



www.redmond.gov/BuildingPermits



Submittal Checklist

**Multi-Family
Commercial Buildings
Mixed Use Buildings
Change of Occupancy**

A current City of Redmond business license is required prior to opening a business. Applications for a business license can be downloaded at www.redmond.gov/businesslicense. For questions please contact the Business license office at 425-556-2193 or businesslicense@redmond.gov

To schedule an appointment contact a Plans Examiner at 425 556 2493 or plansexaminer@redmond.gov

Application and plans are requested 5 days in advance to allow staff to view the plans to ensure a complete submittal. Plans can be remotely uploaded.

FEES

The following non-refundable fees will be collected at time of permit submittal:

- Building, Fire, Planning & Public Works Plan Check Fees
- 3% Technology Surcharge Fee based on total permit cost

NATIONAL CODES

- 2015 International Building Code (IBC)
- 2015 International Residential Code (IRC)
- 2015 International Mechanical Code (IMC)
- 2015 International Fuel Gas Code (IFGC)
- 2015 International Fire Code (IFC)
- 2015 Uniform Plumbing Code (UPC)
- 2014 National Electric Code (NEC)
- 2015 IECC with WA St. Amendments
- 2009 ICC A117.1

ELECTRONIC PLAN STANDARDS Paper plans, incomplete applications, and applications delivered by courier will not be accepted and will result in the application being deemed incomplete.

- ✓ All plans must be drawn **to scale**, and have scale noted on each sheet.
 - ✓ All documents must be uploaded as a **PDF**.
 - ✓ All plans must be uploaded in **“Landscape”** format in the horizontal position.
 - ✓ **Flatten and merge** separate sheets into one file named **Structural Plans**.
- Any files that are not named properly and/or uploaded incorrectly may be rejected at intake.**

II. SUBMITTAL CHECKLIST

APPLICATION

PLANS AND DRAWINGS

- ⇒ All sheets are to be the same size and sequentially labeled. Flatten and unlock plans prior to building permit submittal.
- ⇒ Plans are required to be clearly legible, with scaled dimensions. Each plan sheet must be individually bookmarked.
- ⇒ Plans will not be accepted that are marked *preliminary* or *not for construction*, have red lines, cut and paste details or those that have been altered after the design professional has signed the plans.

ARCHITECTURAL PLANS

Cover Sheet - Building Information

- Location, vicinity map, zoning, address, & model code information.
- Construction type.
- Number of stories and total height in feet. Building square footage (per floor and total).
- IBC Occupancy Type (show all types by floor and total) and occupancy load. List work to be performed under this permit.
- Provide occupancies classifications for neighboring tenant spaces.

Design Team Information

- Design Professional information: Architects, Structural Engineers, Civil Engineers, Landscape Architects, Owners, Developers

Site Plan – May be included as part of the Architectural Drawing Cover Sheet. Provide information for accessible parking, number of parking spaces and route of travel.

- Clearly show all actual and assumed property lines, building outline and exterior improvements.
- Show building set backs, property lines, easements, street access locations and address. Indicate north direction.
- Flood hazard areas, floodways, and design flood elevations as applicable.
- Fire protection features: Fire lanes, Fire Dept. Connections, Post Indicator valves, Sprinkler Riser Rooms.
- Provide accessible information on site, accessible path, and accessible parking stalls.

Code Summary Floor Plan – See Building Code summary worksheet for additional required information.

Clearly label the following:

- Space/room use (i.e. office, sales, conference, kitchen, manufacturing, etc.)
- IBC Occupancy classifications, Square footage, Occupant load square footage factor used to determine occupant load.
- Clearly show a complete Means of Egress Path, including the width, exits, exit passageways, exit enclosures, separation of exits, exit signs, exit width, common path of travel, travel distance and diagonal distance.
- Note type of sprinklers used.
- Graphically show the extent and rating of all rated assemblies both vertical and horizontal, include the rating of any required opening protection.
- Indicate any doors that are provided with panic hardware and/or magnetic hold-opens. Indicate doors that have locking system requiring use of key or special knowledge.
- Provide non-separated use calculations and/or mixed use ratio calculations.
- Location of emergency power.

Reflected Ceiling Plan

- Provide ceiling construction details.
- Provide suspended ceiling details including seismic bracing per IBC 808.1.1.1 and ASTM 635-636 and expansion joint layout.
- Show the location of all emergency lighting, exit signage and provide a lighting fixture schedule.

II. SUBMITTAL CHECKLIST (CON'T)

Floor Plan Sheet - Show scale

- Specify the use of each room/area, including shafts, electrical/mechanical rooms and elevators.
- Show **ALL** exits on the plans; include new, existing or eliminated.
- Show all Barrier-Free information on the drawings. Provide door and door hardware schedules.
- Specify each wall type, door type, and glazing requirements. Provide details and assembly numbers for fire resistive assemblies.
- Indicate on the plans all rated walls, doors, windows and penetrations.

Framing Plans/Details

- Specify the size, spacing, height, anchorage, rated listings, wood species or metal gauge for all stud walls. Indicate all wall, beam, floor connections and ceiling.
- Detail the seismic bracing for all walls.
- Include a stair section showing rise, run, landings, headroom, handrail and guardrail dimensions. Show size, anchorage and spacing for stringers.

