## Codes and Design Requirements

<table>
<thead>
<tr>
<th>National Codes</th>
<th>Washington State Amendments</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. 2012 International Property Maintenance Code (IPMC)</td>
<td>• WAC 51-11C (commercial)</td>
</tr>
<tr>
<td>8. 2008 National Electric Code (NEC)</td>
<td>• WAC 51-11R (residential)</td>
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</tbody>
</table>

### Olympia Local Amendments and Regulations


### City of Olympia Design Requirements

1. Design Wind Speed: See IBC 1609 and IBC Figures 1609A, 1609B and 1609C
2. Roof Snow Load: 25 psf
3. Rain on Snow Surcharge: 5 psf added to low-slope roofs for carport (roof slope <2:12) otherwise, rain on snow surcharge: 5 psf added to flat roofs if slope is <1/2"
4. Seismic Zone: D
5. Rainfall: 1 inches/hour for roof drainage design
6. Frost Line Depth: 12 inches
7. Geotechnical Investigation Report/Soil Bearing Capacity:
   - IBC 1803.5.11, IBC 1803.5.12 and IBC 1803.6: A geotechnical investigation shall be conducted and shall include an evaluation of all the potential geologic and seismic hazards listed in the above-referenced IBC. See IBC 1803.6 for report requirements.
   - Unless waived by Authority Having Jurisdiction (AHJ).

An intake appointment with a Plans Examiner is recommended for all new Commercial or Multi-Family Building Permit Applications. City permit counter staff will perform application completeness review for all other submittals prior to receipting them in for review. To schedule an appointment please contact the Community Planning and Development Department at (360) 753-8314 or by email at cpdinfo@ci.olympia.wa.us

### Fees Due at Time of Permit Application

The following non-refundable fees will be collected at the time of application. Please refer to Commercial/Multi-Family Building Permit Fees for additional information.

1. Building Plan Check Fee
2. Engineering Plan Check Fee

**Incomplete applications will not be accepted.**
Submittal Requirements for Commercial Projects

A. PLANS AND DRAWINGS - Submit Four (4) Complete Sets of Structural Plans
   1. Drawings and plans must be submitted on minimum 22” x 34” or 24” x 36” maximum for each building or structure. Drawings shall be prepared at a scale not less than 1/8-inch min. and details 1/4 inch min.
   2. All sheets are to be the same size and sequentially labeled.
   3. Plans are required to be clearly legible, with scaled dimensions, in indelible ink, blue line, or other professional media.
   4. Plans will not be accepted that are marked preliminary or not for construction, that have red lines, cut and paste details or those that have been altered after the design professional has signed the plans.
   5. Separate plans are required for each building; except accessory structures, such as trash enclosures, etc.

B. MOISTURE PROTECTION LAW FOR MULTI-FAMILY RESIDENTIAL BUILDINGS
   Multi-unit residential building with more than two units will need to provide the following:
   1. Plans, details and specifications for the construction of the building enclosure shall be stamped by a licensed engineer or architect and shall be submitted prior to permit approval.
   2. The design professional of record shall submit a statement affirming that the building enclosure documents satisfy the requirements of EHB-1848 which shall be submitted prior to permit approval.
   3. A third-party, qualified inspector shall inspect the building enclosure during the course of construction for compliance with the building enclosure design.
   4. The third-party inspector shall submit a signed letter of certification prior to building final regarding the inspection and substantial compliance of the building with the building envelope enclosure design documents.

D. WASHINGTON STATE ENERGY CODE FORM - Submit Two (2) Complete Sets of Washington State Energy Code Forms.

E. SITE PLAN
   1. In the front of the drawing set shall be placed the stamped approved City of Olympia Land Use Plan for your project. Scale shall not exceed 1” = 20 feet.

