



# COMMERCIAL/INDUSTRIAL/MULTI-FAMILY BUILDING & PARKING LOT PERMIT APPLICATION

Department of Building Services  
Spokane City Hall, 3rd Floor  
808 W Spokane Falls Boulevard  
Spokane WA 99201-3343

Phone: (509)625-6300  
Fax: (509)625-6822  
[www.buildingspokane.org](http://www.buildingspokane.org)

Plan Review, Processing, and State Building Code Fees are required to be paid at application submittal.

## Part 1: Classification of Work

- Interior Remodel/Tenant Improvement (TI)  
 Remodel/TI with Site or Exterior Work

- New Construction  
 Addition to an Existing Structure  
 Parking Lot/Site Work

Change of Use or Occupancy -- Existing Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Please submit 3 full sets of plans plus 8 additional site plan sets. **EXCEPTION:** Remodels without any site work only require the 3 full sets of plans.

## Part 2: Basic Project Information

Site Address: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
(i.e.-Smith Park Lt 1, Blk 3)

Project Title: \_\_\_\_\_ Pre-Dev Date: \_\_\_\_\_

Summary of Work Proposed: \_\_\_\_\_

Permits can *only* be issued to sufficiently licensed contractors and (in some instances) property owners. A contractor is required when work is to be performed for the "purpose of selling, demolishing, or leasing the property." RCW 18.27.090(12)

## Part 3: Contact Information

Owner-Applicant: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contractor: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contractor's License #: \_\_\_\_\_

Architect: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Architect's License #: \_\_\_\_\_

Engineer: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Engineer's License #: \_\_\_\_\_



# COMMERCIAL PERMIT APPLICATION *Continued*

Project Title: \_\_\_\_\_

## Part 4: Detailed Project Information

*Work involving separate buildings and/or separate phases of completion require separate permits.*

Proposed Use: \_\_\_\_\_ Project Valuation: \_\_\_\_\_

Applicants must submit a set of plans to Spokane Regional Health District for projects involving food/beverage service.

Building Height: \_\_\_\_\_ Stories above Grade: \_\_\_\_\_ # of Residences: \_\_\_\_\_

Apartment/Condo Units

Total # of Floors: \_\_\_\_\_ Levels below Grade: \_\_\_\_\_

	YES	NO
<b><u>Automatic Fire Suppression System:</u></b>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Automatic Fire Alarm System:</u></b>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Is this application for the building shell only?</u></b>	<input type="checkbox"/>	<input type="checkbox"/>

Occupant Load: \_\_\_\_\_ Building Footprint Square Footage: \_\_\_\_\_

Proposed Use	Occupancy Group	Construction Type	Square Footage
<b>Total Square Footage:</b>			

*See Chapter 3 of the International Building Code (IBC) for assistance with identifying **Occupancy Groups**. Chapter 6 of the IBC provides information for determining **Construction Types**.*

## Part 5: Affidavit of Application for Permit

I hereby acknowledge that I have read this application and all supplemental documents included in the application packet; that the application and all plans, documents, and additional requirements for the application will be presented with the application at project submittal; that all information supplied is true and complete to the best of my knowledge and belief; that the plan review, processing, and State building code fees are non-refundable; that additional plan review fees will be required for plan revisions; that resources are available on the Building Service's website, [www.buildingspokane.org](http://www.buildingspokane.org) for estimating fees, identifying the Commercial Permit Process, identifying the Certificate of Occupancy (CO) Process, identifying average plan review times, and for checking the status of my permit from the Online Permit System; that the CO Coordinator should be contacted a minimum of 10 days prior to completion of the project to begin the Certificate of Occupancy Process; that I will review the footer of the permit when it is issued as it will identify some of the conditions of approval; that I will share all conditions of approval with all sub-contractors; and that I agree to comply with all City ordinances, conditions of approval, and State regulations.

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

Printed Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Version 02-12



# COMMERCIAL APPLICATION SUBMITTAL REQUIREMENTS

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Phone: (509)625-6300  
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Please use the following checklists to ensure all necessary information has been provided. Failure to submit all requirements will result in plan review delays for your project and your application for plan review may be denied until all requirements are met.

## Basic Submittal Requirements:

The following forms, documents, and plans are required for EVERY commercial project. **\*EXCEPTION:** The 8 additional Site Plan Sets are not required for most Remodels that do not involve a change of use and that do not involve any site or exterior work.