MOISTURE PROTECTION LAW STATEMENT

- RCW 64.55 Moisture Protection Law for Multi-Unit Residential Buildings. Please refer to handout for requirements prior to issuance of building permit.

STORAGE RACKS (if applicable)

- Attachment details are required for seismic bracing of storage racks five feet nine inches (5'9") or greater in height.
- Under 5'9", show a positive connection to floor or walls.
- Statement of Special Inspections Form.

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

KING COUNTY HEALTH APPROVAL (if applicable)

Please note that any tenant improvement work in a space that involves food handling, preparation or a public swimming pool requires King County Health Department approval **before the permit can be issued**. You must provide the Building Plans Examiner a copy of the approval letter or the approved plans. **Contact the King County Health Department at 206-477-8144 with any questions or for more information.**

ENERGY CODE COMPLIANCE

Lighting, Mechanical, and Building envelope forms can be found at <http://www.neec.net/energy-codes>. Applicable forms are required to be submitted with the building permit. No deferred submittals are allowed.

STRUCTURAL PLANS - Drawings prepared or reviewed by engineer must be signed & sealed by a Washington State Engineer

STRUCTURAL CALCULATIONS (if applicable)

GEOTECHNICAL ENGINEERING REPORT (if applicable)

STATEMENT OF SPECIAL INSPECTIONS (if applicable) Contractor/special inspection agency may be omitted at time of Permit Submittal.

ENGINEERING (if applicable)

- Drainage calculations—if the project has received site plan approval.
- Civil Plans - Site infrastructure must be approved by Public Works prior to Building Permit approval.

PLANNING (if applicable)

- Technical Committee Approval Letter - must be submitted prior to permit approval.
- Greenhouse Gas Data Form
- Data worksheet for Determination of Impact Fees
- Landscape Drawings

PROJECT MANUALS (if applicable)

Please note that these are the requirements for new buildings or a large tenant improvement. If you are applying for a small TI or exterior alteration please submit what is applicable to the proposed project.

FIRE DEPT: ANSWER THE QUESTIONS BELOW WITH A YES OR NO. A SEPARATE FIRE INSTALLATION PERMIT MAY BE REQUIRED FOR ITEMS THAT ARE CHECKED YES. PLEASE CONTACT RFD AT 425.406.0865 FOR ADDITIONAL INFO

	YES	NO
Flammable/Combustible Liquids	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Materials	<input type="checkbox"/>	<input type="checkbox"/>
High Piled Storage	<input type="checkbox"/>	<input type="checkbox"/>
HPM Facilities	<input type="checkbox"/>	<input type="checkbox"/>
LP Gas Store/Handle/Use/Dispense	<input type="checkbox"/>	<input type="checkbox"/>
Places of Assembly	<input type="checkbox"/>	<input type="checkbox"/>
Refrigeration Equipment for Heating and Cooling	<input type="checkbox"/>	<input type="checkbox"/>
Spraying & Dipping	<input type="checkbox"/>	<input type="checkbox"/>
Battery Systems	<input type="checkbox"/>	<input type="checkbox"/>
Compressed Gases	<input type="checkbox"/>	<input type="checkbox"/>
Cryogenics	<input type="checkbox"/>	<input type="checkbox"/>
Industrial Ovens	<input type="checkbox"/>	<input type="checkbox"/>
Private Fire Hydrants	<input type="checkbox"/>	<input type="checkbox"/>
Smoke Control Systems/Stair Pressurization *	<input type="checkbox"/>	<input type="checkbox"/>

*Fire Installation permit application required at time of Building permit application

If yes—Item and description

PLANNING DEPARTMENT INFORMATION; ANSWER THE QUESTIONS BELOW WITH A YES OR NO. PLEASE CONTACT 425.556.2494 FOR ADDITIONAL INFORMATION OR QUESTIONS

	YES	NO
Exterior Modifications to Building?	<input type="checkbox"/>	<input type="checkbox"/>
Change of Land Use? (RZG) i.e. warehouse to gym*	<input type="checkbox"/>	<input type="checkbox"/>
Sensitive areas on or near site?	<input type="checkbox"/>	<input type="checkbox"/>
Is permit a PRD/MPRD/PCD/MPCD?	<input type="checkbox"/>	<input type="checkbox"/>
Building generates noise above 35dBA	<input type="checkbox"/>	<input type="checkbox"/>
Tree removal proposed?	<input type="checkbox"/>	<input type="checkbox"/>
Additional building square footage proposed?	<input type="checkbox"/>	<input type="checkbox"/>
Change in number of existing parking stalls?	<input type="checkbox"/>	<input type="checkbox"/>
Reducing landscaping square footage proposed?	<input type="checkbox"/>	<input type="checkbox"/>
Reroofing?	<input type="checkbox"/>	<input type="checkbox"/>

If yes - Item and description

*When change of land use intensifies, a Traffic Trip Generation Study may be required. Contact Min Luo 425-556-2881



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Codes and Design Requirements



