



PLANNING, ENGINEERING & 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 require permits issued by the City of Liberty Lake Planning, Engineering & Building Services. Permits must be issued prior to any new work. For Tenant Improvements, preliminary demolition can be done without a permit if it is required to define the scope of work. Building, right-of-way, mechanical and plumbing permits are issued and inspected by the City of Liberty Lake.

Preliminary project discussions with Planning, Engineering & Building Services staff are encouraged 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. Particularly on major projects, these discussions can help eliminate costly revisions prior to the preparation of any plans. Please contact Planning, Engineering & Building Services at (509) 755-6700.

COMMERCIAL PERMIT APPLICATION PROCESS

Commercial and industrial projects are classified as either an "Exempt" project or a "Type I" project.

Exempt Projects do not require public notification, full agency review, or State Environmental Policy Act (SEPA) review because they are generally smaller scale projects. Decisions on whether a project is "Exempt" are made by Planning, Engineering & Building Services. If a project does not meet the criteria for a Type 1 project (as defined below), it is determined to be "Exempt". However, the City reserves the right to classify a project as a Type I project due to its location or complexity.

Type I Projects are projects that generally require SEPA review with minimal notice requirements; decisions are made by City staff, 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 little use of discretion.

Permits that require SEPA are to follow the additional procedures as noted on Pages 8 and 9.

The following commercial / industrial projects require SEPA review :

- Residential dwelling projects with more than 20 units
- Office, school, commercial, recreational, service, or storage buildings, greater than 12,000 square feet, or uses with more than 40 parking stalls
- Parking lots with more than 40 parking stalls
- Projects, landfills, and excavations of 500 cubic yards or greater, unless the building or facility is exempt (less than 12,000 sq. ft. or less than 40 parking stalls)

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, Engineering & 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
Site / Building Design Review	X	X
Submittal of Application Packet and SEPA checklist (as applicable)	X	X
Determination of Completeness (DOC)		X
Notice of Application (NOA) and Comment Period		X
Technical Review	X ¹	X
Notice of Decision (NOD) and Appeal Period		X

X = required for permit type
X¹ = may be required depending on complexity

The City’s Application Review Procedures enable the City, the applicant, and the public (as applicable) to reasonably review applications and participate in the local decision-making process in a timely and effective way that complies with state law. Processing time for project permits vary depending on the type of project permit. However, average processing is completed between 60 and 120 days, while a less complex commercial permit may be processed in less than 45 days.

The Review Procedures are fully described as follows:

STEP 1 - PRE-APPLICATION CONFERENCE

The Pre-Application Conference gives an opportunity for the Applicant to meet with the City and various agencies to receive feedback early in the design process. The request for meeting needs to be accompanied with the [Pre-App application form](#), a site analysis map showing existing conditions and a preliminary site plan showing parking, sidewalks, driveways and building(s) footprint. The site analysis map should 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 should be identified;
- Identification of slopes greater than 10 percent and provide topographic contour lines shown at a 5’ minimum 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;

Site Analysis Map (cont.)

- Potential natural hazard areas, including any areas identified as subject to a 100-year flood or 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 and scale.

A Code Audit document provided by the City will:

- 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; and
- Reasonably identify other known opportunities or constraints concerning the application.

STEP 2 - PRELIMINARY DESIGN REVIEW

The Preliminary Design Review by the Planning Commission Sub-Committee is usually held within three weeks from the date the completed packet is submitted to the City. The packet should include the following:

- Code Compliance document outlining how the project meets pertinent Code sections
- Revised site plan incorporating any suggestions from the Pre-Application meeting
- Building Elevations showing building detail with proposed materials and colors shown and defined
- Any renderings or perspective drawings available
- Preliminary Landscape plans showing islands, walkways and perimeter buffers to scale

The Applicant will receive any comments from that review shortly after the review is completed.

STEP 3 - SUBMITTAL OF APPLICATION PACKET

The City of Liberty Lake requires substantially complete application packets to be submitted in electronic format (PDF). Drawings need to be stamped and signed by a Registered Architect or Professional Engineer. The approved plans will be provided in electronic format (PDF) at Building Permit issuance. Applicants will be alerted if the packet is not complete and what information is required for review.

- Application to be made on forms provided on the City's website and should include information requested on the application form which addresses the criteria with sufficient detail for review and action. Plans must be drawn to scale, with the scale labeled.
- Fees are established by Planning, Engineering & Building Services per the adopted fee schedule. Fees are due at permit issuance.

