURAL PERMITS AT AN ADDITIONAL FEE OF 25% OF THE BUILDING PERMIT FEE OR \$300.00, WHICHEVER IS GREATER AND MUST MEET THE FOLLOWING CRITERIA BY ANSWERING YES TO ALL QUESTIONS BELOW:

1. Is this a non-structural commercial tenant improvement which is nonbearing, not relating to the part of the structure?  Yes  No
2. Is this tenant improvement 5,000 square feet or less?  Yes  No
3. Do you wish to apply for an expedited review?  Yes  No

IF REPLY IS YES, FOR ALL CRITERIA ABOVE, PLEASE APPLY ONLINE FOR “COMMERCIAL TENANT IMPROVEMENT EXPEDITED”. OTHERWISE, PLEASE CHOOSE “COMMERCIAL TENANT IMPROVEMENT” APPLICATION.

## A. CONTACT INFORMATION:

### APPLICANT:

Check box if primary contact

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

### PROPERTY OWNER:

Check box if primary contact

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_  
*(Signature or a letter of authorization from the owner required)*

### CONTRACTOR:

Check box if primary contact

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor's License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

City Business License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## B. SITE INFORMATION:

**PROPERTY INFORMATION - Please verify address & Suite # with City before applying at [permits@ridgefieldwa.us](mailto:permits@ridgefieldwa.us) as plans and documents shall include addressing information.**

Site Address: \_\_\_\_\_ Suite #: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Development Name: \_\_\_\_\_ Phase: \_\_\_\_\_ Lot #: \_\_\_\_\_

## C. BUILDING PERMIT INFORMATION

### **BUILDING INFORMATION**

Project Name: \_\_\_\_\_

General Description of Use: \_\_\_\_\_

Total Square Footage proposed for this Tenant Improvement: \_\_\_\_\_

1st Floor Square Footage: \_\_\_\_\_ 2<sup>nd</sup> Floor Square Footage: \_\_\_\_\_ 3<sup>rd</sup> Floor Square Footage: \_\_\_\_\_

Other Square Footage: \_\_\_\_\_ (Description) \_\_\_\_\_

Breakdown of Occupancy Type & Construction Type

Occupancy Type: \_\_\_\_\_ Construction Type: \_\_\_\_\_ SF: \_\_\_\_\_

Occupancy Type: \_\_\_\_\_ Construction Type: \_\_\_\_\_ SF: \_\_\_\_\_

Occupancy Type: \_\_\_\_\_ Construction Type: \_\_\_\_\_ SF: \_\_\_\_\_

Is this a Multi-Family Building:  Yes  No

- If yes, number of Units proposed: \_\_\_\_\_

## PLUMBING FIXTURES

Check box if N/A

Please indicate quantity of each

Alternative Water
Area Drain
Aspirator
Bar Sink
Bathroom Tub
Commercial Coffee Maker
Car Wash Sump
Dental Sink
Dishwasher
Drain Field
Drinking Fountain
Floor Drain
Floor Sink
Fountain Drain

Garbage Disposal
Gas Pipe System
Glass Fill Station
Glass Washer
Grease Trap
Hose Bibs
Ice Machine
Kitchen Sink
Pressure Reducing Valve
Processing Equipment Drain
Refrigerator Drain
Roof Drain
Service Sink

Shower
Sump Pump
Swimming Pool
Toilet
Trailer Trap
Urinal
Wash Tray
Washing Machine
Water Connection
Water Heater (Electric)
Water Heater (Gas)
Water Softener
X-Ray Tank
Other

## MECHANICAL FIXTURES

Check box if N/A

Please indicate quantity of each

Air Handler <10,000 CFM
Air Handler >10,000 CFM
Appliance Ventilation
Boiler or Compressor ≤3 HP
Boiler or Comp. 4-15 HP
Boiler or Comp. 16-30 HP
Boiler or Comp. 31-50 HP
Boiler or Comp. >50 HP
Cooling Unit
Ducts
Evaporative Cooler
Furnace Floor
Furnace ≤100,000 BTU
Furnace >100,000 BTU

Gas Piping
Heat Pump/ AC 0-3 Tons
Heat Pump/ AC 3-15 Tons
Heat Pump/ AC 15-30 Tons
Heat Pump / AC 30-50 Tons
Heat Pump / AC >50 Tons
Heater
Repair, alteration or addition to appliance, refrigeration unit etc...
Stove (Insert)
Stove (Free Standing)
Vent Fan with Duct
Vent Hood with Mech. Exhaust
Ventilation System
Other