NATIONAL CODES

- 2015 International Building Code (IBC)
- 2015 International Residential Code (IRC)
- 2015 International Mechanical Code (IMC)
- 2015 International Fuel Gas Code (IFGC)
- 2015 International Fire Code (IFC)
- 2015 Uniform Plumbing Code (UPC)
- 2014 National Electric Code (NEC)
- 2009 Accessible & Usable Buildings & Facilities (ICC/ANSI A117.1)
- 2015 International Energy Conservation Code with WA ST Amendments

WASHINGTON STATE AMENDMENTS

- WAC 51-50 Washington State Building Code (IBC)
- WAC 51-51 Washington State Building Code (IRC)
- WAC 51-52 Washington State Mechanical Code (IMC)
- WAC 51-54A Washington State Fire Code (IFC)
- WAC 51-56 Washington State Plumbing Code & Standards (UPC)
- WAC 51-11C & 51-11R State Building Code adoption and amendment of the 2015 edition of the International Energy Conservation code, Commercial/Residential
- WAC 296-46B Electrical Safety Standards, Administration, and Installation

CITY OF REDMOND DESIGN REQUIREMENTS

Design Wind Speed	110 mph - PER IBC Fig. 1609 A, risk category II
Ground Snow Load	15 psf (snow drift per ASCE 7-10)
Rain on Snow Surcharge	5 psf added to flat roofs per (ASCE 7-10;7.10)
Seismic Design Category	D (D2 Residential)
Rainfall	1"/hr (UPC Table D101.1)
Frost Line Depth	12"
Soil Bearing Capacity	1500 psf unless a Geotechnical report is provided (IBC Table 1806.2)

REDMOND LOCAL AMENDMENTS AND REGULATIONS

- Redmond Municipal Code Title 15 Buildings and Construction
- Chapter 15.06 - Fire Code
- Chapter 15.08 - Building Code
- Chapter 15.10 - Property Maintenance Code - repealed by Ord. 2729
- Chapter 15.12 - Electrical Code
- Chapter 15.14 - Mechanical Code
- Chapter 15.16 - Plumbing Code
- Chapter 15.18 - Energy Code
- Chapter 15.22 - Moving Buildings
- Chapter 15.24 - Clearing, Grading, and Stormwater Management
- Redmond Zoning Code
- Redmond Fire Department Standards
- Redmond Public Works Standard Details

THE CITY OF REDMOND
Commercial/Multi-Family/Mixed Use
Building Permit Fee Calculation Worksheet

This form must be completed for all Commercial or Multi-Family projects that involve new construction or an increase in square footage to correctly calculate the fees. Please note that a separate permit is required for **each building or structure** that is part of the project.

Complete one worksheet for each permit.

PROJECT NAME: _____ **DATE:** _____

PROJECT ADDRESS: _____

NUMBER OF DWELLING UNITS: _____ **NUMBER OF STORIES:** _____

FIRE SPRINKLER SYSTEM: YES NO

- 1) **Determining Building Valuation:** The final determination of building valuation shall be made by the Building Official.
 - a) **For New Construction or Increases in Square Footage:** The value used in computing fees, adopted by Resolution No. 1212, is determined on the basis of the valuation per square foot using the Building Valuation Data. Determination of the project square footage is based on gross area, defined below.
- 2) **Gross Area:** The gross area, used in conjunction with the Building Valuation Data and other data to determine the valuation of a building project, means the total area of all floors, measured from the exterior face, outside dimensions or exterior column line of a building, including basements, cellars and balconies, but not including unexcavated areas. Where walls and columns are omitted in the construction of a building, such as an open shed or marquee, the exterior wall of the open side or sides, for the purpose of calculating gross area, will be the edge of the roof, including gutters.

The information that you provide will be verified during the plan review process.

OCCUPANCY	AREA IN SQUARE FEET	IBC CONSTRUCTION TYPE
(A-1) Assembly, theaters with stage		
(A-1) Assembly, theaters without stage		
(A-2) Assembly, nightclubs		
(A-2) Assembly, restaurants, bars, banquet halls		
(A-3) Assembly, churches		
(A-3) Assembly, general, community halls, libraries, museums		
(A-4) Assembly, arenas		
(B) Business		
(E) Educational		
(F-1) Factory and industrial, moderate hazard		
(F-2) Factory and industrial, low hazard		
(H-1) High Hazard, explosives		
(H-2,3,4) High Hazard		
(H-5) HPM		
(I-1) Institutional, supervised environment		
(I-2) Institutional, incapacitated		
(I-3) Institutional, restrained		
(I-4) Institutional, day care facilities		
(M) Mercantile		
(R-1) Residential, hotels		
(R-2) Residential, multiple family		
(R-3) Residential, one and two family		
(R-4) Residential, care/assisted living facilities		
(S-1) Storage, moderate hazard		
(S-2) Storage, low hazard		
(U) Utility, miscellaneous		
(U) Utility, miscellaneous, private garage		
(U) Utility, miscellaneous, covered deck		
(U) Utility, miscellaneous, uncovered deck		
(U) Utility, miscellaneous, unfinished basement		

PLEASE NOTE: The information provided on this form will be used by our Permit Tracking system to calculate the total Building Permit fees. The Building Permit fees determined with this information **do not** include any impact fees that may be assessed. It also does not include the fees for any other construction permits that may be needed for your project. These other permits include, but are not limited to, electrical, mechanical, plumbing, fire alarm, fire sprinkler or sign permits.