APPLICATION PACKET REQUIREMENTS (Allowed deferred submittals are noted with an asterisk)

SUBMITTED	DEFERRED	DOCUMENTS BY APPLICANTS
		Commercial building permit application w/ signatures
		* Mechanical permit application
		* Plumbing permit application
		* Right of way permit application
		* Fire suppression / fire alarm applications
		Agreement to pay fees
		If Type 1 project:, SEPA checklist
		If Type 1 project:, notification packet materials (see Page 8)

SUBMITTED	DEFERRED	DOCUMENTS, STAMPED AND SIGNED BY PROFESSIONAL
		Site analysis letter / narrative <ul style="list-style-type: none"> • Proposed land use is permitted in underlying zoning district • Proposed project complies with applicable development code sections • Applicable Building Code and Fire Code standards are met • All conditions are met that were required as part of the land division, conditional use permit or specific area plan overlay as applicable. • Application is complete
		Site lighting analysis with footcandle contours. Exterior lighting cutsheets
		Specification books
		Stormwater report
		*Hazardous materials list
		* NREC compliance letter
		Special inspections form (if applicable)

SUBMITTED	DEFERRED	DRAWING FILES (TO SCALE)
		Code Plan
		Architectural site / parking plan (must match civil plan) <ul style="list-style-type: none"> • Development site boundaries and area (in acres or sq.ft.) • Existing features/structures on site that are to remain • Existing features/structures on site to be demolished • Location and dimensions of all public and private streets, drives, rights-of-way, easements, entrances and exits to the site for vehicular, pedestrian and bicycle access • Location and dimensioned setbacks of all proposed buildings • Locations of all proposed and existing utilities • Locations of all proposed pavement and hardscape areas • Location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls, wheel stops (as applicable) and handicap parking and access to building and right-of-way) • Locations and dimensions of all pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and all bicycle lanes or trails. • Loading and service areas for waste disposal, loading and delivery. • Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture and similar improvements.

APPLICATION PACKET REQUIREMENTS (CONT)

SUBMITTED	DEFERRED	DRAWING FILES (TO SCALE)
		Architectural site / parking plan (cont.) <ul style="list-style-type: none"> • Location, type, and height of outdoor lighting, not mounted to bldgs. • Location of bike racks • Location of refuse enclosures • Location of bus stops and other transportation facilities • Location of freestanding and/or monument signs • Name and address of project designer • Other information as determined necessary by the City
		Civil Plans <ul style="list-style-type: none"> • Site Plan • Utility Plans • Grading Plan • Stormwater Plan • Erosion & Sedimentation Control Plan
		Landscape Plans <ul style="list-style-type: none"> • Location and height of fences (existing to remain and proposed) • Proposed buffering and screening (berms, retaining walls, terraces) • Proposed structures (decks, patios, shelters, pergolas) • Proposed hardscape areas (plazas and play areas) • Existing-to-remain and proposed building and pavement outlines • Specification of soils and planting schedule • Landscape area % requirements • Location, size and species of all proposed plant material • Location, size and species of all existing plantings to remain • Irrigation system • Other information as determined necessary by the City
		Architectural Plans <ul style="list-style-type: none"> • Floor Plans • Roof Plans • Exiting Egress Plans • Exterior Elevations (dimensioned) • Exterior material finish schedule (with color selections) • Building Sections • Wall Sections • Details (including refuse enclosure)
		Structural Plans <ul style="list-style-type: none"> • Foundations Plans • Framing Plans • Braced Frame Elevations
		Mechanical Plans <ul style="list-style-type: none"> • Equipment locations • Exhaust and duct system layout • Locations for registers, diffusers and duct smoke detectors • Fire damper locations and listings • Kitchen hood details / exhaust location
		Plumbing Plans <ul style="list-style-type: none"> • Underground piping • Location of piping and fixtures
		Fire Protection Plans (sprinkler and alarm)
		Electrical Plans <ul style="list-style-type: none"> • Fixture locations • Exit signage and lighting

OTHER APPLICATION GUIDELINES

- Electrical permits can be obtained from the WA State Dept. of Labor and Industries.
- For connection to the power distribution and gas lines, contact the serving utility (Avista).
- Spokane Regional Health District permit(s) may be required for pools, schools, food establishments, etc.
- Spokane Clean Air permit(s) may be required for air emissions, asbestos removal, etc.
- Washington State Department of Ecology permit(s) may be required for water rights, grading, etc.
- Water and sewer permits are required from the utility provider. Allow enough time for review.
- **A copy of the Sewer & Water permit(s) for the project need to be supplied to the City prior to Building Permit issuance.**

STEP 4—CITY AND AGENCY REVIEW

During the project review, please address individual agency comments through re-submittals to each agency and CC the City. The final approval letter, plan, etc. must also be submitted to the City as a PDF.

- **City Re-Submittals Need to Include:**

- (1) PDF of the ENTIRE set with revision # noted on title block and revisions bubbled on the sheet.

Approval of plans is based on conformance to adopted standards, including the International Building Code (IBC), International Residential Code (IRC), International Fire Code (IFC), associated Mechanical and Plumbing Codes, the Washington State Barrier-Free Regulations, the Washington State Energy Code, zoning regulations, the State Environmental Policy Act (SEPA), the City Development Code and applicable Specific Area Plan (SAP) Overlays.

Type 1 projects have additional processes with Step 4. Refer to Page 8 for Step 4 and 4A.

The City of Liberty Lake offers an opportunity for Alternative Methods of Compliance

The City 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 will 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. (City Development Code / River District SAP-08-0001 Sections 10-1B-8.)

