# ADAMS COUNTY BUILDING AND PLANNING
# COMMERCIAL PLAN REQUIREMENTS

(509) 488-9441

The amount of detail required on the plans will vary depending on the nature and complexity of the project, but all submitted construction documents must be of sufficient detail to show the entire project, including structural and non-structural elements, with emphasis on:

- Scope of work
- Structural integrity
- Life safety
- Commercial energy code
- Architectural barriers (ADA handicap compliance)
- Compliance with all codes having jurisdiction
- Deferred Submittal Schedule

Commercial buildings exceeding 4,000 square feet in area will need to provide plans stamped by a registered Washington State architect and/or engineer. Commercial buildings smaller than 4,000 square feet in area will also need to be stamped by a Washington State registered design professional if they fall outside the scope of the prescriptive path of the code. When plans are required to be stamped, at least one set shall be wet stamped; second may be a copy of stamped set. Each page of the plans must be stamped and signed. Calculation packets may be stamped on the title page but the remainder of the calculations packet need not be stamped.

**- - - MINIMUM GUIDELINES FOR SUBMITTAL - - -**

**2 sets of plans required, 24" x 36" paper, 1/4-inch scale standard or an alternate scale for larger structures. Steel building plans from the manufacturer may be on 11" x 17" paper.**

## Coversheet

1. Project identification
    a. Project address, legal description, location map and tax parcel number
    b. All design professionals identified, including address and phone numbers
    c. Identification of the person who is responsible for project coordination – all communications should be directed through this individual

2. Design criteria list
    a. Reviewing codes/cycle
    b. Occupancy Group(s)
    c. Type of Construction
    d. Proposed area, height & number of stories
    e. Allowed area, height & number of stories
    f. Fire sprinkler/alarm requirements
    g. Fire resistive construction and/or separations
    h. Occupant load
    i. Allowed soil-bearing pressure
    j. Design loads including snow load, ground snow load, live and dead roof loads, life and dead floor loads, seismic, site class, wind loads, importance factor, snow drift and other design factors
    k. Material strengths
    l. Soils report

3. Additions to existing structures
    a. For additions to existing structures, plans shall include the existing structure's Use, Type of Construction, Occupancy, area, height and number of stories

**Construction documents**

1. Site Plan - 8 ½" x 11" or 11" x 17" site plan with setbacks is required, even when a full-size site plan with the following is provided in the plans.
    a. North arrow and drawing scale
    b. All property lines with dimensions
    c. All streets abutting the project site and/or easements
    d. Location of all existing structures
    e. Location of the new structure and setbacks
    f. Existing utilities
    g. All water, sewer, hydrants and electrical points of connection
    h. Proposed service routes
    i. Required parking and drainage
    j. Existing and proposed grades/grading design

2. Foundation Plan
    a. All foundations and footings (including point load spread footings and structural slabs) including sizes, locations, reinforcing and imbedded anchorages such as anchor bolts, hold-downs and post bases

3. Floor Plan
    a. All floors including basements and mezzanines
    b. All rooms and their use
    c. Overall dimension 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. For all fire rated assemblies, provide the approved listing and specific construction details
    h. Smoke and heat detectors
    i. Roof only areas including covered entries, etc.
    j. Type and location of plumbing fixtures
    k. Location and type of mechanical systems
    l. Handicap Accessible features

4. Framing Plans and Roof Framing Plans
    a. All structural members, their size, methods of attachment, location and materials, roof drainage and location of roof mounted equipment
    b. Framing details should include stairs – rise and run, handrails (show type, size, height, and returns) and guardrails (show height, intermediate rails and construction)
    c. Where manufactured trusses are proposed, provide the truss layout and individual spec sheets from the manufacturer
    d. Where manufactured I joists are proposed, provide floor framing plans from the manufacturer
    e. Provide the spec sheets from the manufacturer for all manufactured beams

5. Exterior Elevations
    a. All views
    b. All openings
    c. All lateral bracing systems where applicable

6. Building Sections and Wall Sections
    a. All materials of construction
    b. All non-rated and fire-rated assemblies (provide the specific listing and construction requirements for fire rated assemblies) and fire rated penetrations (show the specific means of dealing with penetrations
    c. All vertical dimensions

7. Interior Elevations
    a. All ADA required equipment installations with vertical height clearances shown
    b. Include built in features such as counters
    c. Relights, sill heights, elevator operation panels, etc., which are subject to code requirements

8. Mechanical Systems – Plan drawings for:
    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. Indoor air quality standards
    f. Fire protection systems

9. Plumbing System – Plan drawings for:
    a. All fixtures, piping, slopes, materials and sizes
    b. Location and type of plumbing fixtures and clearances
    c. Connection points to utilities, septic tanks, pretreatment sewer systems and water wells

10. Energy code & Electrical system
    a. Provide Washington State Energy Code compliance summary forms for the building Envelope, Lighting and Mechanical systems. Complete summary forms are required even where exemptions or simple systems are proposed. Forms may be downloaded at https://waenergycodes.com/index.php
    b. The construction documents shall be prepared by a registered design professional where required by the statues of the jurisdiction in which the project is to be constructed
    c. Where special conditions exist, the code official is authorized to require necessary construction documents to be prepared by a registered design professional
    d. Construction documents shall be drawn to scale upon suitable material
    e. Electronic media documents are permitted to be submitted when approved by the code official
    f. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed, and show in sufficient detail pertinent data and features of the building, systems and equipment as herein governed
    g. Details shall include, but are not limited to, as applicable,
        i. Insulation materials and their R-values
        ii. Fenestration U-factors and SHGCs
        iii. Area-weighted U-factor and SHGC calculations
        iv. Mechanical system design criteria
        v. Mechanical and service water heating system and equipment types, sizes and efficiencies
        vi. Economizer description
        vii. Equipment and systems controls
        viii. Fan motor horsepower (hp) and controls
        ix. Duct sealing, duct and pipe insulation and location
        x. Lighting fixture schedule with wattage and control narrative
        xi. Air sealing details
    h. All lighting fixtures (interior, exterior and site)
    i. Fixture schedules
    j. Exit signs
    k. System Commissioning Plan

11. Structural Calculations
    a. Where required, provide for project's entire structural system
    b. One (1) set of the structural calcs packet is required for review, but will not be part of the approved plans

12. Specifications
    a. Provide either on the drawings or in booklet form
    b. Further define construction components, covering:
        i. Construction components, including materials and methods of construction
        ii. Wall finishes
        iii. Pertinent equipment
        iv. Schedules (may be incorporated in project manual in lieu of drawings)

13. Special Inspections – Some projects may require special inspections (specified in IBC Chapter 17)
    a. It is the responsibility of the owner/agent to employ the services of a special inspector
    b. Cite the code reference or designer requirements for special inspections
    c. Provide a schedule for special inspections and provide special inspector's credentials
    d. Manufactured steel building submittals must be accompanied by a Certificate of Compliance from the fabricator

14. Addenda and Changes
    a. 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

15. Revisions
    a. For clarity, all revisions should be identified with a Delta "Δ " symbol, should be clouded on the drawings or resubmitted as a new set of plans and should identify the engineer or architect of record

**Please Note: Fire Flow is part of your plan review and approval process.**

In conformance with IFC 507, all buildings in the City of West Richland are required to have on site water (Fire Flow) to be used by the fire department for fire suppression. Fire Flow needs to be in place and available during construction in some cases, but before final inspection in all cases.

If you have questions about Fire Flow you can contact the Community Development Department at (509) 967-5902.

***Building plans may not be approved for issuance of permit until you have submitted a plan that demonstrates compliance with the Fire Flow Requirements.***