CITY OF REDMOND DATA WORKSHEET FOR DETERMINATION OF IMPACT FEES

06/2009

Please complete the following worksheet to assist City staff in determining the appropriate Fire, Parks, School, and Transportation Impact Fees for the proposed building. If you have questions about completing this form, please contact your project Planner or, if one has not been assigned, call 425-556-2494 to speak to the Planner on call.

Project Name: _____

Project Address or Parcel Number: _____

Building Permit Number: _____ (to be determined at intake)

Impact Fee Equation:

Number of units of each use	x	Impact Fee amount for a facility type	=	Amount of Impact Fee that shall be paid for that facility type for that use
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The purpose of this worksheet is to determine the “number of units of each use” that will be used to determine the impact fees for the proposed building. The impact fee charged will be the fee in effect at the time of building permit issuance.

The standard for calculation impact fees is Gross Floor Area (GFA), with a few exceptions including residential, certain service uses, and schools. GFA is based upon the Gross Square Footage (GSF) of a structure. These terms are defined below:

Gross Square Footage (GSF): The area included within surrounding exterior walls (or exterior walls and firewalls) exclusive of vent shafts and courts. Areas of the building not provided with surrounding walls shall be included in the building area if such areas are included within the horizontal projection of the roof or floor above (2006 IBC 502.1).

Gross Floor Area (GFA): The area included within the surrounding exterior walls of a building or portion thereof, exclusive of vent shafts, elevator shafts, stairwells, courts, second story atriums and lobbies. Usable area under a horizontal projection of a roof or floor above, not provided with surrounding exterior walls shall be included within the total gross floor area. (RCDG 20A.20.070) *Please note building area used for parking is not included in GFA for determining impact fees.

Note: The Total GSF provided in Table A.1 must match the Total New S.F. determined in the “Building Information” section of the Commercial/Multifamily Permit Application form submitted for Building Permit review.

A. IMPACT FEE DETERMINATION

Section 1: Office/Retail/Manufacturing Square Footage

If the proposed development includes office, retail, and/or manufacturing uses; include the Gross Square Footage in the appropriate subcategory or subcategories in “Table A.1: Impact Fee Data Table” on the following page. For definitions of each subcategory, please see RCDG 20A.20.190, Impact Fee – Transportation – Land Uses. The subcategory GFA totals will be used to determine City and King County Transportation impact fees. The Office, Retail and Manufacturing GFA totals will be used to determine Fire and Park impact fees for the respective uses. It is the burden of the applicant to provide accurate GFA information. Please attach 8.5 x 11 copies of the floor plans for each level of the proposed building with the area removed for GFA hatched on the plan. The reduced copies must include an accurate scale and the square footage of each hatched area must be provided.

Alternate Standard of Measure. Some uses listed in Transportation Impact Fee Schedule have a standard of measure other than Gross Floor Area. The impact fee for a majority of these uses is based on a fee per unit. These uses include hotels, service stations, movie theaters, health clubs, and others. Please the appropriate number of units in “Table A.2: Impact Fee Data Table for Uses with Alternate Standard of Measure” on the following page.

Note: For Regional Shopping Centers only, Gross Leasable Area (GLA) is used as the standard of measure. The Definition of GLA is: the total floor area designed for tenant occupancy and exclusive use, including any basements, mezzanines, or upper floors, expressed in square feet and measured from the centerline of joint partitions and from outside wall faces, excluding parking garages within buildings. GLA is the area for which tenants pay rent; it is the area that produces income.

Section 2: Multi-Family Residential Units

The impact fees for Multi-Family Residential units as part of a Mixed-Use building are determined on a per unit basis. If the proposed development includes residential units, list the proposed GSF in the appropriate location in the table on the following page, as well as the number of units in the box provided in the same table. The number of units provided will be used to determine the appropriate impact fee amounts.

Table A.1: Impact Fee Data Table

Land Use	Proposed GSF	Sq. Footage Excluded for GFA	Proposed GFA
Retail Uses			
Restaurant			
Fast Food Restaurant			
Miscellaneous Retail			
Other:			
Total for Retail Uses			
Office Uses			
Administrative Office			
Medical Office/Clinic			
Total for Office Uses			
Manufacturing Uses			
Light Industry/Manufacturing			
Industrial Park			
Warehousing/Storage			
Total for Manufacturing Uses			
Residential			
Multifamily Residential Total		Total Multi-Family Residential Units:	
Other Uses			
Use:			
Use:			
Total for Other Uses			
Total for All Uses			

Table A.2: Impact Fee Data Table for Uses with Alternate Standard of Measure

Other Uses – Non GFA Standard of Measure		
Land Use	Standard of Measure	Proposed Number Based on Standard of Measure

B. IMPACT FEE EXEMPTIONS FOR EXISTING STRUCTURES

Section 1: Existing Structure Eligibility

Parcels with existing development are eligible for impact fee exemptions. Exemptions will be given for the Gross Floor Area (GFA) of existing building on the site which were legally permitted and are proposed to be demolished. To determine eligibility for impact fee exemptions, provide the GFA for all existing non-residential structures on the site in "Table B.1: Non-Residential Impact Fee Credit Data". Include the most recent permitted use(s) of the buildings to be demolished. Please include copies of the Certificates of Occupancy, King County Assessor Data, building surveys, or other reasonable sources of data for existing structures to be demolished showing the existing GSF and attach them to this worksheet to be submitted with your building permit submittal. It is the burden of the applicant to provide accurate GFA information for these structures. Adjustments will be made for impact fee exemptions at the time of building permit issuance.