COMMERCIAL PERMIT FEES

Building permit fees are determined during the City's review and 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. It is available on the City website.

In addition to the building permit fee, applicants are responsible for the SBCC fee (WA State Surcharge), plan review fees, plumbing permit fees, mechanical permit fees, grading permit fees, engineer review fees, planning review fees, processing fees, traffic impact fees (voluntary Harvard Road Mitigation fees or perform a Traffic Impact Analysis and provide required traffic improvements) and other fees established by the current adopted fee schedule.

STEP 5—TECHNICAL REVIEW MEETING

Based on the complexity of a project, you may want to have a Technical Review Meeting during the review period. This allows the City and various agencies to go over issues that do not appear to conform to approval criteria and any conditions of approval. Type 1 projects have additional processes in Step 5. See Page 9 for Step 5 procedures.

STEP 6—COMMERCIAL PERMIT ISSUANCE

Once the review is complete and your plans have been approved, your permit is ready to be issued. All issuance will be done ELECTRONICALLY. You will be notified by the City via email or phone. Payment can be made through our on-line permitting portal or over the phone with a credit card. Checks can also be mailed to City Hall or dropped at the counter during business hours. Once received, your permit, receipt, inspection card and approved plans will be electronically transmitted to the applicant. If the approved plans are too large for email, we will provide information for the City's FTP site.

The permit(s), inspection card and approved plans/documents need to be available on-site for all inspections. It is YOUR responsibility to have the documents printed/plotted. The inspection card needs to be printed on card stock. The approved plans and approved accompanying documents need to be plotted TO-SCALE and protected in water-proof packaging. If the permit, inspection card or approved plans are not available to the inspectors on site, inspections cannot be performed and re-inspection fees may be assessed.

STEP 7— DURING CONSTRUCTION, INSPECTIONS

All required inspections will be noted on the inspection card sent to you at permit issuance. Inspections can be scheduled by calling the inspection line with 24 hours notice (509-755-6731) or on-line via the permitting portal "Citizens Connect" at <https://wa-libertylake2.civicplus.com/458/Schedule-An-Inspection>

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

- **Footing/ Foundation** - When forms/ reinforcement are in place & prior to placement of concrete
- **Framing** - After all framing, bracing and blocking is in place & prior to concealing
- **Electrical** - At framing & final (Electrical inspections done by L&I 1-800-509-8847)
- **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 City inspector, or by Spokane Valley Fire Dept (SVFD) inspector.
 - If review done by SVFD for inspections call (509) 892-4153
 - If review done by City of Liberty Lake for inspections call (509) 755-6731
- **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**
- **Final** - When complete, prior to occupancy.

The following project review process steps are required for Type I Projects only.

(AFTER STEP 3 - APPLICATION)

STEP 4 - DETERMINATION OF COMPLETENESS (DOC) AND REVIEW

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). Applicants will be notified of any missing documents. Once issued, the review by the City staff and agencies begins. The Preliminary SEPA review, if applicable, is also conducted during this phase. Issuance of a DOC will 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.

STEP 4A- NOTICE OF APPLICATION (NOA)

The City will 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 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 will be issued within 14 days of the DOC. Preliminary SEPA threshold determination will be defined (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.

Notice Requirements - Mailings

Applicant need to provide copies of the notice and envelopes with address labels to notify all property owners whose property is adjacent to or within 150' radius of the perimeter of the subject site. The City will mail the notices and postage will be invoiced to applicant for reimbursement. The City will complete an affidavit verifying the mailing.

Notice Requirements - On-Site Signage

The City will have printed one or more 2'x3' posters for the applicant. Applicant will be invoiced for reimbursement. Applicant must affix posters to stands constructed of material sufficient to withstand wind and weather conditions. The applicant needs to provide the City with an affidavit of posting and provide photos of signage at locations defined by the City.

Notice Requirements - Publication

The City will 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. Applicant will be invoiced for reimbursement of the newspaper publication.

Type 1 project review process steps (cont.)

STEP 5 - TECHNICAL REVIEW, NOTICE OF DECISION AND APPEALS

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 on project complexity, as determined by the City. The Technical Review Meeting may be waived for less complex Type I projects at the discretion of the City.

The **Notice of Decision (NOD)** to approve, conditionally approve, or deny the application is issued by the City after reviewing the staff recommendation on the project. The notice will 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, the notice will 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.

The **Appeal Period** is 14 days. For more information on appeals procedures, consult the City of Liberty Lake Development Code / River District Specific Area Plan Overlay (SAP-08-0001), or Lakemore/Hawkstone Specific Area Plan (SAP-06-0001) as applicable.

See Page 7 for **Step 6 and Step 7** regarding permit issuance and inspections.

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 will not be included. The last day of the period so computed will 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.

Please note that while every effort is made to assure the accuracy of the information contained in this brochure, this document is not intended to address all aspects or regulatory requirements for every 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, Engineering & Building Services. Call 509-755-6704 with any questions.