- One (1) completed and signed application per building, structure, or separate phase of project
- Three (3) Complete Sets of Plans - *Includes all Architectural/Construction plans and all Site Plan Sets*
- \*Eight (8) additional Site Plan Sets - *these are in addition to those included in the 3 Complete Set of Plans*
- One (1) completed Non-Residential Energy Code (NREC) Form
- One (1) Critical Materials Application, List, and Inventory Sheet

\*\* For projects involving food or beverage service, separate plans will need to be delivered to Spokane Regional Health (324-1500). \*\*

## Supplemental Submittal Requirements:

*Please contact the departments identified in italics to determine which of the following may be required.*

- Stormwater/Drainage Report -- *Engineering Services Reviewer (625-6700)*
- Geotechnical Report -- *Engineering Services Reviewer (625-6700)*
- Hydraulic Analysis showing adequate fire flow & domestic service -- *Engineering (625-6700)*
- Sewer Capacity Study -- *Engineering Services Reviewer (625-6700)*
- Private Sewer Maintenance Agreement -- *Engineering Services Reviewer (625-6700)*
- Trip Generation & Distribution Letter -- *Transportation Reviewer (625-6447)*
- Shoreline/Critical Areas Checklist -- *Planning Services (625-6300)*
- SEPA Information or SEPA Checklist -- *Building Services Reviewer (625-6114)*
- Pre-Development Conference Notes -- *required if there was a Pre-Dev meeting for this project*

## Plan Standards:

1. Minimum acceptable size: 24" x 36"
2. Maximum acceptable size: 30" x 42"
3. All sheets must be the same size.
4. Sheets must be sequentially labeled.
5. Plans must be drawn to scale.
6. Plans are to be clear and legible.

Plans cannot be accepted that are marked preliminary or not for construction, that have red lines, cut and paste details or those that have been altered after the design professional has signed the plans.

## Engineered Design Standards:

Ground Snow Load:	39 pounds per square foot
Basic Wind Speed:	85 mph (3-second gust) Exposure B (Urban/suburban areas)
Seismic Design Category:	C
Weathering:	Severe
Frost Line Depth:	24 inches
Winter Design Temperature:	4 degrees Fahrenheit ~ Ice Shield Underlayment is Required
Air Freezing Index:	1250
Mean Annual Temperature:	47.2 degrees Fahrenheit



# DETAILED COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

Project Title:

Please mark each box to designate the information provided and include this checklist outlining the *minimum* requirements with your application submittal.

## Architectural/Construction Drawings - *Minimum* Requirements:

Combined, the Architectural/Construction Drawings and the Site Plan Sets become a Complete Set of Plans.

**1. Cover Sheet**

- a) Building Information
  - 1. Specify model code information.
  - 2. Construction Type.
  - 3. Number of stories and total height in feet.
  - 4. Building square footage (*per floor and total*).
  - 5. IBC Occupancy Type (*show all types by floor and total*).
  - 6. Mixed-use ratio (*if applicable*).
  - 7. Occupant load calculation (*show by occupancy type and total*).
  - 8. List work to be performed under this permit.

**Cover Sheet *continued*...**

- b) Design Team Information
  - 1. Design Professional in Charge.
  - 2. Architects.
  - 3. Structural Engineers.
  - 4. Owner.
  - 5. Developer.
  - 6. All other Design Team Members.

**2. Floor Plan**

- a) Specify use of each room and/or area.
- b) Include occupant load calculation for every floor, room, and or space.
- c) Identify ALL new, existing, and eliminated exits.
- d) Show barrier-free information.
- e) Show locations of all permanent rooms, walls, and shafts.
- f) Note uses of adjacent tenant spaces, *if applicable*.
- g) Provide door and door hardware schedules.
- h) Identify location of all new walls, doors, windows, etc.
- i) Provide details and assembly numbers for any fire resistive assemblies.
- j) Indicate all rated walls, doors, windows, and penetrations.
- k) Provide a legend that distinguishes existing walls, walls to be removed, and new walls.
- l) Show location of appliances that can generate grease vapors.
- m) Identify fire alarm panel and remote annunciator(s) .
- n) Include basement areas (*whether they are to be used for this project or not*).
- o) Identify all fire extinguisher locations.
- p) Indicate location of interior refuse storage.
- q) Show fire sprinkler riser rooms.
- r) Identify location of specialty suppression systems.

Deferred submittals are not allowed.

**3. Reflected Ceiling Plan**

- a) Provide ceiling construction details.
- b) Show location of all emergency lighting and exit signage.
- c) Include lighting fixture schedule.

