PLANNING & BUILDING SERVICES

COMMERCIAL / INDUSTRIAL BUILDING PERMITS

GENERAL INFORMATION

The purpose of this brochure is to help you understand what information will be necessary to complete your application for a commercial / industrial building permit and to answer some common questions related to commercial / industrial building permits and inspections.

New commercial / industrial construction, remodel or repair, and tenant improvements of commercial / industrial buildings in Liberty Lake must conform to adopted standards, including the adopted Building, Mechanical, Plumbing, and Fire Codes, the Washington State Barrier-Free Regulations, the Washington State Energy Code, zoning regulations, application review procedures, the State Environmental Policy Act (SEPA), and various other local and state laws.

A preliminary project meeting with Planning & Building Services staff can be arranged to help determine your particular needs, including whether or not a particular piece of property is compatible for a given project due to the zoning, project size, etc. The City strongly encourages these preliminary project meetings, particularly on major projects, prior to the preparation of any plans or specifications to help eliminate costly changes. Please contact Planning & Building Services at 755-6700 to arrange a preliminary project meeting.

This handout serves as a brief overview on Commercial and Industrial Building Permits, for more information on specific permit requirements, please refer to the City of Liberty Lake Building and Development Codes.

COMMERCIAL PERMIT APPLICATION PROCESS

If after attending a meeting with City staff, it appears that a project is compatible with zoning and other factors needed for the project to be successful, a project is ready to begin the application process. Commercial and industrial projects are processed as Commercial Permits and are classified as either an exempt project or a Type I project permit procedure type.

The following procedures outline how Commercial Permits are processed by the City. The City's Application Review Procedures for Project Permits enable the City, the applicant, and the public to reasonably review applications and participate in the local decision-making process in a timely and effective way that complies with state law. The City utilizes a consolidated project permit process which provides for combined processing of multiple permits issued by the City related to a specific project and the environmental review on that project, as well as coordinated meetings and hearings, as applicable, associated with the project. Processing time for project permits vary depending on the type of project permit, however average processing is completed between a 60 and 120 day timeframe. Less complex commercial permits may be processed in under a 45 day timeframe. Applicants that promptly prepare and supply required items will aid in expediting the overall process. (see the City brochure on Application Review Procedures for Project Permits for additional information).

Exempt Projects do not require project permit review processes, because they are generally smaller scale permits or administrative actions by Planning & Building Services that are not required to go through public notice provisions, full agency review, or State Environmental Policy Act (SEPA) review. Decisions on Exempt Projects are made by Planning & Building Services and depending on the type and complexity of the project, review time can vary. It is Planning & Building Services goal to process projects as quickly as possible.

Commercial, Industrial, Grading, & other building permits that may require a site plan review meeting and design review, but do not require SEPA, are classified as Exempt Projects and do not require the full project permit review process. The City may determine that a project needs to be classified as a Type I project due to its location or complexity.

Type I Project Permits are generally administrative decisions that usually require SEPA with minimal notice requirements, and decisions are made by the Director or designee, without a public hearing. The Type I procedure is used when there are clear and objective approval criteria, and applying City standards and criteria requires no use of discretion.

Commercial, Industrial, Grading, & other building permits that require SEPA must follow project permit procedures for meetings, reviews, notices, etc. The following typical commercial / industrial projects require SEPA review (for more info on whether your project requires SEPA, please contact Planning & Building Services):

- Residential dwelling units with 21 or more units.
- Office, school, commercial, recreational, service, or storage buildings, 12,000 square feet or greater in size, or uses with 40 or more parking spaces, or projects that require 500 cubic yards or greater of grading.
- Parking lots with 40 or more parking spaces.
- Projects, landfills, and excavations of 500 cubic yards or greater.

Commercial Permit Review Process & Timeline.

The following procedures outline a chronological process for local review of project permits with specifics for each project type (Exempt or Type I) being specified. Some review process steps may not apply to all project types or some processes may be waived at the discretion of Planning & Building Services and as allowed by state law. Additionally, some projects, due to their size, complexity, location, etc. may require additional technical review. See table below for review process requirements.

