



Purpose

The City of Enumclaw Permit Center is dedicated to providing the highest level of service to its citizens, business operators and visitors. Our goal is to expeditiously process each permit application. Experience has demonstrated that the quality of the information provided by the permit applicant has a direct connection to the amount of time that the application takes to process.

In general, the amount of detail required will vary, depending on the nature and complexity of the project. Below is a list of minimum information needed to review your permit documents. Plans, which do not contain the following minimum information, will not be accepted for plan check. Plans shall be of sufficient clarity to indicate the location; nature and extent of work proposed and show that it will conform to the provisions of the adopted International Codes and ordinances. There are also Assigned Design Values on the city website: cityofenumclaw.net

****Important****

The City of Enumclaw accepts electronic submittal and reviews all plan electronically. Please send your application to Permits@ci.enumclaw.wa.us; if your supporting documents are 25MB or less you may email them, otherwise please request a Sharefile link to upload your supporting documents.

Supporting Documents for Applications

- 1 digital copy of site plan
- 1 digital copy of construction plans
- 1 digital copy of landscape plans (if applicable)
- 1 digital copy of soils reports (if applicable)
- 1 digital copy of Energy Code forms
- 1 digital copy of structural calculations
- 1 digital copy of legal description and tax parcel number

Scope of Documents

There must be sufficient detail to show the entire project including the following:

- ✓ Structural systems
- ✓ Life Safety Systems
- ✓ Architectural barriers (accessibility for persons with disabilities)
- ✓ Complete scope of work
- ✓ Deferred Submittal Schedule
- ✓ Interaction with site and site specific features

Coversheet for Construction Documents.

Project Identification.

- a. Project address, legal description or parcel identification number (both if available) and location on map (proximity map).
- b. All design professionals identified, including addresses and telephone numbers. Fax numbers and e-mail addresses should be provided if available.
- c. Identification of the person who is responsible for project coordination. This would be the contact person through which all communication from the city should be directed.

Site Plan for New Buildings, Additions or Occupancy Changes.

Link to a Commercial Site Plan Example: <https://www.cityofenumclaw.net/documentcenter/view/5961>

Site Plan.

- a. Location of the new structure and any existing buildings or structures.
- b. All property lines labeled and with dimensions.
- c. All streets, easements and setbacks identified.
- d. All critical areas and buffers.
- e. Existing utilities.
- f. Water, sewer and storm systems points of connection and fire hydrant locations.
- g. Fire apparatus access throughout the site.
- h. Required parking calculations shall be shown on the cover sheet complies with Enumclaw Municipal Code section 19.14.020.
- i. Accessible routes of travel between accessible elements and parking.
- j. Site drainage and grading.
- k. North arrow and drawing scale - Maximum scale 1" = 40' (preferred scale 1" = 20' or 1" = 40')

Information to be included in plan sets.

Design Criteria.

- a. Occupancy group.
- b. Type of construction.
- c. Building height and number of stories.
- d. Square footage and allowable areas calculations.
- e. Fire sprinkler requirements.
- f. Occupant load calculations.
- g. Seismic design category.
- h. Allowable soil-bearing pressure (a soils report will be required in most cases).
- i. Design loads for roof, floor, wind, snow and seismic.
- j. Land use zone.
- k. Parking requirements including accessible stalls.
- l. Landscaping requirements.
- m. Special inspections required by the design professional.

❑ Foundation Plan.

- a. Concrete mix design including required strength, water-cement ratio, allowable slump, air entrainment and admixtures.
- b. Reinforcement sizes and grades.
- c. Footing locations and sizes including isolated footings.
- d. Foundation wall sizes and locations.
- e. Specifications for embeds including anchor bolts, hold-downs and post bases.

❑ Floor Plan.

- a. Each floor, level, mezzanine or basement to be depicted.
- b. Mezzanines shown in the rooms in which they reside.
- c. Show all rooms and the intended use and their square footage.
- d. Overall dimensions and locations of structural elements and openings.
- e. Doors and windows including dimensions, window opening sizes and door swings.
- f. Fire assemblies such as firewalls, fire barriers, fire partitions, shafts and fire-resistive construction.
- g. Exit components including exit access, exits, exit discharge, exit signage and secondary exit lighting when required.

❑ Framing Plan.

- a. Show all structural members including location, grade and size of materials.
- b. Attachment details for structural elements.
- c. Roof framing plan showing drainage (roofs less than 2/12 pitch), materials, engineering details for trusses or engineered wood products, draft stop locations, attic access and roof mounted equipment locations.
- d. Floor framing details showing headers, beams, joists, sheathing, columns, drag struts and spandrels.

❑ Building and Wall Sections.

- a. Building section cuts in both transverse directions showing general building components from a horizontal plane.
- b. Exterior materials shown.
- c. Fire-resistive assemblies and fire rated penetrations detailed.
- d. Vertical dimensions shown.