**4. Framing Plan & Stair Details**

- a) Specify size, spacing, span, and wood species or metal gage for all stud walls.
- b) Indicate all wall, beam, and floor connections.
- c) Include stair section showing rise, run, landings, headroom, handrail, and guardrail dimensions.

**5. Plumbing, Electrical, and Mechanical Plans**

- a) Plumbing, Electrical, and Mechanical Plans are to be included with plan submittal.

**6. Storage Racks (*if applicable*)**

- a) Structural calculations required for seismic bracing of racks 8 feet or greater in height.
- b) Show the positive connection to floor and/or walls for racks 8 feet or less in height.



## DETAILED PLAN SUBMITTAL REQUIREMENTS *Continued*

Project Title: \_\_\_\_\_

Please mark each box to designate the information provided and include this checklist outlining the *minimum* requirements with your application submittal.

### Site Plan Sets - *Minimum* Requirements:

Requirements from each Site Plan Sub-Set may be combined where details will still be legible and to scale.

- 1. Planning Services Site Plan** - *Questions? Contact Planning Services at 625-6300*
  - a) Show building outline of all structures.
  - b) Identify all exterior improvements.
  - c) Display property lines.
  - d) Locate all parking areas, driveways, drive-thru lanes, parking stalls, and meters (existing, proposed, etc.).
  - e) Show all sidewalks, pedestrian walkways, and other pedestrian areas.
  - f) Show all existing & proposed signage (attached and freestanding).
  - g) Identify location & height for all fences and walls (existing and proposed).
  - h) Locate all overhead utility lines, communication lines, and street signs.
  - i) Show existing street trees in the public right-of-way
  - j) Include signs, trees, hydrants, etc. in pedestrian areas.
  - k) Identify how service, loading, and trash collection areas will be screened from neighboring properties.
  
- 2. Landscape Plan** - *Questions? Contact Planning Services at 625-6300*
  - a) Include all information listed in the Planning Services Site Plan.
  - b) Identify the common and scientific names of all plant materials used and their sizes at the time of planting.
  - c) Plans must be prepared and stamped by a Licensed Landscape Architect if site/parcel is over 7,000 sq ft.

*\*\* Landscape Plans may not be required if there aren't any changes or additions proposed for the outside of the bldg. \*\**
  
- 3. Parking Details** - *Questions? Contact Planning Services at 625-6300*
  - a) Present parking calculations showing the number of stalls required and the number of stalls to be provided.
  - b) Identify building area in square feet for all uses on site.
  - c) Include parking requirements for each use.
  - d) Display bicycle parking.
  - e) Show dimensions of parking lot including stalls and drive aisles.
  - f) Identify parking angle.
  - g) Display driveways and their dimensions.
  - h) Show disabled parking spaces.
  
- 4. Building/Structure Information** - *Questions? Contact Planning Services at 625-6300*
  - a) Identify building elevations.
  - b) Include Floor-Area-Ratio calculations (FAR = Interior Floor Area divided by Site Area)
  - c) Show exterior lighting fixtures and shielding details.
  
- 5. Utility Plan** - *Questions? Contact Engineering Services at 625-6700*
  - a) Show all property lines and footprints of all structures on the site.
  - b) Include all parking areas, driveways, drive-thru lanes, parking stalls, and meters (existing, proposed, etc.).
  - c) Provide location and size of all existing and proposed water service(s)--identifying any services that will be abandoned; include depth of service(s); separation from other utilities and structures; and sleeving.
  - d) Provide location and size of all existing and proposed sewer service(s)--identifying any services that will be abandoned; include slope of services, separation from other utilities and structures; and cleanouts.
  - e) Identify location and detail of the water meter vault--include all pipe, meter, and vault sizes.
  - f) Show all existing and proposed fire hydrants.
  - g) Display locations of sewer and water crossings.
  - h) Provide locations of existing and proposed easements.
  - i) Provide plan and profile sheets for all proposed main extensions using *Department of Engineering design and drafting standards*.

*Utility plans to be stamped and signed by a professional engineer licensed in the State of Washington.*



## DETAILED PLAN SUBMITTAL REQUIREMENTS *Continued*

Project Title:

Please mark each box to designate the information provided and include this checklist outlining the *minimum* requirements with your application submittal.

### Site Plan Sets - *Minimum* Requirements:

Requirements from each Site Plan Sub-Set may be combined where details will still be legible and to scale.