Table B.1: Non-Residential Impact Fee Exemption Data

Land Use	Existing GSF	Sq. Footage Excluded for GFA	Existing GFA
Retail Uses			
Restaurant			
Fast Food Restaurant			
Miscellaneous Retail			
Other:			
Total for Retail Uses			
Office Uses			
Administrative Office			
Medical Office/Clinic			
Total for Office Uses			
Manufacturing Uses			
Light Industry/Manufacturing			
Industrial Park			
Warehousing/Storage			
Total for Manufacturing Uses			
Other Uses			
Use:			
Use:			
Total for Other Uses			
Total for All Uses			

Alternate Standard of Measure. Some uses listed in Transportation Impact Fee Schedule have a standard of measure other than Gross Floor Area. The impact fee for a majority of these uses is based on a fee per unit. These uses include hotels, service stations, movie theaters, health clubs, and others. Please the appropriate number of units in "Table B.2: Impact Fee Credit Data Table for Uses with Alternate Standard of Measure".

Table B.2: Impact Fee Credit Data Table for Uses with Alternate Standard of Measure

Other Uses – Non GFA Standard of Measure		
Land Use	Standard of Measure	Number of Existing Units Based on Standard of Measure

Section 2: Residential Impact Fee Exemptions

If the site contains single-family or multi-family residential units, appropriate exemptions will be given for those units for Parks, Fire, School, and Transportation Impact Fees based on the fee in effect at the time of building permit issuance. Please include the existing number of units below:

Number of Existing Single-Family Units _____

Number of Existing Multi-Family Units _____



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Construction Parking Form



Applicable to permits requiring 10 or more construction workers.

PROJECT INFORMATION

BUILDING PERMIT NUMBER: _____
 SITE ADDRESS: _____
 PLANS EXAMINER: _____
 PLANNER: _____

Office Use Only

Approved by: _____
 Date: _____

Must be approved prior to Building Permit issuance

TYPE OF WORK

APPLICANT/OWNER INFORMATION

- New Commercial/Multi-Family/Mixed-Use Addition
 - Commercial/Multi-Family/Mixed-Use Alteration
 - Commercial/Multi-Family/Mixed-Use Rack Storage
 - Re-roofing
 - Tenant Improvement
 - Other _____
- PROVIDE: Site Plan(s) showing parking plan

Applicant _____

Property Owner _____

Property Owner _____

PRIMARY CONTACT PERSON:

Name: _____

Email: _____

Phone: _____

Construction Stage	# of Employees on Site	Temporary Construction Parking: Location/ # of Stalls
Excavation (Date: _____)		
Foundation (Date: _____)		
Framing: (Date: _____)		
Finish: (Date: _____)		

The temporary removal of any on-street parking within the boundaries of Redmond's Downtown on-street parking area due to construction will require the purchase of monthly on-street permits for the duration of the project. The number of monthly permits purchased shall be equal to the number of on-street parking spaces displaced throughout the project. One monthly permit per space removed is required to be purchased. Permits can be purchased by calling Diamond Parking at 425-556-2433 option 1. The Downtown on-street parking map is available at Redmond.gov/parking.

- NOTE:
- **Employees/sub-contractors are required to park in the area approved for construction parking for this project**
 - Employees/sub-contractors are **not allowed to park** on the street or at transit center. (King County manages Park & Ride, and violators will be towed at vehicle owners expense)
 - Site Superintendent contact information to be provided to Kim Keeling khkeeling@redmond.gov 425-556-2451 at beginning of project
 - Resources are available at **Go Redmond** www.GoRedmond.com for vanpooling, carpooling, transit and free one month transit passes



THE CITY OF REDMOND

STATEMENT OF SPECIAL INSPECTIONS GUIDELINES

In accordance with Chapter 17 of the current adopted International Building Code (IBC), the **owner**, or the **registered design professional in responsible charge** acting as the owner's agent, is required to hire an independent testing/inspection agency to perform required special inspections.

The independent agency hired to perform the duties of special inspection is required to be a registered agency with Washington Association of Building Officials (WABO), under the Special Inspection Registration Program (SIRP) Standard No. 1701 or most current adopted special inspection standard published by WABO.

The design professional shall complete the attached forms and submit them to the Building Department prior to issuance of the building permit. For projects requiring continuous inspection, the preparer shall submit the name and qualifications of the individual(s) assigned to the project. The inspectors assigned to any project within the Jurisdiction shall be currently registered with WABO, and certified for the disciplines assigned.