❑ Interior Elevations.

- a. All barrier-free (ADA) required equipment with vertical height clearances shown.
- b. Restroom wall and floor finish materials.
- c. Flame-spread and smoke density ratings for floor, wall and ceiling finishes (textile finishes only).
- d. Relights, sill heights, elevator control panels, etc.

❑ Exterior Elevations.

- a. Each side of building should be depicted.
- b. Openings such as doors, windows and when possible vent terminals.
- c. Lateral bracing system where applicable. Lateral bracing may be shown on other drawing sheets at the discretion of the designer but must be incorporated into the plan set.

❑ **Mechanical System.**

- a. Entire mechanical system.
- b. All units, their sizes, mounting details, all duct work, seismic bracing and duct sizes.
- c. Fire and smoke dampers.
- d. Equipment schedules.
- e. Energy conservation calculations.
- f. Indoor air quality methods and standards.

❑ **Plumbing System.**

- a. All fixtures, piping, slopes, materials and sizes. Piping diagrams may be omitted for small projects such as tenant improvements.
- b. Connection points for utilities such as water meters and public sewers.
- c. Cross connection control devices including locations, manufacturer, size and model number.
- d. Med gas, bottle storage room alarm, size of piping for medical gas piping, and type of gas.

❑ **Electric System.**

- a. All electric fixtures (interior, exterior and site) exit lights.
- b. Wiring sizes and circuiting.
- c. Grounding, panel schedules single line diagrams.
- d. Load calculations.
- e. Fixture schedules.
- f. Fire alarm system.
- g. Connection to serving utility.
- h. Single station smoke detectors.
- i. Power use budget.

❑ **Structural Calculations.**

- a. Structural calculations are needed for building components not meeting prescriptive or empirical design standards.
- b. Calculations must bear the seal of the responsible design professional. Such seal is required by law to be signed with an original signature. Calculations not bearing original signatures will not be accepted for review.
- c. Design professionals must be appropriately licensed in Washington State.

❑ **Specifications.**

- a. Specifications and hardware schedules may be incorporated on the drawings or provided in booklet form.
- b. Further define construction components, covering;
 - 1. Construction components, including materials and methods of construction.
 - 2. Wall, floor and ceiling finishes.
 - 3. Pertinent equipment.
 - 4. Door and window hardware schedules.
 - 5. Planting and irrigation requirements.

❑ **Addenda and Changes.**

- a. The design professional in charge of the project is responsible for notifying the building official of any and all changes to the drawings. This responsibility carries throughout the project.
- b. Changes to the approved plans or specifications must be approved first through the responsible design professional and then provided to the building department for review and approval.
- c. No change to the drawings or specifications is permitted until the building department has approved such changes.

❑ **Revisions.**

- a. For clarity, all revisions should be identified with a Delta "Δ" symbol, should be clouded on the drawings or resubmitted as a new set of plans, and should identify the architect or engineer of record.

WIRE GLASS NOTE:

Since the code amendment only states that this section 2406.1.2 is not adopted by the Washington State Building Code Counsel, it's important to look at the code sections involved. What this amendment does is eliminate the exception that allows wired glass to test to a different impact standard than other types of glass. This amendment does not outlaw the use of all wired glass, just wired glass tested under ANSI Z97.1 and installed in hazardous locations.

**Enumclaw Municipal Code
DEDICATION, IMPROVEMENT AND MAINTENANCE Chapter 12.18**

EMC 12.18.010 Requirement. No building or structure shall be erected or relocated, or expanded or altered in an amount exceeding \$50,000 and no building permit shall be issued therefore on any lot unless one-half of the street abutting thereon has been dedicated and improved with curb, gutter, sidewalk, drainage structure and street paveout for the full width of the lot in accordance with city standards, or such dedication and improvements have been assured to the satisfaction of the city engineer, subject to the following limitations:

A. The maximum area of land required to be so dedicated shall not exceed 25 percent of the area of any such lot nor shall such dedication reduce the lot between the required minimum lot sizes, widths and areas required, unless a variance for the same has been granted, and in no case shall such dedication be required if the remaining lot area has a width less than 50 feet or an area less than 5,000 square feet.

B. No such dedication may be required with respect to the portion of a lot occupied by a main building.

C. EMC [12.18.056](#)(D) and (E) shall apply to the construction of a single-family dwelling or customary accessory building in the RS and RA zones. (Ord. 1460 § 1, 1984; Ord. 1227 § 1, 1977; Ord. 1188 § 1, 1976; Ord. 1172 § 1, 1976).

Please call a city engineer at (360)-825-3593 if you have any questions about the Enumclaw Municipal Code Chapter 12.18 as listed above.

The City of Enumclaw makes every effort to provide prospective applicants with a comprehensive overview of the submittal requirements. This handout is intended to serve as a general guide and may not describe all materials necessary to ensure a complete application. It is recommended that you consult with the City staff for additional information.