

COMMERCIAL SITE PLAN CHECKLIST

- Two copies of plans are required. Must be drawn to standard engineering/architect's scale, not to exceed 1"=100'. Indicate the scale used. Must include North arrow, and be drawn on grid paper or engineering plan format. For large parcels, applicant may submit a two-page site plan, the first page depicting the entire lot at a convenient scale and the second page depicting an enlargement of the developed area at a larger scale.
- Label all property lines/boundaries, dimensions, and area of lot/parcel (square feet or acreage).
- Label the location, size, and use of all existing building(s). Identify the distance between property lines and buildings. Label structures with previous building permit number(s) issued, if applicable.
- Label the location, size, and use of all proposed structure(s) (temporary or permanent) to include dimensions of all decks, porches, cantilevers, bay windows, roof overhangs, retaining walls, patios, chimneys, landings and stairs.
- Identify the location, dimensions and volume of all existing and proposed propane tanks, fuel tanks, etc., both above ground and underground, as well as setback from property lines
- Identify land features such as top and bottom of slopes, direction of slope and any areas of erosion.
- Identify and label all water features to include: ponds, springs, ravines, streams, creeks, lakes, rivers, irrigation laterals, canals, ditches, wetlands, bogs, areas of saturated ground, flood plain, floodway. Identify the closest distance between the ordinary high-water mark and proposed/existing structures.
- Label the name and width of roads bordering the property and indicate whether they are public or private.
- Locate the width of existing and proposed driveways/accessible serving each structure. Include stormwater control facilities such as drains, detention ponds, connection lines, catch basins, etc.
- Label all existing and proposed parking spaces/areas. Parking in residential districts is typically not allowed in the front yard setback area. All parking shall have durable and dustless surfaces suited to all weather use, unless required otherwise. If applicable, show handicapped parking and accessible routes to the structure and within the site to other structures and features.
- Identify and label all easements and widths, deed restrictions, other encumbrances, and/or issues restricting or affecting the use or condition of the property, including but not limited to access, utilities, railroads, irrigation, and overhead power.

BEFORE ANY DEVELOPMENT OCCURS, PLEASE CALL 811 TO LOCATE ANY UTILITY EASEMENTS!

- Show the location of all existing and proposed overhead and underground utilities including, but not limited to water, sewer, gas, and electrical.
- Identify location of water lines, well and sanitary control radius. Note: A sanitary control radius around an off-site well may impact your project if it overlaps on to your parcel.
- Identify location of all well(s), septic/pump tank, drain field, reserve area and tight line involving the proposed structure(s). Show the distance from proposed structure(s) to septic tank, drain field, drinking water well source(s), and any water body, wetland area and/or flood plain to ensure they meet the required horizontal setbacks from each other and property lines. Contact the Adams County Environmental Health Dept. for details. If applicable, the approved AC Environmental Health Dept. and County site plan must be identical.
- If drinking water wells, septic tank/drain field is off site, please show the location of these systems on the adjacent property or properties and provide a copy of the easement agreement(s).
- Identify existing and proposed landscaping, screening and/or fencing. Must be shown for properties located within 200 feet of a shoreline and/or floodplain. (Show type of landscaping, size, spacing, and provisions for irrigation).
- If applicable, include outdoor lighting and signage. Label each as existing or proposed.

I (We) certify under penalty of perjury and under the laws of the State of Washington the foregoing is true, correct and complete to the best of my (our) knowledge. I (We) further certify that all easements, deed restrictions, other encumbrances, and/or issues restricting or affecting the use or condition of the property have been disclosed to the best of my (our) knowledge and are shown on the site plan submitted with this application. I (We) Further affirm that by my (our) signature below that I (we) have obtained legal permission to build within or encumber all easements on this property. Applicant/Owner(s) assumes all risk and liability for any claims and liabilities.