## **Utilities:**

Public Water/meter size \_\_\_\_\_  Private Well

Public Sewer  Septic System

Type of Heat:  Electric  Gas  Other: \_\_\_\_\_

It shall be the responsibility of the applicant to apply for any necessary concurrent reviews from the following agencies:

1. Clark Cowlitz Fire Rescue
2. Clark Regional Wastewater District or via phone number 360-750-5876
3. Public Health | Clark County
4. Clark Public Utilities

**SUBMITTAL INFORMATION:**

- **See the Commercial Building Checklist for plans criteria and Documents Required**

**FEES:** Plan check fees must be paid prior to review. Payment can be paid via permit portal or make check payable to City of Ridgefield. There may be additional fees related to outside consultant reviews. These fees will be applied to the permit with payment due at the time of permit issuance or Certificate of Occupancy.

*By affixing my signature hereto, I certify under perjury under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge and that I am the owner of the premises where the work is to be performed or am acting as the owner's authorized agent. I further agree to hold harmless the City as to any claim (including costs, expenses and attorney's fees incurred in investigation of such claim) which may be made by any person, including the undersigned, an filed against the City, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as a part of this application. The building official may, in writing, suspend or revoke a permit issued under the provisions of this code whenever a permit is issued in error or on the basis of incorrect information supplied, or in violation of any ordinance or regulation or any of the provisions of this code.*

---

Signature of Owner/Authorized Agent

---

Date

---

Print Owner's or Authorized Agent's Name



**COMMERCIAL  
BUILDING CHECKLIST**  
510-BPioneer Street/POBox608  
Ridgefield, WA 98642  
Tel: (360)887-3908  
Fax:(360)887-2507  
[www.ridgefieldwa.us](http://www.ridgefieldwa.us)

OFFICE USE ONLY

PERMIT NUMBER

**\*2021 Building Codes Effective March 15, 2024\***

**REQUIREMENTS FOR A COMMERCIAL BUILDING PERMIT**

Drawings and specifications shall comply with the following codes:

- 2021 International Building Code
- 2021 Uniform Plumbing Code
- 2021 International Fire Code
- 2021 International Fuel Gas Code
- 2021 Washington State Energy Code
- 2021 International Mechanical Code
- 2017 ICCA117.1 Accessible and Usable Buildings & Facilities Code

**\*DESIGN REQUIREMENT – MUST LEAVE 4" OF SPACE ON RIGHT SIDE OF EACH SHEET TO ALLOW FOR CITY STAMPS\***

Cover sheet for construction plans shall include:

- 1. Project identification
  - a. Project address, legal description, location map, and real estate ID number (tax parcel number)
  - b. All design professionals identified, including addresses and telephone numbers
  - c. Identification of the person who is responsible for project coordination. (All communications should be directed through this individual.)
- 2. Design criteria
  - a. Occupancy group / Occupancy load
  - b. Type construction
  - c. Seismic zone
  - d. Square footage and /or allowable area to include exterior covered areas/ entryways etc...
  - e. Fire sprinkler requirements
  - f. Height and number of stories

- g. Occupant load
- h. Land use zone
- i. Parking requirements required/provided
- j. Allowed soil-bearing pressure
- k. Design loads(roof, floor, wind, codes, seismic zones and factors)
- l. Material strengths
- m. Soils report
- n. Landscaping requirements

**Construction plans shall include the following information, where applicable:**

1. Site Plan

- a. Location of the new structure and any existing buildings or structures
- b. All property lines with dimensions
- c. All streets, easements and setbacks
- d. All water, sewer, hydrants, and electrical points of connection
- e. Proposed service routes
- f. Existing utilities
- g. Required parking, drainage, and grading design
- h. North arrow and drawings scale
- i. Existing and proposed grades

2. Foundation Plan

All foundations and footings, including sizes, locations, reinforcing, and imbedded anchorages such as anchor bolts, hold-downs, and post bases.

3. Floor Plan (Include interior suite layouts, if applicable)

- a. All floors including basements
- b. All rooms and their use
- c. Overall dimensions and locations of all structural elements and openings
- d. All doors and windows
- e. Door, window, and hardware schedules
- f. All fire assemblies, area and occupancy separations and draft stops
- g. Smoke and heat detectors

4.Framing Plans- Roof Framing Plans

All structural members, their size, methods of attachment, location and materials, roof drainage and location of roof-mounted equipment.