A. Contractor's Responsibilities

1. Notify the agency

The contractor is responsible for notifying the inspection agency in sufficient time for scheduling personnel to perform required inspections.

2. Provide written statement of responsibility

The contractor shall provide a written statement of responsibility as required in section 1704 for construction of designated main-wind or seismic force resisting system.

3. Provide access to Jurisdiction approved plans

The approved plans shall be readily accessible at the job site.

4. Provide access to work

The contractor shall provide reasonable access to all work requiring special inspection.

5. Retaining special inspection reports at the job site

The contractor is also responsible for retaining at the job site all special inspection records submitted by the special inspector, and providing these records for review by the Building Department's inspector upon request.

6. Notify Jurisdiction of special inspections prior to scheduled inspection time.

B. Duties of the Special Inspector

1. Observe the work

The inspector shall observe the work for compliance with the Jurisdiction approved plans, specifications, and applicable provisions of the IBC. The architect/engineer's reviewed shop drawings, and/or placement drawings, may be used only as an aid to inspections.

- **Continuous Special Inspection** – The full-time observation of work requiring special inspection by an approved special inspector who is present in the area where the work is being performed.
- **Periodic Special Inspection** – The part-time or intermittent observation of work requiring special inspection by an approved special inspector who is present in the area where the work is being performed and at the completion of the work.

2. Report non-conforming items

The inspector shall bring non-conforming items to the immediate attention of the contractor, and note all such items in the daily report. If any item is not resolved in a timely manner and is about to be incorporated in the work, the special inspector shall immediately notify the Building Department, the engineer or architect, his/her office.

3. Furnish daily reports

The special inspector shall complete a daily report for each day's inspections. The daily reports shall remain at the job site with the contractor for the Building Department's inspector. The reports shall include the following:

- Name of special inspector with WABO certification number and certification type, date, time, temperature and weather conditions.*
- Description of the inspections, with locations and tests performed.*
- Listing any non-conforming items.*
- Include how items were resolved or unresolved.*
- List any changes or corrections to non-conforming issues authorized by the engineer, architect, or Jurisdiction's building inspectors.*

4. Furnish weekly reports

The inspection agency shall furnish weekly reports of the tests and inspections performed directly to the Building Department, project engineer, architect, and/or others as designated.

5. Furnish final report

The inspection agency shall submit a final signed report to the Building Department stating that all items requiring special inspections and testing were fulfilled, all discrepancies were corrected or resolved, and all work requiring special inspections is in conformance with the approved design drawings and specifications.

- Any items unresolved or discrepancies in coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

C. Jurisdiction's Responsibilities

1. To verify compliance

The Jurisdiction is required to oversee the implementation of Structural Tests and Special Inspection requirements found in IBC Chapter 17 and the WABO - SIRP Standards 1701.

2. Review special inspections

The Building Department shall review all special inspectors and special inspection requirements.

3. Monitor special inspections

Work requiring special inspections, and the performance of special inspectors, shall be monitored by the Building Department's inspector. The jurisdiction's approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

4. Issue Certificate of Occupancy

The Building Department will only issue a Certificate of Occupancy after all special inspection reports and the final special inspection report, have been submitted and accepted.

D. Owner Responsibilities

The owner, the design professional in responsible charge acting as the owner's agent, shall fund special inspection services. The owner is responsible for seeing that these requirements are met.

E. Registered Design Professional Responsibilities

1. The registered design professional in responsible charge (engineer, or architect), shall include special inspection requirements and specifications on the plans.
2. Provide structural observation Per IBC Section 1704 as amended by the State of Washington requirements and specifications on the plans.
3. Prepare the Statement of Special Inspections in accordance with IBC section 1704 and identify Structural Testing for Seismic Resistance per IBC section 1705 (When required). The statement of special inspections shall identify items fabricated on the premises of an approved fabricator where special inspections are not required by section 1704.2.5
4. Review the special inspection reports and provide corrective action for work that may not conform to the approved plans.

ACKNOWLEDGMENTS

I have read and understand my responsibilities regarding special inspections.

Owner/Agent

Name: _____ **Company:** _____ **Signature:** _____ **Date:** _____

Contractor

Name: _____ **Company:** _____ **Signature:** _____ **Date:** _____

Inspection Agency

Name: _____ **Company:** _____ **Signature:** _____ **Date:** _____

Registered Design Professional in Resp. Charge

Name: _____ **Company:** _____ **Signature:** _____ **Date:** _____

STATEMENT OF SPECIAL INSPECTION FORM

PROJECT _____	PERMIT # _____
ADDRESS _____	DATE _____
INSPECTION AGENCY _____	PHONE # _____
ADDRESS _____	CITY _____ ZIP _____
AGENCY CONTACT PERSON _____	
DESIGN PROFESSIONAL _____	COMPANY _____
ADDRESS _____	CITY _____ ZIP _____

Check Required Special Inspections - per International Building Code, Section 1704/1705:

