



**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: \_\_\_\_\_ 2nd Floor Square Footage: \_\_\_\_\_ 3rd 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 SystemType 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 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.*

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Signature of Owner/Authorized Agent

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Date

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Print Owner's or Authorized Agent's Name



**COMMERCIAL  
BUILDING CHECKLIST**

510-B Pioneer Street/PO Box 608  
Ridgefield, WA 98642

Tel: (360) 887-3908

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***\*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 ICCA 117.1 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.  $V_{asd} = 105$  mph (3 second gust); applicable only to methods in exceptions I through 5,, section 1609.1.1.
2.  $V_{ult} = 135$  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 geotech 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  $S_a$

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

0.2, 0.882 MCE Value of  $S_s$ , Site Class B 1.0,

0.320 MCE Value of  $S_1$ , Site Class B

Spectral Parameters for Site Class D:

0.2, 1.01,  $S_a = F_a S_s$ ,  $F_a = 1.147$

1.0, 0.564,  $S_a = F_v S_1$ ,  $F_v = 1.761$