- 6. Stormwater Plan** - *Questions? Contact Engineering Services at 625-6700*
  - a) Show existing and final contours.
  - b) Locate drainage facilities -- drywells, pipes, inlets, ponds, ditches, swales, etc.
  - c) Provide bottom dimensions of all ponds and swales.
  - d) Identify typical sections for all ponds or swales including slopes and planting requirements.
  - e) Show overflow route(s).
  - f) Identify existing and proposed easements.
  
- 7. Erosion/Sediment Control Plan** - *Questions? Contact Engineering Services at 625-6700*
  - a) Show existing and final contours.
  - b) Identify type and location of proposed BMP's for temporary and permanent erosion and sediment control.
  - c) Provide location and type of future stormwater facilities.
  - d) Include standard notes.
  
- 8. Fire Prevention Site Plan** - *Questions? Contact Fire Prevention Services at 625-7056*
  - a) Show existing and proposed fire hydrants within the immediate area of the project.
  - b) Identify proposed locations for Fire Department Connections for fire sprinkler and standpipe systems.
  - c) Identify Post Indicating Valves for fire services mains.
  - d) Provide the proposed Fire Department key box location.
  - e) Show location of tanks exceeding 60 gallons.

### Stormwater & Geotechnical Reports - *Minimum* Requirements:

- 1. Stormwater Report** - *Questions? Contact Engineering Services at 625-6700*
  - a) Provide project narrative.
  - b) Include basin map.
  - c) Identify time of concentration and route.
  - d) Show calculations for pipe sizing, inlets, ditches and storm modeling.
  - e) Show calculations for stormwater treatment (GPA sizing).
  - f) Show calculations for stormwater disposal.
  - g) Provide UIC (Underground Injection Control) analysis.
  - h) Identify square footage of existing and proposed asphalt, concrete, roof (include type), and landscaping.
  - i) Provide overflow analysis.
  - j) Include perpetual operation and maintenance requirements and considerations.
  
- 2. Geotechnical Report** - *Questions? Contact Engineering Services at 625-6700*
  - a) Identify type of soils on-site (field verified by a qualified professional).
  - b) Show infiltration rate to be used for design including a factor of safety.
  - c) Provide results of any field or lab tests (sieve analysis, infiltration testing, cat-ion exchange, etc.).
  - d) Include foundation and/or roadway recommendations.
  - e) Provide hydraulic analysis showing adequate fire flow and domestic service.
  - f) Include sewer capacity study.
  - g) Include Private Sewer Maintenance Agreements as applicable.



## Commercial Project Intake Form

Department of Building Services  
Spokane City Hall, 3rd Floor  
808 W Spokane Falls Boulevard  
Spokane WA 99201-3343

Phone: (509)625-6300  
Fax: (509)625-6822  
[www.buildingspokane.org](http://www.buildingspokane.org)

An Intake Appointment is required for all New Construction, all Additions to Existing Buildings, all projects involving a Change-Of-Use, all Remodels with Exterior Improvements and/or Site Work, all Parking Lots, and some Large Tenant Improvements.

**Please Call the City of Spokane Permit Center at (509) 625-6300 to Schedule Your Intake Appointment.**

### Basic Project Information

Site Address: \_\_\_\_\_ Parcel #: \_\_\_\_\_

**Project Title:** \_\_\_\_\_ Pre-Dev Date: \_\_\_\_\_

Summary of Work Proposed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Permits can *only* be issued to sufficiently licensed contractors and (in some instances) property owners. A contractor is required when work is to be performed for the "purpose of selling, demolishing, or leasing the property." RCW 18.27.090(12)

### Acknowledgement of Submittal Requirements

I hereby acknowledge that all items designated as submittal requirements must accompany my completed application, the completed submittal requirements checklists, and payment of the processing, plan review, and state building code fees for this project to be accepted for review. I understand that incomplete applications will not be accepted and that the processing, plan review, and state building code fees are non-refundable.