Review Process Requirements	Exempt Projects	Type I
Pre-Application Conference	X[1]	X
Submittal of Application Packet and SEPA Checklist (as applicable)	X	X
Determination of Completeness (DOC)		X
Notice of Application (NOA)		X
Technical Review		X
Notice of Decision		X[2]
Hearing Examiner Administrative Appeal		X

X = required for permit type
X[1] = projects may be required to go through a site plan review meeting and design review or City consultation prior to application approval and permit issuance
X[2] = Notice of Decision or building / grading permit issuance

STEP 1 - PRE-APPLICATION CONFERENCES.

When a Pre-Application Conference / Site Plan Review form is completed and submitted to Planning & Building Services by the project applicant with the required attachments, the project permit process begins with the scheduling of a Pre-Application Conference / Site Plan Review Meeting. The meeting is usually held within three weeks from the date the completed package is submitted to Planning & Building Services. Prior to the scheduled meeting, the project is usually reviewed by the Design Review Subcommittee to ensure that the project is in compliance with the City standards for building design, orientation, etc. at the earliest possible stage of the process.

Pre-application conferences provide permit applicants with information regarding what general requirements must be met to process a Commercial Permit application packet and the project permit review process. At pre-application conferences, the City will, as applicable:

- Cite the comprehensive plan policies and map designations applicable to the proposal;
- Cite the development code provisions, including substantive and procedural requirements applicable to the proposal;
- Provide available technical data and assistance which will aid the applicant;
- Identify other governmental policies and regulations that relate to the application;
- Reasonably identify other opportunities or constraints concerning the application; and
- Feedback from the design review subcommittee may be provided

Prior to the Pre-Application Conference, applicants shall supply a Site Analysis Map (existing conditions). The site map will be used for review at the Pre-Application Conference and at a minimum the site map shall contain the following, as applicable:

- The applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions, and gross area shall be identified;
- Identification of slopes greater than 10 percent and provide topographic contour lines shown at a five (5) foot minimum (map spacing) interval if over 6 percent;
- The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjacent to the site;
- Potential natural hazard areas, including any areas identified as subject to a 100-year flood, areas subject to high water table, and areas mapped by the City, County, or State as having a potential for geologic hazards;
- Resource areas, including marsh and wetland areas, streams, wildlife habitat identified by the City or any natural resource regulatory agencies as requiring protection;
- Site features, including existing structures, pavement, rock outcroppings, areas having unique views, and drainage ways, canals, and ditches;
- Locally or federally designated historic and cultural resources on the site and adjacent parcels;
- The general location, size, and species of existing trees and other vegetation having a caliper (diameter) of 12 inches or greater at four feet above grade;
- North arrow, scale, and names and addresses of all persons listed as owners on the most recently recorded deed;
- Name and address of project designer, contact person, engineer, surveyor, and/or planner, as applicable;
- Other information, as determined by Planning & Building Services.

STEP 2 - SUBMITTAL OF APPLICATION PACKET (Refer to Pages 10 & 11 for Steps 3 - 6).

The City of Liberty Lake requires substantially complete application packets to be submitted, after the Pre-Application Conference has been held, in order to expedite the review process, if possible. Applicants that promptly supply and prepare required items will aid in expediting the overall process.

- Application shall be made on forms provided by Planning & Building Services and shall include information requested on the application form which addresses the criteria with sufficient detail for review and action.
- Fees shall be established by Planning & Building Services per the adopted fee schedule.

The Applicant shall contact the City Project Coordinator to schedule an application submittal meeting.

The following outlines the minimum application requirements for typical Commercial Permits, please consult Planning & Building Services for additional information or project specific requirements (plans must be drawn to scale and with scale labeled).