Print Owner/Applicant Name: _____

Signature: _____ **Date:** _____

COMMERCIAL BUILDING PERMIT SUBMITTAL CHECKLIST

THIS IS NOT A REVIEW. This list is used to assure that your submittal includes at least the minimum information needed to start the zoning/building review process. **Building permit applications will not be accepted until ALL requirements have been satisfied.**

APPLICANT SUMMITAL ITEMS				STAFF VERIFICATION / INTAKE COMMENTS			
	YES	N/A		YES	NO	N/A	NOTES:
1.	<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Previous Building Permits & Status Easements Disclosed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BP #'s _____
2.	<input type="checkbox"/>	<input type="checkbox"/>	Deed / Legal Description (Attached) □ Platted □ PRD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Created:
3.	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Legal Access Attached: (Circle Access type) County State Private Primitive County Road Access Easement □ Driveway Permit (Attached)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Road: _____ Row: _____ Road: _____ Row: _____ Road: _____ Row: _____ Notice to title submitted for primitive rd? YES NO
4.	<input type="checkbox"/>	<input type="checkbox"/>	Zoning: County or Urban Growth Area (Check with Dept. Staff for setbacks, zoning, & critical area restrictions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	County or UGA Name: Additional Requirements for UGA: _____
	<input type="checkbox"/>	<input type="checkbox"/>	Have subdivision notes & conditions of approval been achieved? (refer to respective files)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Violations: NO YES File#: _____ Are the Land Use Permit Conditions of Approval attached? _____
5.	<input type="checkbox"/>	<input type="checkbox"/>	CRITICAL AREAS AND REPORTS Airport Overlay District Aquifer Recharge Area Geologic Hazard(s) & Geologic Site Assessment Wetland(s) & Wetland Delineation Shoreline of the State (call the Dept. if unsure) Stream(s) &/or Lake(s) Flood Plain &/or Floodway Habitat Resource Land (e.g. AC, FC or MC zoning)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conical or Horizontal Notice to Title: _____ Form Submitted: YES NO Geologic Site Assessment Attached: YES NO Wetland Delineation Attached: YES NO Name: _____ Height Restriction: _____ Name: _____ Setback: _____ Official FEMA Map Verification Required? YES NO Type: _____ DFW Referral Required? YES NO Setback Waiver Required? YES NO
6.	<input type="checkbox"/>	<input type="checkbox"/>	ADDITIONAL COMMERCIAL ITEMS SEPA (Environmental Checklist) Landscape Plan Traffic Impact Study Stormwater Drainage Plan Parking; Existing: _____ Proposed: _____ ADA Compliant Parking spaces: _____ Employees; Existing: _____ Proposed: _____ Restaurant Seats; Existing: _____ Proposed: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attached? YES NO Attached? YES NO Attached? YES NO Attached? YES NO _____
7.	<input type="checkbox"/>	<input type="checkbox"/>	BUILDING PLANS IN ARCHITECTUAL SCALE Foundation Plan Floor Plan (each floor level) Means of Egress Plan Floor Framing (each floor & decks) Roof Framing Plan Engineering (Original wet-stamp required) (Verify design criteria with Building Division) Mechanical & Plumbing Systems Cross-section(s) Elevation Drawings (all 4 sides) Finished & Existing Grade shown & labeled Elevation of Building Site: _____ (ft) Northwest Energy Efficiency Council Compliance Form Heat Loss Calculations Storm-water Plan (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale used: _____ Snow Load: _____ Designed of: Wind Snow Seismic Frost _____ Building Height: _____ Zoning Height: _____ Shoreline Height: _____ Attached? YES NO Attached? YES NO At Framing Inspection Attached? YES NO
8.	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Contractor's License (Unexpired)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Expiration Date: _____
9.	<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
10.	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan (Please refer to site plan checklist)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required Parking shown on site plan: _____
11.	<input type="checkbox"/>	<input type="checkbox"/>	Submittal Fees Paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
BUILDING PERMITS ARE NOT ISSUED UNTIL THE DEPARTMENT RECEIVES VERIFICATION FOR WATER & SEWER/SEPTIC							
12.	<input type="checkbox"/>	<input type="checkbox"/>	Water Availability Letter or ACHD Well Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pending? YES NO
13.	<input type="checkbox"/>	<input type="checkbox"/>	Sewer Availability Letter or ACHD Septic Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pending? YES NO