



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

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 or call 206-296-6600.

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Submittal Checklist: Commercial Addition Building Permit

1. **Application.** This is completed on the 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.