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

Printed Name: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

***Please note that a separate set of plans will need to be submitted to the Spokane Regional Health District if the work proposed involves a location where food and/or beverage handling or preparation will be performed.***



## Departmental Authorization for Intake

Project Title: \_\_\_\_\_

The application submittal is incomplete: \_\_\_\_\_  
This project is okay for Intake: \_\_\_\_\_

### Building Services

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_  
Please submit the following for this application to be considered complete:

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Engineering Services

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_  
Please submit the following for this application to be considered complete:

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Fire Protection Services

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_  
Please submit the following for this application to be considered complete:

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Planning Services

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_  
Please submit the following for this application to be considered complete:

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Transportation Services

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_  
Please submit the following for this application to be considered complete:

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_ Phone #: \_\_\_\_\_



## ***Non-Residential Energy Code (NREC)***

### Non-Residential Energy Code Overview:

This brochure is intended to provide an overview of certain provisions of the Non-Residential Energy Code (NREC). The NREC is a portion of the Washington State Energy Code, WAC 51-11, that applies to non-Residential buildings.

An important feature of this code is the enforcement alternatives available to the Building Official. Working together, Building Officials, utility companies/agencies, and the private sector have streamlined the code implementation and enforcement process. These groups developed several options for enforcement of the NREC.

Building Services, in cooperation with local utilities, utilizes an option referred to as "SPE/SI" or **S**pecial **P**lans **E**xaminer/**S**pecial **I**nspector. The general concept behind SPE/SI is similar to other special inspector programs such as those used for steel, concrete or soils inspections. Owners, applicants, or agents are responsible for contracting directly with a Special Plans Examiner/Inspector for plan review and inspection services with regard to the NREC.

A Special Plans examiner or Special Inspector (SPE/SI) is an individual who has applied for designation through the Washington Association of Building Officials (WABO), passed a comprehensive exam administered by the International Code Council (ICC) and a credentials review conducted by (WABO). All SPE's and SI's used in this system must be approved by the local building department. WABO maintains an ongoing list of qualified SPE/SI's. To receive a copy of this list, contact WABO at (360) 586-6725.

To re-emphasize, the Department of Building Services does not provide plan review or inspection services for Non-Residential Energy Code Inspections; *the owner, applicant, or agent contracts directly with the SPE/SI for these services.*

### NREC Procedures:

- Employ and pay for the services of an SPE/SI.
- Supply complete and accurate drawings to the SPE.
- Include a completed **NREC Disclosure Form** (*the next page of this handout*) with the submittal for application for a Plan Review/Building Permit.
- Request SI field inspections at appropriate times.
- Provide direct access to all inspection areas and/or components.
- Maintain an accessible, on-site repository for:
  1. Approved plans, specifications, and material documents.
  2. SPE/SI records and documents.
  3. Change orders.
- Notify the Building Official of SI approval by submitting appropriate documents. Upon completion of the project and prior to Certificate of Occupancy Issuance, a final report generated by the SPE/SI must be submitted to Building Services.

*See the next page for the Non-Residential Energy Code (NREC) Disclosure Form.*

For more information, please contact:

***City of Spokane Building Department***  
*3rd Floor, City Hall, 808 W. Spokane Falls Blvd.*  
*Spokane, Washington 99201*  
*(509) 625-6300*  
[www.buildingspokane.org](http://www.buildingspokane.org)



**Special Plans Examiner (SPE)/Special Inspector (SI)  
NON-RESIDENTIAL ENERGY CODE (NREC) DISCLOSURE FORM**

The referenced project requires special plans examination and special inspection in accordance with City policy and the requirements of the Washington State Non-Residential Energy Code (NREC). Please acknowledge below and submit to the City of Spokane Department of Building Services.

Project Title: \_\_\_\_\_ Permit #: \_\_\_\_\_

Project Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

Owner's Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

A permit for a non-residential building cannot be issued until this form has been submitted and recorded. If separate agencies/individuals are performing the plans examination and special inspection services, separate forms will be required.

**Plan Review Acknowledgment**

I hereby acknowledge that I am a WABO qualified Special Plans Examiner (SPE); and I certify that the plans for the referenced project substantially meet or exceed the *(check all that apply)*:

- Envelope                       Mechanical                       Lighting

...compliance provisions of the Non-Residential Energy Code currently adopted by the State of Washington.

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

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The **Inspection Acknowledgement** section (below) must be completed and submitted to the Department of Building Services before a Certificate of Occupancy for the project can be issued.

**Inspection Acknowledgement**

I hereby acknowledge that I am a WABO qualified Special Inspector (SI); that I have inspected the referenced project; and that the completed project substantially meets or exceeds the *(check all that apply)*:

- Envelope                       Mechanical                       Lighting

...compliance provisions of the Non-Residential Energy Code currently adopted by the State of Washington.

