



COMMERCIAL REQUIRED INFORMATION AND PLANS CHECKLIST

Appropriate application form (s) must be filled in completely:

Building, Plumbing, Mechanical, Fire Protection / Alarm, Water/Sewer. City staff can help with parcel numbers.

Transmittal sheet (list of all items submitted)

1. **Site/Plot Plan** – 3 sets. Site plan should show required parking stall layout; building footprint and required setbacks.
Plus, two site/footprint for assessor and addressing.
2. **Landscaping** – 3 complete sets of landscaping and irrigation plans.
3. **Building** – 2 sets, including elevation certificate, soil study, structural, architectural (floor, elevations, etc.) barrier free, fire restrictive, truss calculations, specifications book, details.
***Note: required stamps shall be originals (no copies)**
4. **Plumbing** – 2 sets, layout, riser diagram, backflow prevention, health department approval of septic system (where applicable) and/or sewage treatment approved by sewer purveyor.
5. **Mechanical** – 2 sets, Layout, Equipment specs, Energy Code Compliance, Ventilation Code Compliance, Gas lines, Refrigeration, Fire Dampers, Smoke Detectors, Shut Down System, Fuel cut-off. Roof Top mechanical units require screening from public right of way.
6. **Fire Protection/Alarm** – 2 sets, *Type of system, Layout, Water Availability Letter/Water Supply, Specifications and Equipment listings, Calculations.*
7. **Tenant Improvement** – 2 sets, *Building Shell and Site, see items 1-5 above.*

****SEPA submittals may require more or different information.***

Town of Eatonville
Planning & Building Department
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