



# Commercial Building Permit – Structure Additions

## What is a Commercial Addition Building Permit?

Construction of new square footage attached to an existing structure, which may include interior or exterior alterations to the whole structure.

A commercial addition building permit can cover a very broad array of work, including remodel work or change of use that is related to the proposed building addition. The following outlines construction activity within this permit type.

### Overview of Information Required

#### ➤ Building Addition

All construction documents should be provided for the proposed building addition and any associated remodel work including but not limited to cover sheet, architectural plans, structural plans, mechanical/plumbing plans, electrical plans, energy code compliance forms.

*\*Refer to permit submittal checklist on page 3 for additional details.*

#### ➤ Site Preparation

The expansion of a building footprint and/or construction of accessory structures will require some level of site preparation analysis. The presence of hazardous and/or critical areas will impact the buildable area of a parcel, so gaining a full understanding of the site limitations before design work is started will be essential. Projects that require a Department of Health permit may need a [Critical Areas Designation](#) prior to submittal. Others may require critical areas review during the time of the building permit.


#### ➤ Site Work

The following site work should be assessed as part of your permit application:

- Clearing/Grading: Any related clearing and grading work for the commercial structural addition work should be included permit application.
- Surface Water Drainage Systems: Any associated and required surface water drainage systems for the commercial structural addition work should be included permit application.
- Fire Department Access: Emergency access of the site, fire hydrant(s), and water flow may be considered as part of the fire protection requirements for your project.
- Landscape: Additional perimeter and surface area landscape or alterations to existing landscape will be assessed in relation to the propose commercial building addition.
- SEPA: In a limited number of cases, a [State Environmental Policy Act \(SEPA\) checklist](#) may be required per WAC 197-11-880 and/or KCC 20.44.040.

**Apply On-Line** at [MyBuildingPermit.com](http://MyBuildingPermit.com)

**Select:** King County | Building | Nonresidential | Structure Addition | NA



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- Water & Sewer: A water and sewer certificate must be provided for any proposed building addition. If the site uses a well or septic system, then a permit approval by King County Public Health is required.

*\*Refer to permit submittal checklist on page 3 for additional details.*

### Other Notable Requirements

- A licensed architect is **required** when the work area exceeds 4,000 sq ft. In smaller work areas within buildings greater than 4,000 sq ft, an architect **may** be required if the work affects structural systems, fire-resistance rated construction, or other life safety elements ([RCW 18.08.410](#)). Consult plans examination staff with questions. If a project does not require a design professional, it is still highly recommended.
- Compliance with plumbing and electrical provisions of **energy code only** is reviewed by Permitting.

### What Other Permits May Be Required?

Other permits that may be required include the following:

- [Mechanical](#) Permit
- [Sign Permit](#)
- Installation or revision of a [sprinkler system](#) and/or [fire alarm system](#)
- [Hood permits](#) and fire suppression system permits for hoods (often required in food service uses).
- [Electrical Permit from the Washington State Department of Labor and Industries](#) ; 206-835-1000
- [Plumbing Permit from the Seattle-King County Department of Public Health](#) ; 206-477-0850
- [Right-of-Way Use \(ROW\)](#) permit application if any of the required-on site improvements require work within the ROW.
- [Shoreline Substantial Development Permit](#), required for all proposed uses and modifications within a shoreline jurisdiction unless the proposal is specifically exempt from the definition of substantial development.
- [Floodplain Development Permits](#) and [Flood Hazard Certificate](#) will be required for parcels or portions of parcels located in the FEMA floodplain.
- [Food Business Permit/Food Handling Establishment](#), required if the addition or remodel work is for a food handling establishment within one of these categories: schools, churches, restaurants, groceries, mini-markets, hospitals, taverns, or nursing homes. A menu and full set of plans are also required when food service preparation or sales occur.

### Additional Resources

[King County Department of Local Services, Permitting Division](#)

- [Property Research Guide](#) and [Property Research Video](#)
- [Energy Codes](#) webpage
- [Building and Fire Codes](#) webpage
- [Fees](#)

To contact us, email [permitquestions@kingcounty.gov](mailto:permitquestions@kingcounty.gov) or call 206-296-6600.