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

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_



**Building Services**  
808 West Spokane Falls Blvd  
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**ENV-01**  
**Critical and Hazardous**  
**Materials List**  
**Information**  
Source: SMC Ch 17E.010

*Will you use or store:*

- Liquids other than water?
- Products that can mix with water?

***These are considered to be critical materials!***

A **Critical Material** is any product that, once released to the environment, could contaminate our drinking water supply (the Spokane Aquifer). Critical Materials can be a flammable, combustible, inert material, health hazard, or non-hazardous product.

A **Critical Materials Review** is a process used to identify and prevent potential sources of surface and ground water pollution. A Review is required for all new businesses or additions to existing businesses. The exception to the review is residential, one- and two-family dwellings, detached buildings accessory to a dwelling, and building shell construction.

**Where determined to be a hazard to the drinking water, existing businesses may be required to be subject to a Critical Materials Review.**

Please list all products (examples listed) on the forms as follows:

**ENV-03 Critical Materials List**

- cleaning supplies
- beverages
- saline/salts

**ENV-04 Hazardous Materials Inventory**

- petroleum products
- fertilizers
- Cryogenics

- The critical material by name, including common chemical names generally associated with the material;
- The total amounts of each critical material along with container sizes;
- MSDS Sheets: Provide MSDS sheets (preferably in electronic format, e.g., CD, disk, etc.), or other information pertinent to the product on this list; and
- Areas of the building where the product is used or stored.

**The Critical Materials List and Hazardous Materials Inventory Forms must be answered accurately and completely in order for us to process your application. Incomplete forms will delay the approval of your application.**

These lists will be reviewed to determine the applicability of any additional critical material requirements such as secondary containment and/or a spill control management plan. Storage of total quantities of 5 gallons or more and/or tanks (containers of more than 60 gallons) requires **Permits from the Fire Department.**

For more information, refer to the "Critical Materials Handbook" found in the "Critical and Hazardous Materials" section of the Building Service's Informational Handouts page accessible from [www.buildingspokane.org](http://www.buildingspokane.org).



**Building Services**  
**808 West Spokane Falls Blvd**  
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**(509) 625-6300**

**ENV-02**  
**Critical and Hazardous**  
**Materials List**  
**Application**

*Please review the ENV-01 Critical and Hazardous Materials List Information prior to completing this application.*

Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

1. Briefly describe the principal activity at the existing or proposed site. Include in your description the products used:

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

2. At the existing or proposed site, will you regularly buy sell, store, use, or in any other manner handle hazardous substances? YES\_\_ NO\_\_; Critical Materials? YES\_\_ NO\_\_

3. If you answered 'yes' to question 2, describe the products, how the products will be used. Please enclose a sketch of your floor plan indicating the location of stored products.

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

4. Could an accidental spill enter a public sewer system, on-site disposal system, or drywell either directly or as a component of site run-off (i.e., through a floor drain)?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, which ones? \_\_\_ Public Sewer \_\_\_ On-site System \_\_\_ Drywell \_\_\_

If your answer is no, explain the spill containment or control methods being used:

Storage Room \_\_\_ Cabinets \_\_\_ Secondary Containment \_\_\_ None \_\_\_

Other (please describe): \_\_\_\_\_

I certify by my signature that I have reviewed the above information and that, to the best of my knowledge, it is accurate and complete.

Applicant's Signature: \_\_\_\_\_

Typed/Printed Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

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

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





**Building Services**  
 808 West Spokane Falls Blvd  
 Spokane WA 99201-3343  
 (509) 625-6300

**ENV-04**  
**Hazardous Materials**  
**Inventory**

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

Completed by/Contact \_\_\_\_\_ Date \_\_\_\_\_

Critical Material User: Yes \_\_\_\_\_ No \_\_\_\_\_ Containment Areas: Yes \_\_\_\_\_ No \_\_\_\_\_

Physical Hazard Material	Class	Quantity in Storage	Quantity in Use	Total Allowed	Largest Container Size
Combustible liquids	II				
	III-A				
	III-B				
Combustible fiber					
Cryogenic, flammable to oxidizing					
Explosive					
Flammable solid					
Flammable gas					
Flammable liquid	I-A				
	I-B				
	I-C				
Combination I-A, I-B, I-C					
Organic peroxide, unclassified detonatable					
Organic peroxide					
Oxidizer					
Oxidizer-gas					
Pyrophoric					
Unstable (reactive)	4,3,2,1				
Water reactive	3,2,1				
Corrosives					
Highly toxics					
Irritants					
Sensitizers					
Other health hazards					
Toxics					