



<b>COMMERCIAL PROJECT INTAKE CHECKLIST</b> <b>New Construction, Additions, Change of Use</b>
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This Intake Checklist is provided for customer guidance in preparing a completed building application and plan set. **An applicant must submit all of these requirements at the time of Intake;** failure to do so could result in an application not being accepted. What follows is a list of each department's specific requirements for intake. Please review these requirements so that your submitted plans contain all of these elements.

Project Address \_\_\_\_\_ # \_\_\_\_\_

<b>Planning Services</b>
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### Landscape Plan

- The footprint of all structures
- Existing and proposed grading
- All parking areas and driveways
- All sidewalks, pedestrian walkways, and other pedestrian areas
- The location, height and materials for all fences and walls
- The common and scientific names of all plant materials used, along with their size at time of planting
- The location of all overhead utility and communication lines, location of all driveways and street signs
- Location of existing street trees in public right-of-way

### Structure Height

- Show maximum structure height allowed
- Show proposed structure height
- Floor-Area-Ration calculations

### Parking

- Parking stalls or meters (existing, proposed, or to be modified)
- Parking calculations showing required number and stalls provided.
- Proposed use
- Show area in square feet of use
- Show parking requirements for use
- Identify bicycle parking
- Dimension of parking lot including stalls and drive aisles
- Identify parking angle
- Identify driveways including dimensions
- Critical area checklist

<b>Engineering Services and Transportation</b>
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**Utility Plan**

- Property lines
- Building and parking lot footprint
- Show location of existing and proposed water and sewer mains in the street
- Identify location and size of all existing and proposed water service(s)—identify any services that will be abandoned, include depth of services, separation for other utilities and structures, sleeving
- Show location and size of all existing and proposed sewer service(s)—identify any services that will be abandoned, include slope of services, separation from other utilities and structures, cleanouts
- Location and detail of the water meter vault—include all pipe, meter, and vault sizes
- Identify locations of all existing and proposed fire hydrants
- Identify locations of sewer and water crossings
- Show existing and proposed easements
- Stamp and signature of a professional engineer licensed in the State of Washington
- Provide plan and profile sheets for all proposed main extensions using Department of Engineering design and drafting standards

**Erosion/Sediment Control Plan**

- Identify existing and final contours
- Identify type and location of proposed BMPs for temporary and permanent erosion and sediment control
- Identify location and type of future stormwater facilities
- Include standard notes

**Stormwater Plan**

- Show existing and final contours
- Show location of drainage facilities—drywells, pipes, inlets, ponds, ditches, swales
- Provide bottom dimensions of all ponds or swales
- Typical sections for all ponds or swales including slopes and planting requirements
- Identify overflow route
- Identify existing and proposed easements

**Stormwater Report**

- Provide project narrative
- Basin map
- Time of concentration and route
- Calculations for pipe sizing, inlets, ditches and storm modeling
- Calculations for stormwater treatment (GPA sizing)
- Calculations for stormwater disposal
- UIC (Underground Injection Control) analysis
- Square footage existing and proposed asphalt, concrete, roof (include type), and landscaping
- Overflow analysis
- Perpetual operation and maintenance requirements and considerations

**Geotechnical Report**

- Identify type of soils on-site—field verified by a qualified professional
- Infiltration rate to be used for design including a factor of safety
- Results of any field or lab tests (sieve analysis, infiltration testing, cat-ion exchange, etc.)
- Foundation and/or roadway recommendations

**Miscellaneous**

- Hydraulic analysis showing adequate fire flow and domestic service
- Sewer capacity study
- Private Sewer Maintenance Agreement

**Transportation**

- Trip Generation and Distribution Letter

<b>Building Services</b>
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**Completed Forms and/or Informational Material Required for Intake**

*Note: All required forms and informational material can be downloaded at [www.buildingspokane.org](http://www.buildingspokane.org)*

- Three (3) Complete Sets of Plans
- Eight (8) Additional Sets of Site Plan Package
- Intake Checklist with Departments' Sign-Off
- Commercial Application
- Non-Residential Energy Code (NREC) Form
- Critical Materials List
- SEPA Information or SEPA Checklist (if required)
- Pre-Development Conference Notes (if there was a Pre-Development meeting for this project)
- All information on Architect/Engineer Code Information Checklist of Required Plan Information

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**COMMERCIAL PROJECT INTAKE FORM**  
New Construction, Additions and Change of Use

(This form to be completed by applicant)

Please complete this **Commercial Project Intake Form** in full by indicating the information provided in your plan submittal. The Intake Form is intended to provide customers guidance on preparing the required three (3) complete sets of plans, eight (8) additional sets of architectural site drawings, civil drawings, utility drawings, and landscaping drawings as part of the **Site Plan Package**.

Project Title: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Project/Site Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Company: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

**I verify that I am submitting all of the required documents for this project. I have completed the intake checklist and I understand that failure to submit all of these requirements could result in my application for plan review not being accepted.**

**Applicant Signature:** \_\_\_\_\_

**Applicant Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**DEPARTMENTAL INTAKE SIGN-OFF**

**Building Services**                      **Approved** \_\_\_\_\_                      **Not Approved** \_\_\_\_\_

If not approved, Building Services requires the following for application intake:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Ext. \_\_\_\_\_ Date \_\_\_\_\_

**Engineering Services**                      **Approved** \_\_\_\_\_                      **Not Approved** \_\_\_\_\_

If not approved, Engineering Services requires the following for application intake:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Ext. \_\_\_\_\_ Date \_\_\_\_\_

**Transportation**                      **Approved** \_\_\_\_\_                      **Not Approved** \_\_\_\_\_

If not approved, Transportation requires the following for application intake:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Ext. \_\_\_\_\_ Date \_\_\_\_\_

**Fire**                      **Approved** \_\_\_\_\_                      **Not Approved** \_\_\_\_\_

If not approved, Fire requires the following for application intake:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Ext. \_\_\_\_\_ Date \_\_\_\_\_

**Planning Services**                      **Approved** \_\_\_\_\_                      **Not Approved** \_\_\_\_\_

If not approved, Planning Services requires the following for application intake:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Ext. \_\_\_\_\_ Date \_\_\_\_\_

**Is a second Intake required?**      **Yes** \_\_\_\_\_                      **No** \_\_\_\_\_