



# Commercial Building/Mechanical/Plumbing Permit Checklist

Community Development

6000 Main St. SW ♦ Lakewood, WA 98499

Phone (253) 512-2261 ♦ [permits@cityoflakewood.us](mailto:permits@cityoflakewood.us)

PROJECT ADDRESS: \_\_\_\_\_ PERMIT # \_\_\_\_\_

- Plans shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed, and conform to the provisions of the adopted International Codes and City ordinances.
- Plan sheets must be 11"x17", 18"x24", 24"x 36", or 30"x42", dimensioned and scaled, and all sheets must be the same size.
- Drawings in pen or pencil, or plan sheets that are cut, pasted, taped or that have been altered by any means (pen, pencil, marking pen, etc) will not be accepted for plan check.
- Any revisions (or additional information) to the original submittal MUST be accompanied by a building revision form. See the chart below for number of copies required for revisions.

<b>Submittal Requirements</b>	<b>New Commercial</b>	<b>Tenant Improvement</b>	<b>Mechanical &amp; Plumbing</b>	<b>New Multi-Family</b>	<b>Office Use Only</b>
<b>The number indicates the number of copies for submittal (if applicable).</b>					
Commercial Building Permit Application	1	1		1	
Mechanical Permit Application ( <i>if applicable</i> )	1	1	1	1	
Plumbing Permit Application ( <i>if applicable</i> )	1	1	1	1	
Operational Characteristics	1	1		1	
Site Plan (see Sample Site Plan) Minimum 11" x 17"	3	3		3	
Architectural/Construction drawings/Floor Plans	3	3	2	3	
Engineered drawings and calculations ( <i>if applicable</i> )	3	3	1	3	
NREC Energy Code Compliance forms	2	2 <sup>a</sup>	2 <sup>b</sup>	2	
Building Enclosure Design Documents (EHB 1848)				2	
Lakewood Water District water availability letter	1	1	1	1	
Geotechnical Report (for slopes equal to or greater than 15%)	2	2	2	2	
Pierce County utilities sewer permit	1	1	1	1	
Health Department approval of septic system	1		1		
Plan check fee – due upon submittal	✓	✓	✓	✓	
Zoning Certification Fee	✓	✓		✓	
Documentation necessary to verify legal lot status <sup>f</sup>	1			1	
Manufactured truss packet and layout sheet	1	1		1	
Tree Removal Permit (lots greater than 17,000 GSF)	1	1		1	
Disposal Authorization (authorization from Lemay Refuse) <sup>h</sup>					
Health Department approval for food service	1	1			
Special Inspection Form (as applicable)	2	2		2	

- Include energy forms if windows, skylights and/or exterior doors are being replaced or full compliance forms for a change from unconditioned to conditioned space.
- Mechanical NREC forms can be submitted with either the building or the mechanical permit.
- Provide a copy of your Lakewood Water District disconnect documentation if applicable
- Provide a copy of your Pierce County Utilities sewer capping permit if applicable
- Provide a copy of your septic tank decommissioning if applicable.
- Refer to LMC 18A.50.115.A.2. These documents may include recorded deeds, subdivision records, or recorded boundary line adjustments or possibly chain of title report. This requirement may be waived by CDD if the Planning Department can verify legal lot status.
- REMEMBER TO SCHEDULE ELECTRICAL DISCONNECT PRIOR TO DEMOLITION
- Contact: Lemay Refuse  
Charlie Maxwell  
Office: (253) 875-5881  
Email: [CHARLIEM@WASTECONNECTIONS.COM](mailto:CHARLIEM@WASTECONNECTIONS.COM)

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***CITY OF LAKEWOOD  
COMMUNITY DEVELOPMENT DEPARTMENT  
HANDOUT #06***

**OPERATIONAL CHARACTERISTICS DESCRIPTION**

A detailed description of operational characteristics is required for all discretionary land use permits such as, administrative use permits, conditional use permits, temporary use permits, variance applications, etc. and may be required for zoning certification and other permits, as deemed necessary by Community Development Department staff. The operational description must include the following information to be considered complete:

1. Description of proposed use/project application.
2. Extent and type of proposed improvements to the site and/or interior or exterior building remodeling to existing building(s) (i.e. additions to building, interior building improvements or alterations, landscaping, proposed signs, additional parking spaces, etc.).
3. Proposed number of full and part-time employees.
4. Proposed number of students on the site at any one time if application is for a day care or educational facility.
5. Maximum numbers of employees on the site at any one time.

6. Proposed hours, days, place and manner of operation.
  
7. Type of products or services proposed to be available on the site.
  
8. Number of commercial vehicles proposed to be parked or stored on the site.
  
9. Traffic (vehicular trips to and from site per day) generated by the use, including deliveries and client-related trips (i.e. any proposed shipping and receiving activities, projected employee trip generation, projected customer trip generation).
  
10. Total square footage of the floor area of the tenant space.
  
11. Proposed type of equipment/machinery to be used by the business or stored on site (i.e., office equipment, manufacturing equipment, construction equipment).
  
12. Proposed use of outdoor space on lot (i.e., outdoor storage, outdoor display and sales of merchandise, parking/open space, recreation space).
  
13. If more than one tenant on the site, provide the square footage of each tenant space, business names of tenants, and type of business

Space #	Type of Business	Tenant Name	Area

14. Previous use of property.
15. Existing number of parking spaces.
16. Surrounding uses and businesses next to proposed business/project site.
17. Operational characteristics or functions that create emission of gasses, dust, odors, vibration, electrical interference, smoke, noise, air pollution, light, glare, odor or dust in a manner likely to cause offense or irritation to neighboring residents.
18. Site and building design features that minimize land use impacts, such as traffic, aesthetics, etc. or environmental impacts such as noise, vibration, dust or air pollution, glare, odor and dust, etc.
19. Storage, distribution, production and/or operations that involve the use of toxic or flammable materials.

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