



BSD-10

## COMMERCIAL BUILDING PERMIT PROCESS AND CHECKLIST

The following must be submitted to the City of Centralia Community Development Department:

- Completed Building Application
- Completed Building Permit Checklist with all applicable data

**NOTE:** The City of Centralia **DOES NOT** issue electrical permits or perform electrical inspections. Please contact the Washington State Department of Labor and Industries Electrical Safety Division at (360) 902-5269 for permit information.

- A building department representative will enter the information into our computer system and a building file with the necessary paperwork will be prepared. The Planning and Engineering Divisions will be notified and the necessary information, fee requirements and approvals will then be collected from them.
- The permit application and plans are then reviewed by our Building Division to make sure all of the information is accurate and meets specific code requirements.
- Upon completion of the plan review, the Building Division compiles a correction list and returns it to a building department representative who will then total all fees and call the contact person listed on the application to inform them that the permit is ready to issue.
- Upon arrival of the person who will be paying for and picking up the permit, the building department representative will complete the process by collecting the remainder of the fees (including utility fees), printing receipts and the final permit itself.

### Contact Information:

Agency	Telephone	Address	Website
Centralia Community Development Department	(360) 330-7662	118 West Maple Street	<a href="http://www.cityofcentralia.com">www.cityofcentralia.com</a>
Centralia's 24-hour Bldg Inspection Request Line	(360) 330-7663		
Centralia Engineering Dept.	(360) 330-7512	1100 North Tower	<a href="http://www.cityofcentralia.com">www.cityofcentralia.com</a>
Centralia Fire Department	(360) 330-7681	512 North Pearl	<a href="http://www.cityofcentralia.com">www.cityofcentralia.com</a>
Centralia Utilities	(360) 330-7512	1100 North Tower	<a href="http://www.cityofcentralia.com">www.cityofcentralia.com</a>
State of Washington Labor & Industries; Electrical Inspection Line	(360) 902-6350 or 902-5269	7273 Linderson Way Tumwater, WA	<a href="http://www.lni.wa.gov/FormPub/Detail.asp?DocID=1810">http://www.lni.wa.gov/FormPub/Detail.asp?DocID=1810</a>
Lewis County Environmental Health Department	(360) 740-7652	360 NW North Street Chehalis, WA	<a href="https://fortress.wa.gov/lewisco/home/LC/Default.aspx">https://fortress.wa.gov/lewisco/home/LC/Default.aspx</a>
Lewis County Assessor	(360) 748-1336	351 NW North Street Chehalis, WA	<a href="https://fortress.wa.gov/lewisco/home/LC/Default.aspx">https://fortress.wa.gov/lewisco/home/LC/Default.aspx</a>
Utility Underground Location Center	1-800-424-5555	Call 2 working days before you dig	
Puget Sound Energy (Gas)	1-800-321-4123		<a href="http://www.pse.com">www.pse.com</a>
AT&T Broadband	1-877-824-2288		<a href="http://www.att.com">www.att.com</a>
Qwest	1-800-244-1111		<a href="http://www.qwest.com">www.qwest.com</a>

## COMMERCIAL BUILDING PERMIT CHECKLIST

Please remember that all required information must be Complete and Accurate to ensure a quick and timely plan review by the different City Departments. Omission of any required information listed on this checklist will result in your application being returned to you asking for additional information. City staff is available to answer your questions please contact us at 330-7662.

**Handouts should not be used as substitutes for codes and regulations. Details of every project should be reviewed for specific compliance with Federal, State, County, and City codes and regulations.**

