



**COMMERCIAL BUILDING
CHECKLIST**

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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 ICC A117.1 Accessible and Usable Buildings & Facilities Code

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

Coversheet for construction documents 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 documents 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 drawing 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 duct work 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 (may be 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. Written narrative of proposed project – must be on jobsite during inspections
- ☐ 2. WA State Energy Code Compliance Forms
- ☐ 3. Geotech Report
- ☐ 4. Traffic Impact Analysis or Traffic Generation Letter from licensed traffic engineer (unless permit is for “shell only”)
- ☐ 5. Truss Calculations and Layout
- ☐ 6. Structural Calculations



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 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/designmaps

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, $S_a = F_v S_1$, $F_v = 1.761$