5.Exterior Elevations

- a. All views
- b. All openings
- c. All lateral bracing systems where applicable
- d. Signs and attachment

6.BUILDING SECTIONS AND WALL SECTIONS

- a. All materials of construction
- b. All non-rated and fire-rated assemblies and fire-rated penetrations
- c. All vertical dimensions

7. INTERIOR ELEVATIONS

- a. All ADA required equipment installations with vertical height clearances shown
- b. Re-lights, sill heights, elevator operation panels, etc., which are subject to code requirements

8. MECHANICAL SYSTEM

- a. Entire mechanical system
- b. All units, their sizes, mounting details, all ductwork and duct sizes
- c. All fire dampers where required
- d. Equipment schedules
- e. Energy conservation calculations per state of Washington
- f. Indoor air quality standards including radon mitigation systems
- g. Fire protection systems

9. PLUMBING SYSTEM

- a. All fixtures, piping, slopes, materials and sizes
- b. Connection points to utilities, septic tanks, pretreatment sewer systems and water wells

10. SPECIFICATIONS

- a. Provide either on the drawings or in booklet form
- b. Further define construction components, covering:
  - a. Construction components, including materials and methods of construction
  - b. Wall finishes

- c. Pertinent equipment
- d. Schedules (maybe incorporated in project manual in lieu of drawings)
- e. Planting Requirements

11. Addenda and Changes

It shall be the responsibility of the individual identified on the cover sheet as the principal design professional to notify the building official of any and all changes throughout the project and provide revised plans, calculations, or other appropriate documents prior to actual construction.

12. Revisions

For clarity, all revisions should be clouded on the drawings or resubmitted as a new set of plans, and should identify the engineer or architect of record.

**Documents:**

- 1. Application
- 2. Checklist
- 3. Written narrative of proposed project
- 4. Building Plans as described on previous sheet (Construction Plans)
- 5. Architectural Elevation Plans sheets from Building Set to include Color Renderings
- 6. Site Plan Layout
- 7. Interior Suite layout, if applicable
- 8. Geotechnical Report
- 9. Truss Calculations and Layout
- 10. Structural Calculations
- 11. 2021 WA State Energy Code Compliance Forms
- 12. Square Footage Breakdown of use and construction Types
- 13. Traffic Impact Analysis or Traffic Generation Letter from licensed traffic engineer (unless permit is for "shell only")
- 14. Retaining Wall Plans, if applicable



## Commercial and Non-Prescriptive Residential Structural Design Information

*The information in this handout only applies to structures not conforming to the prescriptive criteria set forth in the 2021 International Building Code.*

*All commercial occupancies will be required to be designed by a Washington State Professional Engineer.*

### **Loading Requirements:**

#### Ridgefield/ Wind Speed per 2021 IBC Criteria:

- I.  $V_{asd} = 105 \text{ mph}$  (3 second gust); applicable only to methods in exceptions I through 5,, section 1609.1.1.
2.  $V_{ult} = 135 \text{ mph}$  (3 second gust) for Risk Cat. II; use 125 mph for Risk Cat. I; use 140 mph for Risk Cat. III &IV.
3. Exposure B, or as required per 1609.4.

Soil: Type ML - 1500 psf Bearing or geo-tech required

Frost Depth: 12"

Minimum roof snow load: 25 psf

Minimum roof load: non reducible

Ground snow: 30 psf (drift calculations as required)

All other loading per the 2021 International Building Code and as adopted by Washington State and City of Ridgefield Codes.

### **Seismic Design:**

Spectral response data can be found on this web site: [earthquake.usgs.gov/hazards/design\\_maps](http://earthquake.usgs.gov/hazards/design_maps)

Use values of two percent probability of exceedance. Otherwise, use the following design information based on specific zip codes within the county:

MCE Ground Motion - Conterminous 48 States

Zip Code - 98642

Central Latitude= 45.802723

Central Longitude=-122.709722

Period, MCE Sa

(sec) ( $\frac{3}{4}g$ )

0.2, 0.882 MCE Value of Ss, Site Class B 1.0,

0.320 MCE Value of S1, Site Class B

Spectral Parameters for Site Class D:

0.2, 1.01, Sa= Fa Ss, Fa= 1.147

1.0, 0.564, Sa= FvSl, Fv = 1.761