<input type="checkbox"/>	Completed Building Permit Application
<input type="checkbox"/>	Verifiable Contractor Registration (one of the following ways): <ul style="list-style-type: none"> <li>▪ Provide the original registration card</li> <li>▪ Provide an original notarized copy of the original registration card</li> <li>▪ Current registration card is on file with the Centralia Community Development Department</li> </ul>
<input type="checkbox"/>	Provide three (3) copies of all Plans for <ul style="list-style-type: none"> <li>▪ Community Development Department,</li> <li>▪ City Utilities Department,</li> <li>▪ Contractor (stamped approved plans will be returned for use on job site)</li> </ul>
<input type="checkbox"/>	Payment of the Plan Check Fee may be required at the time of application
<input type="checkbox"/>	Plot Plan (site plan) submit three (3) copies; show all existing and proposed structures including setbacks, easements, wells, septic, critical areas, etc...
<input type="checkbox"/>	Draw Building Plans to a Scale of 1/4" = 1' or Greater
<input type="checkbox"/>	All Notations and Drawings MUST be Clear, Legible, and to Scale
<input type="checkbox"/>	Complete the Energy Code Requirements Form
<input type="checkbox"/>	Utilities Connection Form (if applicable)
<input type="checkbox"/>	Right-of-way Permit (if applicable)
<input type="checkbox"/>	Geotechnical Report: Soils Report (if applicable)
<input type="checkbox"/>	Wetlands Report (if applicable)
<input type="checkbox"/>	Septic System Approval: Lewis County Environmental Health Department (if applicable)
<input type="checkbox"/>	Fire Sprinkler Permit (if applicable)
<input type="checkbox"/>	Structural Engineer Report (if requested)
<b>FOUNDATION PLANS</b>	
<input type="checkbox"/>	Show Foundation Layout and Size
<input type="checkbox"/>	Show all Walls and Piers
<input type="checkbox"/>	Provide Sectional Detail of Foundation
<input type="checkbox"/>	Show location of pour in place Hold Downs and Shear Walls and any special engineering requirements
<b>FLOOR PLANS</b>	
<input type="checkbox"/>	Show all Room Sizes
<input type="checkbox"/>	Size and Location of all Windows and Doors (indicate if safety glazing is required)
<input type="checkbox"/>	Label all Rooms as to Proposed Use, occupant load, and identify all exiting.
<input type="checkbox"/>	Show Size and Spacing of structural floor systems.
<input type="checkbox"/>	Provide Sectional details of Walls
<input type="checkbox"/>	Show all Braced Wall Panels and shear walls
<input type="checkbox"/>	Show location of all Hold Downs and Size of Hold Downs
<b>ROOF PLANS</b>	
<input type="checkbox"/>	Show Sizes and Spacing of all structural roof systems
<input type="checkbox"/>	Show Location of Chimneys and/or Skylights (if applicable)
<input type="checkbox"/>	Indicate Roof Slope and Covering Material
<b>PLUMBING REQUIREMENTS</b>	
<input type="checkbox"/>	Show Location of all proposed Plumbing Fixtures
<input type="checkbox"/>	Provide a Plumbing riser Diagram
<input type="checkbox"/>	Provide County Environmental Health Department Approval for Septic System (if applicable)

### ENERGY CODE REQUIREMENTS

- Provide Sectional Detail of the Foundation
- Complete the required Washington State Energy Code Form; to obtain a copy of the form come to the City or go to [http://www.energy.wsu.edu/code/code\\_support\\_2003.cfm](http://www.energy.wsu.edu/code/code_support_2003.cfm)

### ENGINEERING REQUIREMENTS

ENGINEERING REQUIREMENTS are often overlooked by contractors, when considering requirements and costs involved in constructing new structures. City Staff does not provide construction cost estimates nor design your projects. Before securing financing, be sure you have included all costs associated with your project. Your design engineer can assist you.

### EROSION CONTROL

- Erosion control measures are required for all activities that result in clearing and grading of a site
- Care shall be taken to prevent migration of soil to off-site properties. Tracking of soil off-site, including the City's Right-of-Way, will not be allowed
- A field pre-construction meeting can be arranged by contacting the Community Development Department. City Engineering can assist in determining the minimum erosion control measures for a particular site
- Prior to the placement of the foundation, all erosion control devices shall be in place and approved by the City Engineering
- If the property is over 1-acre in size you must have a Certified Erosion & Sediment Control Lead as per WSDOE

### COMMERCIAL STORM WATER RETENTION MINIMUM STANDARD

In order to be in compliance with the requirements of State Mandated Storm Drainage, the following shall be the policy of the City of Centralia for all residences.

- Run-off from commercial structures or impervious surfaces of less than 5,000 square feet which do not meet the requirements of the Washington State Storm Drainage Manual must be retained on-site (or be approved by the City Engineer)

### NOTICE TO PERMIT HOLDERS – FINAL INSPECTIONS

**Final Inspection:** before calling for your final building inspection you must have final inspection and approval from the following agencies:

1. Electrical: State of Washington (L&I) (if applicable)
2. City of Centralia Building Department
3. Fire Department (if applicable)
4. City Engineering Department (if applicable)

Please allow at least three (3) working days for the final inspections process.