Unless waived in writing by City Staff, all applicable deferred / delayed submittals must be submitted, reviewed, and approved by the City prior to Building Permit issuance (note whether deferred submittal or not, for allowed items *)

☐ **Completed Building Permit Application w/ Signatures**

☐ **SEPA Checklist & Fee (if applicable)**

☐ **Agreement To Pay Fees**

☐ **Notice Packet (if applicable)**

☐ *** Mechanical Permit Application**

☐ *** Plumbing Permit Application**

☐ *** Approach Permit Application**

☐ *** ROW Permit Application**

☐ **(1) Hard Copy of the following submittals - Wet Stamped by Architect and Engineer, as applicable & (1) PDF CD:**

- **Spec. Books, etc. (Wet Stamped by Architect & Engineer) - if applicable**
- **Exterior Lighting Specs**
- **Drainage Report (Wet Stamped by Engineer)**
- *** Hazardous Materials Lists - if required**
- *** NREC**
  - Details
  - Calculations
  - Lighting budgets
  - Plan review & inspection acknowledgment forms
- *** Signage Packet**

☐ **Site Analysis Letter/ Narrative - (1) Hard Copy & (1) PDF CD:**

- Documenting compliance with the following approval criteria, as applicable
  - The proposed land use is permitted by the underlying zoning district (City Development Code Chapter 2);
  - The application complies with the all of the applicable provisions of the underlying Zoning District (City Development Code Chapter 2), including: building and yard setbacks, lot area and dimensions, residential density, lot coverage, building height, building orientation, architecture, and other special standards as may be required for certain land uses and design or other development standards are met (City Development Code Chapters 3);
  - Exceptions to above, may be granted only when approved as a Variance (City Development Code Article 10-5B).
  - All applicable building and fire code standards are met;
  - The applicant shall be required to upgrade any existing development that does not comply with the applicable zoning district standards, in conformance with City Development Code Article 10-5C - Non-Conforming Uses and Development;
  - Conditions required as part of a Land Division (City Development Code Article 10-4E), Conditional Use Permit (City Development Code Article 10-4F), Specific Area Plan Overlay (City Development Code Article 10-2M), or other approval shall be met.
  - The application is complete, as determined in accordance with Title 9, Building Regulations, City Development Code Article 10-4B, City Development Code Section 10-4C-3, and other applicable Titles within the City Municipal Code.

☐ **(1) Full Plan Set (full size) - Wet Stamped by Architect and Engineer, (1) 11x17, & (1) PDF CD of the following:**

- **Code Narrative Sheet**
- **Site / Parking Plan** - show the following, as applicable (must match Civil & Landscape Plans)
  - The proposed development site, including boundaries, dimensions, and gross area;
  - Features identified on the site analysis map which are proposed to remain on the site & features which are proposed to be removed or modified by the development;
  - The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements, & entrances and exits to the site for vehicular, pedestrian, and bicycle access;
  - The location and dimensions of all existing and proposed structures, utilities, pavement, and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan;
  - The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops, as applicable, and handicap parking and access);
  - Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails with width;
  - Loading and service areas for waste disposal, loading, and delivery;
  - Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements, as applicable;
  - Location, type, and height of outdoor lighting;
  - Location of mail boxes, if known;
  - Location of bike racks and refuse enclosures;
  - Location of bus stops and other public or private transportation facilities;
  - Locations, sizes, and types of freestanding / monument signs;
  - Name and address of project designer;
  - Other information, determined by the City. The City may require studies or exhibits prepared by qualified professionals to address specific site features (e.g., traffic, noise, environmental features, natural hazards, etc.).

☐ **(1) Full Plan Set (full size) - Wet Stamped by Architect and Engineer, (1) 11x17, & (1) PDF CD of the following *(continued from page 5)*:**