F. ARCHITECTURAL PLANS
   1. Cover Sheet
      a. Site Information:
         i. Drawings shall be prepared at a scale not less than 1/8-inch min. and details 1/4 inch min.
         ii. Location
         iii. Zoning
         iv. Total site area (square feet)
         v. Lot coverage (square feet and percentage).
         vi. Location of building(s) on the site with dimensions to property lines.
         vii. Assumed property lines for multiple buildings on the same property.
         viii. Entire site must show barrier free accessibility.
      b. Building Information:
         i. Specify model code information.
         ii. Construction type.
         iii. Number of stories and total height in feet.
         iv. Building square footage (per floor and building total).
         v. IBC Occupancy Type (show all types by floor and building total)
     c. Design Team Information:
        i. Design Professional
        ii. Architect(s)
        iii. Structural Engineer(s)
        iv. Civil Engineer(s)
        v. Landscape Architect(s)
        vi. Owner(s)
        vii. Developer(s)
2. Code Summary Floor Plan Sheet(s):
   a. Drawings shall be prepared at a scale not less than 1/8-inch min. and details 1/4 inch min.
   b. Provide all vertical and horizontal rated assemblies.
   c. Means of Egress plan pages including exits and separation of exits, common path of travel, travel distance, occupancy separation, stair enclosure ratings, type of sprinklers used (NFPA and Quick Response Heads), show exit signs, etc. Include square footage and occupancy type of each room on every floor and provide summary.
   d. Provide non-separation calculation and mixed use ratio calculations.
3. Floor Plans:
   a. Plan view 1/8-inch minimum scale - Details a minimum of 1/4-inch scale.
   b. Specify the use of each room/area, including shafts, electrical/mechanical rooms and elevators.
   c. Show ALL exits on the plans; include new, existing or eliminated.
   d. Show all Barrier-Free information on the drawings.
   e. Provide door and door hardware schedules.
   f. Specify each wall type, door type, and glazing requirements.
   g. Provide details and assembly numbers for fire resistive assemblies.
   h. Indicate on the plans all rated walls, doors, windows and penetrations.
4. Reflected Ceiling Plan Sheet(s):
   a. Plan view 1/8-inch minimum scale - Details a minimum of 1/4-inch scale.
   b. Provide ceiling construction details per IBC 803.9.1.1, ASTM 635 & 636.
   c. Provide suspended ceiling details including seismic bracing.
   d. Show the location of all emergency lighting, exit signage and provide a lighting fixture schedule.
5. Framing Plans/Details:
   a. Specify the size, spacing, span and wood species or metal gauge for all stud walls including anchorage and spacing.
   b. Indicate all wall, beam, ceiling and floor connections.
   c. Detail the seismic bracing for all walls.
   d. Include a stair section showing rise, run, landings, headroom, handrail and guardrail dimensions; include size, anchorage and spacing of stringers if applicable.
6. Elevation Plans:
   a. Provide building heights (floor and roof elevations).
   b. Show the grade elevations.
   c. Provide a view of all sides with all exterior design requirements.
   d. Exterior stairways, decks, and railings.
7. Roof Plan Sheet(s):
   a. Show location of new or replaced HVAC, exterior equipment, ductwork, vents, screening.
   b. List of equipment and schedule. (include weight of equipment)
   c. Structural engineering and details for gravity and/lateral loads. (when applicable)
   d. Rooftop mechanical screening shall be required for any rooftop equipment greater than 1’ in height, and for any equipment exterior to the building. Screen materials must be architecturally compatible with the building and shall be as high as the equipment being screened. Plans must show height of equipment relative to screening and shall include notations of materials and colors to be used. If an existing parapet effectively screens proposed equipment, plans must show parapet height relative to equipment height.
G. STRUCTURAL PLANS - Submit Two (2) Set each
1. Structural Sheet(s):
   a. Drawings shall be prepared at a scale not less than 1/8-inch min. and details 1/4 inch min.
   b. All drawings prepared or reviewed by the engineer must be signed and sealed by a Washington State Engineer.
   c. Provide foundation, floor and roof framing plans as is applicable.
   d. Illustrate size and location of all structural elements including, but not limited to, footings, columns, beams, girders, joists, shear walls, bracing and floor and roof diaphragms. Details of structural assemblies must be referenced with the place using standard symbols.
   e. Structural details and schedules shall be provided as required to provide specific information of the structural assemblies and must match requirements provided in the structural calculations.
2. Structural Calculations
   a. Design criteria used for foundation, floors, roof and lateral designs - Include geotechnical criteria used in design.
   b. Structural calculations must be submitted for all commercial buildings.
   c. A cover sheet must be provided that is signed and sealed by the engineer of record, who is registered in the State of Washington.
   d. Calculations should include a table of contents with each page numbered.
   e. Calculations prepared by a computer program must include an explanation of the program and documentation for input and output data formats.

H. GEOTECHNICAL ENGINEERING REPORTS – Submit Two (2) copies
   1. The geotechnical report must include the minimum information as outlined in Section 1802 of the International Building Code.

I. CIVIL PLANS - Submit four (4) sets of Civil Plans, two (2) Drainage Reports, Engineering Application
   1. Specific plan requirements are outlined in Chapter 3 of the Engineering Design and Development Standards. For further questions please contact the Engineering Division at 360-753-8314.

J. PROJECT SPECIFICATION MANUALS – Submit Two (2) copies

K. FIRE DEPARTMENT INFORMATION
   1. Answer the following questions by checking either yes or no.
      a. High Pile or Rack Storage? (Provide Rack LF & Rack Height) YES NO
      b. UPS or Storage Battery System? YES NO
      c. Flammable/Combustible Materials in Building? YES NO
      d. Hazardous Materials in Building? YES NO
      e. Compressed gasses YES NO
      f. LP gas YES NO
      g. Spray Booth YES NO

   If Yes to any of the above items, describe below.
   Item & Description:

Notes: Provide information on the quantity of electrolyte in gallons and type of battery if b and/or c are marked yes. If flammable/combustible or hazardous materials are used or stored in the building, provide a Hazardous Materials Inventory Statement (Provide copies of all Material Safety Data Sheets.)

Important Information
The Building Permit does not include any mechanical, electrical, plumbing, or fire sprinkler/alarm work. These permits are issued separately.

Please note that any new or altered space that involves food handling, preparation or public swimming pools require Thurston County Health Department approval before the permit can be approved. You must provide the Building Plans Examiner a copy of the approval letter or the approved plans. Contact the Thurston County Health Department with any questions or for more information at (360) 754-3355 ext 7392.

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