

Town Of Eatonville, Building Department
201 Center Street W / PO Box 309

Mike Noot, Building Official
Teri Svedahl, Planning & Building Admin



Plan Submittal Checklist for Commercial Projects

- 3 (three) copies of site plan, drawn to scale on minimum 18x 24 paper. Details to include: setbacks, easements, other structures & features, adjacent right-of-ways, drive access, septic and/or utility lines, and contours of slopes over 15% grade at 2-foot intervals.
- 3 (three) copies of all other information included in plans (i.e.: structural detail drawings, structural engineering)
- 2 (two) sets of structural calculations
- 1 (one) set of specifications
- Driveways, sidewalks, parking & handicap access
- Fire department access and hydrants
- Names of adjacent streets
- Exterior elevations
- Building code summary
 - ___ Proposed use ___ Building construction type ___ Occupancy Group Classification
 - ___ Allowable Area ___ Actual Area
 - ___ Dimension yard width on site plan where used for allowable area increase.
- Occupant load calculations and exiting, including exit width calculations
- Energy worksheet including envelope calculations, HVAC and lighting budget
- Foundation plan including footing sizes, wall heights, cross-sections and reinforcing
- Floor framing plan each floor (slab, post & beam or joist)
- Ceiling / roof framing plan or truss layout with girder truss reactions
- Floor plan with room use identified for each floor.
- Window & door sizes, header sizes, and U-Values
- Complete building sections – special sections
- Construction details (i.e. structural members, insulation, sheathing, roofing, diaphragms, shear walls)
- Handrail / Guardrail / stair details (with headroom) for stairs and landings
- Smoke detectors, fire alarm, sprinkler system details (if required)
- Engineering for special conditions (truss, basement, retaining walls, shear walls, lateral bracing, load transfer etc.)
- Plumbing plans including layout and fixture count – Plumbing Fixture Worksheet is required with plumbing plans and are available at the permit counter.
- Special equipment (kitchen / HVAC / Boiler / fireplace / wood-stove)
- Mechanical plans including layout, location and make / model of equipment.