- **Utility Plan**
- **Grading / Drainage Plan -** need to be prepared based on the Spokane Regional Stormwater Management Manual (must match Site & Landscape Plans)
- **Erosion & Sedimentation Control**
- **Architectural**
  - Foundation
  - Floor Plan
  - Building Elevations w/ height & width dimensions, building materials, color, and type
  - Cross Sections, etc.
  - Details (including bike rack & refuse enclosure)
- **Structural**
- **Mechanical**
  - Heating, ventilation and a/c drawings (show equipment locations, exhaust systems, & duct system layout, including; ducts, registers, diffusers, grill sizes, air quantities, and duct smoke detector locations, if required)
  - Fire dampers and listings
  - Kitchen hood details/shafts
- **Plumbing**
- **Electrical**
  - Fixture locations
  - Exit signage & lighting
- *** Fire Alarm**
- *** Fire Suppression**
- **Landscape Plan (w/ Landscape Architect Stamp)** - show the following, as applicable and meet the requirements of City Development Code Article 10-3C (must match Civil & Site Plans)
  - The location and height of existing and proposed fences and other buffering or screening materials; and proposed terraces, retaining walls, decks, patios, shelters, and play areas;
  - The location, size, and species of the existing and proposed plant materials (at time of planting);
  - Existing and proposed building and pavement outlines;
  - Specifications for soil at time of planting and anticipated planting schedule;
  - Landscape area % requirements
  - Irrigation system (if plantings are not drought-tolerant, may be automatic or other approved method of irrigation);
  - Other information as deemed appropriate by the City. An arborist's report may be required for sites with significant vegetation that is protected under City Development Code Article 10-3C. Per the discretion of the City, some projects may combine site and landscape plans.

☐ **(1) Full Plan Set (full size) - Wet Stamped by Architect and Engineer, (1) 11x17, & (1) PDF CD of the following *(continued from page 6)*:**

- **Exterior Lighting Plan** - show the following, as applicable and meet the requirements of City Development Code Section 10-3F-2)
  - Location of all outdoor lighting fixtures, including but not limited to freestanding pole fixtures, building-mounted and canopy light fixtures on the site plan and building elevations;
  - Photometric grid overlaid on the proposed site plan indicating the light intensity throughout the site (in footcandles). Measurements must be at ground level and shown at 10' spacing;
  - Manufacturer's specification sheets and details for the type of fixture being proposed including but not limited to the total lumen output, type of lamp, distribution type and method of shielding;
  - Maximum footcandle calculation, minimum footcandle calculation, minimum to maximum and minimum to average uniformity ratios and light loss factor used. These statistics shall be provided for areas where vehicular and pedestrian movement is provided for and for other areas as necessary to show compliance with the standards;
  - Use of fixture(s) proposed; and
  - Any other information deemed necessary by the Director in accordance with the intent and purpose of Section 10-3F-2.

ADDITIONAL ITEMS:

- Special inspection forms for (as applicable):
  - Concrete, Masonry, Grout, Rebar, Steel, Welding, Bolting, and Soils
- Grading permits may be required for site work.
- Curb cuts and driveway approaches may require an Approach Permit obtained through the City.
- Any work conducted within the public right-of-way may require a Right-of-Way Permit obtained through the City.
- Electrical permits can be obtained from the WA State Dept. of Labor and Industries, (324-2640). For connection to the power distribution lines, contact the serving utility.
- City sign permits are required prior to any signage installation.

The City of Liberty Lake offers an opportunity for Alternative Methods of Compliance (City Development Code / River District SAP-08-0001 Sections 10-1B-8). The Director or designee may accept alternative methods of complying with the development standards of the City Development Code / RDSAP, provided it could be demonstrated that the alternative method is at least equivalent to such standards in terms of implementing the general purpose of the Code. The Director shall not accept alternative methods of compliance that are inconsistent with the City Comprehensive Plan or with conditions of approval imposed through a land use action. Contact the City for more information on Alternative Methods of Compliance.

A copy of the Sewer & Water permits for the project shall be supplied to the City prior to Building Permit issuance.

During the project review, please address individual agency comments through re-submittals to each agency and provide the City with the final approval letter, plan, etc.

- **City Re-Submittals Shall Include:**
  - (1) Hard Copy Document / Full Size Plan Set - Wet Stamped by Architect and Engineer, as applicable
  - (1) PDF CD

Refer to Pages 10 & 11 for Steps 3 - 6 of the project review process for Type I Projects only

COMMERCIAL PERMIT FEES & INSPECTIONS

Building permit fees are based on the valuation of the project. The valuation is determined by using data taken from the Building Valuation Data Sheet printed in the "Building Safety Journal" published by the International Code Council. The adopted City Building Permit Fee Schedule includes the most recent valuation data and is updated as the data changes.