Seismic Force Resisting Systems requiring inspection (IBC 1705): _____

- | | |
|--|---|
| <p><input type="checkbox"/> 1. Structural Welding (Steel AISC 360)</p> <p><input type="checkbox"/> 2. High Strength Bolting (Steel AISC 360)</p> <p><input type="checkbox"/> 3. Structural Concrete and Reinf. Steel (1705.3)</p> <p><input type="checkbox"/> 4. Anchor Bolts in Concrete (1705.3)</p> <p><input type="checkbox"/> 5. Prestressed Concrete and PT tendons (1705.3)</p> <p><input type="checkbox"/> 6. Shotcrete (1705.3)</p> <p><input type="checkbox"/> 7. Masonry (1705.4)</p> <p><input type="checkbox"/> 8. High Load Diaphragms (Wood 1705.5)</p> <p><input type="checkbox"/> 9. Grading, excavation, and filling (Soils 1705.6)</p> <p><input type="checkbox"/> 10. Driven Deep Foundations (1705.7)</p> <p><input type="checkbox"/> 11. Cast-in-place Deep Foundations (1705.8)</p> <p><input type="checkbox"/> 23. Other inspections as required by the Design Professional or the Building Official (1705.1).</p> | <p><input type="checkbox"/> 12. Sprayed Fire-Resistant Materials (1705.14)</p> <p><input type="checkbox"/> 13. Mastic and Intumescent Coatings (1705.15)</p> <p><input type="checkbox"/> 14. Ext. Insul. and Fin. System-EIFS (1705.16)</p> <p><input type="checkbox"/> 15. Expansion and Adhesive Anchors (1705.3)</p> <p><input type="checkbox"/> 16. Smoke Control/Stair Pressurization (1705.18)</p> <p><input type="checkbox"/> 17. Welding for Seismic Resistance (AISC 341)</p> <p><input type="checkbox"/> 18. Structural Wood (1705.11.1)</p> <p><input type="checkbox"/> 19. Fire-Resistant Penetrations (1705.17)</p> <p><input type="checkbox"/> 20. Storage Racks (1705.12.7)</p> <p><input type="checkbox"/> 21. Architectural Components. (1705.12.5)</p> <p><input type="checkbox"/> 22. Mech. and Elec. Components (1705.12.6)</p> |
|--|---|

____ 24. Items by an approved Fabricator (1704.2.5)

Specify Structural Testing for Seismic Resistance below (IBC 1705.12 when required)

A. Structural Steel (IBC 1705.13.1)

Test Description _____

Frequency _____

B. Non-Structural Components (IBC 1705.13.2)

Test Description _____

Frequency _____

C. Other Testing Required by Design Professional or Building Official (IBC 1705.13.1)

Test Description _____

Frequency _____

Section 1704.5-Structural Observations (List requirements): _____



Greenhouse Gas Data Worksheet

This worksheet is to verify data provided to the City during the entitlement phase of the project; which was used to issue a SEPA threshold determination and collect Greenhouse Gas data. Verification is required to ensure that there are no significant changes to the project which would impact the SEPA threshold determination issued by the City or the calculation of Greenhouse Gas impacts. If you have questions about completing this form, please contact your Project Planner or 425-556-2494 to speak to the Planner on Call.

Project Name: _____ **Building Permit #:** _____

Project Address/Parcel #: _____ **Related Land-use Permit #:** _____

GHG Data Table

Residential Uses Table:

Use or Principal Activity	Number of Dwelling Units	New Pavement Square Footage
New Single-Family Home		
Multi-Family Unit in Large Building (More than 5 units)		
Multi-Family Unit in Small Building (Less than 5 units)		
Mobile Home		

Non-Residential Uses Table:

Use or Principal Activity	New Building Square Footage	New Pavement Square Footage
Education		
Food Sales		
Food Service		
Health Care Inpatient		
Health Care Outpatient		
Lodging		
Retail (Other Than Mall)		
Office		
Public Assembly		
Public Order and Safety		
Religious Worship		
Service		
Warehouse and Storage		
Other: _____		
Vacant		

Use or Principal Activity: Select the Use or Principal Activity which classifies your project. This should match what was listed on the submitted SEPA checklist.

of Dwelling Units: Include the number of dwelling units for residential or mixed-use projects with a residential component.

New Building Square Footage: Include the new building square footage to be constructed for all non-residential uses. Do not provide square footage of residential units.

New Pavement Square Footage: Include the new pavement area being added for the project. Calculation should include all new impervious area being added such as driveways, parking outside of the building's footprint within the property line.

Mixed Use Buildings: Report the number of dwelling units in the residential uses table and the square footage of primary non-residential uses, such as retail, in the non-residential uses table. Non-residential square footage does not include square footage associated with residential units.



