

# 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/accesses 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 ton 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 floor 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 SUMITTAL ITEMS			STAFF VERIFICATION / INTAKE COMMENTS			
	YES	N/A	YES	NO	N/A	NOTES:
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Application
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Previous Building Permits & Status
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easements Disclosed
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deed / Legal Description (Attached)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Platted <input type="checkbox"/> PRD
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Legal Access Attached: <i>(Circle Access type)</i> County State Private Primitive County Road Access Easement Driveway Permit (Attached)
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zoning: County or Urban Growth Area <i>(Check with Dept. Staff for setbacks, zoning, &amp; critical area restrictions)</i>  <input type="checkbox"/> Have subdivision notes & conditions of approval been achieved? <i>(refer to respective files)</i>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>CRITICAL AREAS AND REPORTS</b> <input type="checkbox"/> Airport Overlay District <input type="checkbox"/> Aquifer Recharge Area <input type="checkbox"/> Geologic Hazard(s) & Geologic Site Assessment <input type="checkbox"/> Wetland(s) & Wetland Delineation <input type="checkbox"/> Shoreline of the State <i>(call the Dept. if unsure)</i> <input type="checkbox"/> Stream(s) &/or Lake(s) <input type="checkbox"/> Flood Plain &/or Floodway <input type="checkbox"/> Habitat <input type="checkbox"/> Resource Land (e.g. AC, FC or MC zoning)
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ADDITIONAL COMMERCIAL ITEMS</b> <input type="checkbox"/> SEPA (Environmental Checklist) <input type="checkbox"/> Landscape Plan <input type="checkbox"/> Traffic Impact Study <input type="checkbox"/> Stormwater Drainage Plan <input type="checkbox"/> Parking; Existing: _____ Proposed: _____ <input type="checkbox"/> ADA Compliant Parking spaces: _____ <input type="checkbox"/> Employees; Existing: _____ Proposed: _____ <input type="checkbox"/> Restaurant Seats; Existing: _____ Proposed: _____
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>BUILDING PLANS IN ARCHITECTURAL SCALE</b> <input type="checkbox"/> Foundation Plan <input type="checkbox"/> Floor Plan <i>(each floor level)</i> <input type="checkbox"/> Means of Egress Plan <input type="checkbox"/> Floor Framing <i>(each floor &amp; decks)</i> <input type="checkbox"/> Roof Framing Plan <input type="checkbox"/> Engineering <i>(Original wet-stamp required)</i> <i>(Verify design criteria with Building Division)</i> <input type="checkbox"/> Mechanical & Plumbing Systems <input type="checkbox"/> Cross-section(s) <input type="checkbox"/> Elevation Drawings <i>(all 4 sides)</i> <input type="checkbox"/> Finished & Existing Grade shown & labeled <input type="checkbox"/> Elevation of Building Site: _____ (ft) <input type="checkbox"/> Northwest Energy Efficiency Council Compliance Form <input type="checkbox"/> Heat Loss Calculations <input type="checkbox"/> Storm-water Plan <i>(if applicable)</i>
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Contractor's License <i>(Unexpired)</i>
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan <i>(Please refer to site plan checklist)</i>
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submittal Fees Paid
<b>BUILDING PAERMTIS ARE NOT ISSUED UNTIL THE DEPARTMENT RECIEVES VERIFICTION FOR WATER &amp; SEWER/SEPTIC</b>						
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Availability Letter or ACHD Well Approval
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sewer Availability Letter or ACHD Septic Permit