In addition to the building permit fee, applicants are responsible for the SBCC fee, plan review fees, plumbing permit fees, mechanical permit fees, grading permit fees, Engineer review fees, Planning review fees, and other fees established by the current adopted fee schedule.

The majority of projects within the City of Liberty Lake also participate in the Harvard Road Mitigation Plan, in lieu of a transportation impact study. The fees charged in conjunction with this mitigation plan are applied towards City transportation improvements and are based on the types of land uses associated with the project. Please contact Planning & Building Services for more information on adopted mitigation fees.

At a minimum, the following inspections are required of Commercial Permits in Liberty Lake:

- **Footing/ Foundation** - When forms/ reinforcement are in place & prior to placement of conc.
- **Framing** - After all framing, bracing and blocking is in place & prior to concealing.
- **Electrical** - At framing & final.
- **Plumbing** - After rough-in, before covering, & final.
- **Mechanical** - Rough in of piping, before covering metal chimneys, before concealment, & final.
- **Insulation** - After the insulation is installed.
- **Drywall** - After nailing is complete but before taping or finishing (Fire Walls & Sheer Walls).
- **Fire Systems** - Fire alarm and sprinkler systems must be tested and witnessed by the Building Inspector.
- **Special Inspections** - The owner may be required to employ an approved special inspector for the types of work listed under Chapter 17 of the International Building Code.
- **Grading**
- **Swales & Drywells**
- **Curbing Layout - prior to paving**
- **Paving & Flatwork**
- **Landscaping, Parking, & Final Site Improvements**
    - An inspection is recommended at the grading stage, prior to placement of sod, etc., to verify appropriate grades).
- **Final** - When complete, prior to occupancy.

Subsequent to an approved final inspection, a Certificate of Occupancy will be issued. In addition to the above inspections, any equipment, systems, or materials which would be concealed by framing, drywall, concrete, etc., must be inspected prior to cover. If during construction, problems arise where site modifications are required (i.e., parking, site drainage, landscaping, etc.) separate as-built drawings may be required demonstrating compliance with City requirements. It is the responsibility of the permittee to see that the required inspections are made. Failure to notify the City that construction has progressed to a point where inspection is required may necessitate the removal of certain parts of the construction at the owner's expense.

- To schedule building inspections, please call the City Building Inspector at 755-6705 or 218-4900.
- To schedule civil inspections, please call the City Engineer at 755-6730
- To schedule curbing layout or landscaping inspections, please call 755-6708.

A 24 hour notice shall be required for scheduling City inspections. Under certain circumstances, parts of your project may require inspections from other agencies, please contact the City for more information (also see City Brochure - Information Directory).

The following project review process steps on Pages 10 & 11 are required for Type I Projects only.

AFTER STEP 2 - APPLICATION

STEP 3 - DETERMINATION OF COMPLETENESS (DOC).

The Determination of Completeness (DOC) is issued to permit applicants to advise them that the necessary paperwork has been submitted, including complete application packets and a SEPA checklist (if applicable) or what items need to be submitted to make the application packet complete. The "procedural submission requirements" of the City have been met so City departments and other public agencies can begin review of an application packet, or if all required application packet documents have not been included, what is still needed. Preliminary SEPA review, if applicable, is also conducted during this phase. Issuance of a DOC shall not preclude the City from requesting additional information or studies either at the time of the Determination of Completeness or subsequently if new information is required or substantial changes in the proposed action occur. Please consult the City of Liberty Lake Development Code about the process for handling changes or additions to the application after the issuance of a Determination of Completeness.

To prepare for the Notice of Application (NOA), The City will supply the applicant with the required notice preparation instructions.

STEP 4 - NOTICE OF APPLICATION (NOA).

The City shall provide a Notice of Application (NOA) to the public, and the departments and agencies with jurisdiction, that an application has been submitted and that the opportunity for comment is available within the defined fourteen (14) calendar day comment period. Notice occurs via mail / email, posting on the City website, publication in the official City newspaper, and on-site signage, as applicable. The NOA is completed within 14 days of the DOC and provides for a 14-day comment period. During this phase, preliminary State Environmental Policy Act (SEPA) threshold determination would also be covered (if applicable).