# Commercial Building Permit - Structure Additions, continued

## Submittal Checklist: Commercial Addition Building Permit

1. **Application.** This is completed on the [MyBuildingPermit.com](http://MyBuildingPermit.com) web portal.
2. **Construction Documents / Complete Set of Plans (pdf) including:**  
(See [Electronic Plan Requirements](#))  
**(a) Cover sheet with the following information:**
  - A clear statement describing the scope of the work to be done
  - List applicable codes
  - Indicate Existing Building Code (IEBC) Compliance Method (Prescriptive, Work Area, or Performance Method)
  - The tenant's or building owners name and contact information
  - The applicant's name and contact information
  - Property Tax Account Number
  - The permit or application number for any permits related to the tenant space or shell
  - The building construction type and occupancy classification and mixed occupancy compliance method, if more than one occupancy in the building
  - The specific fire safety information about the building (whether it is sprinklered, alarmed, monitored, or has fixed systems, etc.)
  - The square footage of the tenant space
  - Required setbacks (KCC 21A.12.030-040 or KCC 21A.12.220)
  - Parking and parking calculations, including accessibility, electric, compact, car/vanpool, loading and or drive-through stalls that are required. (KCC 21A.18)
  - Bicycle Parking Calculations (KCC 21A.18)
  - Existing and proposed impervious surface (KCC 21A.12.030-040)
  - Floor-area-ratio (FAR) (KCC 21A.12.040)
  - Rate of storage space (the area where each space is located) for recyclables and garbage provided for the site. (KCC 21A.14.210), and**(b) Site plan drawn to scale, with dimensions indicated that matches the legal description, including the following:**
  - Location of all property boundary lines, buildings, parking, bicycle parking, walkways, setbacks, garbage and recyclable storage points, driveways, and general landscape areas.**(c) Architectural\* plans drawn to scale, with dimensions indicated, and as a group showing the following:**
  - Location and type of impervious surfaces identified
  - Landscape
  - North Directional Arrow
  - Scale Bar
  - Location of the tenant space within the building**(c) Architectural\* plans drawn to scale, with dimensions indicated, and as a group showing the following:**
  - The drawing scale
  - The floor plan of existing space when demolition is proposed
  - The floor plans of proposed space (including walls, doors, door swings, fixed equipment, and fixtures) that differentiate those proposed from the existing construction
  - The uses of all areas identified, including the uses of adjacent tenant spaces
  - The room and floor finishes (carpet, vinyl, paint, etc.)
  - The size of doors and proposed fire-resistive rating when rating is required
  - The section through corridor construction when corridor is required to be one-hour fire resistive
  - The details or cross-sections of walls and ceilings
  - The barrier-free accessibility to and within the space
  - Location and height of all shelving / racking
  - The uses, storage, or processing of flammable or combustible liquids or hazardous materials
  - When modifications are made that effect the building thermal envelope, plans should include:
    - Window and door schedules, with u-values and solar heat gain coefficients (SHGC)
    - Wall and/or building sections with insulation values
  - Provide means of egress plan with occupant loads, exit signs, and egress illumination
  - Illustrate size and location of portable fire extinguishers
  - Identify fire-resistance rated construction locations and assemblies

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### **(d) Structural Plans, including:**

- Foundation plan(s).
- Structural framing plans for all floors and roofs.
- Construction details with section cuts identifying where they can be located on the plans.

### **(e) Mechanical and/or plumbing plans, including:**

- Plan views with existing and proposed equipment/appliances, ductwork, and fixtures clearly labeled
- Ventilation and exhaust airflow rate calculations for all spaces altered
- Equipment schedules
- Energy code compliance notes, including commissioning requirements as applicable

### **(f) Electrical plans showing compliance with the Washington State Energy Code (WSEC) and King County amendments, including:**

- lighting schedules
- lighting plans and controls
- power plans
- controlled receptacles.

### **(g) Civil plans & supplemental documents are required in relation to any clearing/grading site work, access improvements, and surface water drainage systems, which may require:**

- [Site Areas Worksheet](#)
- Temporary Erosion and Sediment Control (TESC) Plan
- Road & drainage plans designed per the [King County Surface Water Design Manual](#) and [King County Road Standards](#)
- Drainage Assessment or Technical Information Report (TIR)

### **(h) Landscape plans or landscape memo by a certified landscape architect**

- [Landscape plans](#) and [Landscape Bond Quantity Worksheet Form](#) will be required if the proposal includes or requires new or revised landscape.
- If the existing landscaping for the site exceeds that required by King County Code of KCC 21A.16, you have the option of submitting a landscape memo

from a certified landscape architect with supporting documentation to demonstrate the existing landscape is sufficient for the new use.

### **3. Structural Calculations (if applicable)**

- Engineering calculations for gravity and lateral loads (wind and/or seismic) and special connections.
- The plans and calculations must specify all design parameters as listed in International Building Code (IBC) Section 1603.
- The plans and calculations must specify all special inspection, structural observation, and quality assurance requirements of IBC Sections 1704 and 1705.

### **4. Energy code compliance forms:**

- [Building Envelope Summary](#), for projects with addition of conditioned spaces and/or alternations to building envelope
- [Lighting Budget Calculation Form](#), where there is new lighting, or the use in a space changes from one use to another use in WSEC Table C405.4.2(1) or (2)
- Mechanical Energy Code Compliance forms

### **5. Mechanical equipment specifications and installation instructions** (unless mechanical will be under a separate permit)

### **6. [Sewer Availability Certificate](#) or [Application for Health Department Approval of Building Permit](#)** is using an existing on-site septic system

### **7. [Water Availability Certificate](#) or [Application for Health Department Approval of Building Permit](#)** is using an existing on-site or community well.

### **8. Critical Areas Assessment or Report** (applicable if there are on-site or critical areas within proximity to proposed area of work)

### **9. Contractor's valid Registration Number will be required.**

### **10. Fees:** See online [fee guides](#) for details.