Building Application

Commercial
 Multi-Family
 Mixed Use
 Change of Occupancy

TYPE OF WORK:

- Accessory Structure
- Addition
- Exterior Alteration
- Garage
- Modular
- New
- Portable
- TI
- Remodel
- Residential Remodel
- Wireless Comm. Facility
- Awning
- Dock
- Fence
- Rack Storage
- Re-roof
- Retaining Wall
- Stormwater Vault
- Pool
- Tank

VALUE OF CONSTRUCTION & KING COUNTY ASSESSORS IMPROVEMENT VALUE*

Value of Construction: \$ _____
 KC Assessors Improvement Value: \$ _____

SITE LOCATION

Site address: _____
 Tax parcel number: _____
 Project name: _____
 Tenant: _____
 Property owner: _____
 Mailing address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____

Office Use Only	
Date: _____	BLDG: _____
Accepted by: _____	BPLN: _____

GREEN CERTIFICATION LEVEL

LEED : Silver Gold Platinum

LENDER INFORMATION N/A

Lender name: _____
 Mailing address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____
 Fax: _____
 E-mail: _____

APPLICANT INFORMATION

Contact person: _____
 Company name: _____
 Mailing address: _____
 City: _____
 State: _____ Zip: _____
 Phone: _____
 Fax: _____
 E-mail: _____

DETAILED DESCRIPTION OF WORK

WHO IS PAYING FOR THE PERMIT?
 CONTRACTOR
 APPLICANT
 OWNER
 DESIGN PROFESSIONAL

PLEASE ENTER INFORMATION BELOW IF DIFFERENT.

Name _____ Address _____
 E-mail _____

GENERAL CONTRACTOR INFORMATION

Company name: _____
 Mailing address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 State contractor's license #: _____
 Expiration date: _____
 City of Redmond business license RED000 _____
 E-mail: _____

DESIGNED BY ARCHITECT ENGINEER

Contact person: _____
 Company name: _____
 Mailing address: _____
 City: _____
 State: _____ Zip: _____
 Phone: _____
 Fax: _____
 E-mail: _____

BUILDING INFORMATION

Automatic Sprinkler Required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Alarm	<input type="checkbox"/> Yes <input type="checkbox"/> No
Automatic Sprinkler Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hazardous Materials	<input type="checkbox"/> Yes <input type="checkbox"/> No
Quick Response Throughout	<input type="checkbox"/> Yes <input type="checkbox"/> No	Basement	<input type="checkbox"/> Yes <input type="checkbox"/> No
Quick Response per Occupant	<input type="checkbox"/> Yes <input type="checkbox"/> No	Change of Occupancy	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Stories	_____	Certificate of Occupancy Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Special Conditions*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Smoke Control**	<input type="checkbox"/> Yes <input type="checkbox"/> No

*If Yes, please explain _____

**If Yes, design and construction documents shall be submitted as a separate Fire Installation permit in conjunction with Building Permit Application.

BUILDING INFORMATION FOR PROPOSED WORK PER IBC

Location*	Interior Remodel (SF)	New/Added (SF)	Type of Construction	Proposed Occupancy	# of occupants	Non-separated use?
Total						

*Enter location by occupancy type (i.e. B, S-1, E, M, etc.) and by floor or suite number.

EXISTING BUILDING INFORMATION

Locate the building history and enter the information below. Form can be found at <http://gis.redmond.gov/pv/#/MapView>. If one is not available the information will be verified during plan review.

GIS #	Construction Type	Occupancy	Square Footage	Code Year

ADDITIONAL APPLICANTS PLEASE ADD ADDITIONAL APPLICANTS BELOW THAT NEED ACCESS TO THE PLANS VIA THE ONLINE PORTAL

Name: _____ Company: _____
 Name: _____ Company: _____

****Applicants must already be a contact in our permitting system. If not provide separate contact registration form per applicant.**

***Value of Construction:** The value of construction shall be based on the value of the work that is being performed. The total value of work shall include materials and labor for which the permit is being sought for. For the construction of new buildings, the building valuation data table located on www.redmond.gov/permitfees shall be used for new square footage based off of type of construction and occupancy.

***King County Assessor Value** can be found at <http://www5.kingcounty.gov/parcelviewer/viewer/kingcounty/viewer.asp>. Search by address or parcel. View the property report, and input the Appraised Improvements (Imps) Value for the current year.

Expiration of Plan Review: Applications for which no permit is issued within 180 days following the date of application shall expire and all fees paid shall be forfeited. Upon written request of the applicant, the Building Official may grant a 180-day extension to the Plan Review time as specified in Section 105.3.2 of the IBC. No application shall be extended for a period of more than 180 days. See the Fee Schedule for extension fee information.

BUILDING OWNER OR AUTHORIZED AGENT

I hereby certify that I have read and examined this application and know the same to be true and correct, and I am authorized to apply for this permit.

Print Name: _____ Date: _____

Signature: _____

RCW 64.55

Moisture Protection Law for Multi-Unit Residential Buildings

- New requirements for new multi-unit residential buildings with more than two units and most multi-unit residential buildings being rehabilitated will apply to building permits issued on or after August 1, 2005:
- 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 issuance of the building permit.
- The design professional of record shall submit a statement affirming that the building enclosure documents satisfy the requirements of RCW 64.55 which shall be submitted prior to issuance of the building permit.
- A third-party, qualified inspector shall inspect the building enclosure during the course of construction for compliance with the building enclosure design.
- 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.

Please note that City of Redmond staff will not:

- Review or approve the building enclosure details during plan review or field inspection.
- Review the qualifications of the third-party inspector.
- Issue permits without the documentation noted above or perform a final building inspection without the letter of certification.

To obtain more information, visit the Washington State website at <http://www.access.wa.gov>