When the City is the lead agency for SEPA, the Optional Determination of Nonsignificance "Optional DNS" process may be used where the SEPA checklist is routed for comment with the NOA and the City may make a preliminary SEPA threshold determination concurrently with the NOA. The NOA may also be combined with a scoping notice for a determination of significance (DS) or the City may issue a determination of significance and scoping notice prior to the NOA. If the optional DNS process mentioned is not being used, a Determination of Nonsignificance (DNS) or Mitigated Determination of Nonsignificance (MDNS) threshold determination must be issued after the NOA. For Type III and Type IV projects, if the SEPA threshold determination requires public notice, the City shall issue the threshold decision at least fifteen (15) calendar days prior to the open record pre-decision hearing before the Hearing Examiner or Planning Commission, as applicable.

Notice Requirements - Mailings & On-Site Signage

- Refer to Notification Instructions Handout for your project type

Notice Requirements - Publication

Type I Project Permits: The City shall publish a Notice of Application in the official City newspaper and on the City website, at least one week prior to the end of the NOA comment period.

Project review also occurs during the NOA comment period and comments are supplied to the applicant after the conclusion of the NOA comment period.

STEP 5 - TECHNICAL REVIEW.

Technical Review is a process where City staff and affected agencies review proposals for consistency and conformance with applicable regulations and to finalize proposed conditions of approval for the project in preparation for the project to proceed to building and/or grading permit issuance. At the meeting, affected agencies and City staff present the applicant with comments on the project and the proposed conditions of approval prior to the building or grading permit issuance. The City schedules the meeting for after the close of the NOA comment period and the review process should occur within 14 days of the close of the comment period for the NOA. A final SEPA determination (if applicable) would also be made prior to or during the Technical Review period. An additional Technical Review Meeting may be required on some Type I projects prior to permit issuance, depending project complexity, as determined by Planning & Building Services. The Technical Review Meeting may be waived for less complex Type I projects at the discretion of the City.

STEP 6 - NOTICE OF DECISION (NOD).

Type I Project Permits: The Notice of Decision to approve, conditionally approve, or deny the application is issued by the Community Development Director, or designee, after reviewing the staff recommendation on the project. The notice shall be provided to the applicant, the Spokane County Assessor, and to any person who, prior to the rendering of the decision, requested notice of the decision or submitted substantive comments on the application. Additionally, notice shall be published in the official City newspaper and on the City website. The building or grading permit for the project may be issued concurrently with or after the issuance of the NOD, unless additional review is required as a condition of approval for the project. The final SEPA Determination, if applicable is usually issued with the NOD.

APPEAL PROCEDURES.

For more information on appeals procedures, consult the City of Liberty Lake Development Code / River District Specific Area Plan Overlay (SAP-08-0001), as applicable.

TIME COMPUTATION.

In computing any period of time prescribed or allowed by the Development Code, the day of the act or event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday or legal holiday, including Sunday, in which event, the period runs until the end of the next day which is not a Saturday or legal holiday.

NEIGHBORHOOD MEETINGS.

Applicants are encouraged to meet with adjacent property owners and neighborhood representatives prior to submitting their project permit application in order to solicit input and exchange information about the proposed development. In some cases, the City may require the applicant to meet with a City-recognized neighborhood association or group prior to accepting an application as complete.

Please note that while every effort is made to assure the accuracy of the information contained in this brochure it is not warranted for accuracy. This document is not intended to address all aspects or regulatory requirements for a project and should serve as a starting point for your investigation.

For detailed information on a particular project, permit, or code requirement refer directly to applicable file and/or code/regulatory documents or contact City of Liberty Lake Planning & Building Services.

FOR MORE INFORMATION PLEASE CONTACT:

LIBERTY LAKE PLANNING AND BUILDING SERVICES
22710 E. COUNTRY VISTA DRIVE, LIBERTY LAKE, WA 99019
TELEPHONE: (509) 755-6700, FAX: (509) 755-6713
WWW.LIBERTYLAKEWA.GOV