



**COMMERCIAL TENANT  
IMPROVEMENT PERMIT**  
510-B Pioneer Street/PO Box 608  
Ridgefield, WA 98642  
Tel: 360.887.3908  
Fax: 360.887.2507  
[www.ridgefieldwa.us](http://www.ridgefieldwa.us)

OFFICE USE ONLY
PERMIT NUMBER
_____

**A. CONTACT INFORMATION:**

**APPLICANT:**  **Check box if primary contact**

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

*(Original signature required)*

**PROPERTY OWNER:**  **Check box if primary contact**

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

*(Signature or a letter of authorization from the owner required)*

**Contractor:**

Check box if primary contact

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor's License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

City Business License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*(Original signature required)*

**CERTIFIED EROSION CONTROL PERSON:** \_\_\_\_\_

**PROPERTY INFORMATION (REQUIRED)**

Site Address: \_\_\_\_\_

Subdivision, Phase, & Lot: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Type(s) of construction: Occupancy use(s):

\_\_\_\_\_ Type: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

\_\_\_\_\_ Type: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

\_\_\_\_\_ Type: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

**Utilities:** Public Water/meter size \_\_\_\_\_  Private Well  Public Sewer  Septic System

Type of Heat:  Electric  Gas  Other: \_\_\_\_\_

**SUBMITTAL CHECKLIST**

1. **See the Commercial Building Checklist for plans criteria**
2. **Separate Mechanical and Plumbing permits are required**

**FEES:** Plan check fees must be paid prior to review. Payment can be paid via permit portal or make check payable to City of Ridgefield. There maybe additional fees related to outside consultant review. These fees will be applied to the permit with payment due at the time of permit issuance or Certificate of Occupancy.

*By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge and that I am the owner of the premises where the work is to be performed or am acting as the owner's authorized agent. I further agree to hold harmless the City as to any claim (including costs, expenses and attorney's fees incurred in investigation of such claim) which may be made by any person, including the undersigned, an filed against the City, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as a part of this application. The building official may, in writing, suspend or revoke a permit issued under the provisions of this code whenever a permit is issued in error or on the basis of incorrect information supplied, or in violation of any ordinance or regulation or any of the provisions of this code.*

\_\_\_\_\_  
Signature of Owner/Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Owner's or Authorized Agent's Name



**COMMERCIAL BUILDING  
CHECKLIST**

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**REQUIREMENTS FOR A COMMERCIAL BUILDING PERMIT**

Drawings and specifications shall comply with the following codes:

- 2018 International Building Code
- 2018 Uniform Plumbing Code
- 2018 International Fire Code
- 2018 International Fuel Gas Code
- 2018 Washington State Energy Code
- 2018 International Mechanical Code
- 2009 ICC A117.1 Accessible and Usable Buildings & Facilities Code

**All submitted construction documents must be of sufficient detail to show the entire project with emphasis on the following:**

- Structural integrity
- Life safety
- Architectural barriers (ADA handicap compliance)
- Geotechnical Report
- Compliance with all codes having jurisdiction
- Scope of work
- Energy Code Compliance Forms
- Deferred Submittal Schedule

In general, the amount of detail required will vary, depending on the nature and complexity of the project. What follows are suggested minimum guidelines for the information that should be provided on the documents before the building official begins a plan check review:

**Coversheet for construction documents shall include:**

- 1. Project identification
  - a. Project address, legal description, location map, and real estate ID number (tax parcel number)
  - b. All design professionals identified, including addresses and telephone numbers
  - c. Identification of the person who is responsible for project coordination. (All communications should be directed through this individual.)
- 2. Design criteria
  - a. Occupancy group / Occupancy load
  - b. Type construction
  - c. Seismic zone
  - d. Square footage and /or allowable area
  - e. Fire sprinkler requirements
  - f. Height and number of stories
  - g. Occupant load
  - h. Land use zone
  - i. Parking requirements required/provided
  - j. Allowed soil-bearing pressure
  - k. Design loads (roof, floor, wind, codes, seismic zones and factors)
  - l. Material strengths
  - m. Soils report
  - n. Landscaping requirements

**Construction documents shall include the following information, where applicable:**

- 1. Site Plan
  - a. Location of the new structure and any existing buildings or structures
  - b. All property lines with dimensions
  - c. All streets, easements and setbacks
  - d. All water, sewer, hydrants, and electrical points of connection
  - e. Proposed service routes
  - f. Existing utilities
  - g. Required parking, drainage, and grading design
  - h. North arrow and drawing scale
  - i. Existing and proposed grades

2. Geotech Report

3. Foundation Plan

All foundations and footings, including sizes, locations, reinforcing, and imbedded anchorages such as anchor bolts, hold-downs, and post bases.

4. Floor Plan (Include interior suite layouts, if applicable)

- a. All floors including basements
- b. All rooms and their use
- c. Overall dimensions and locations of all structural elements and openings
- d. All doors and windows
- e. Door, window, and hardware schedules
- f. All fire assemblies, area and occupancy separations and draft stops
- g. Smoke and heat detectors

5. Framing Plans - Roof Framing Plans

All structural members, their size, methods of attachment, location and materials, roof drainage and location of roof-mounted equipment.

6. Exterior Elevations

- a. All views
- b. All openings
- c. All lateral bracing systems where applicable
- d. Signs and attachment

7. Building Sections and Wall Sections

- a. All materials of construction
- b. All non-rated and fire-rated assemblies and fire-rated penetrations
- c. All vertical dimensions

8. Interior Elevations

- a. All ADA required equipment installations with vertical height clearances shown
- b. Re-lights, sill heights, elevator operation panels, etc., which are subject to code requirements

9. Mechanical System

- a. Entire mechanical system
- b. All units, their sizes, mounting details, all duct work and duct sizes
- c. All fire dampers where required
- d. Equipment schedules
- e. Energy conservation calculations per state of Washington

- f. Indoor air quality standards including radon mitigation systems
  - g. Fire protection systems
- 10. Plumbing System
  - a. All fixtures, piping, slopes, materials and sizes
  - b. Connection points to utilities, septic tanks, pretreatment sewer systems and water wells
- 11. Structural and Truss Calculations
  - Where required, provide for project's entire structural system
- 12. Specifications
  - a. Provide either on the drawings or in booklet form
  - b. Further define construction components, covering:
    - 1. Construction components, including materials and methods of construction
    - 2. Wall finishes
    - 3. Pertinent equipment
    - 4. Schedules (may be incorporated in project manual in lieu of drawings)
    - 5. Planting requirements
- 13. Addenda and Changes
  - It shall be the responsibility of the individual identified on the cover sheet as the principal design professional to notify the building official of any and all changes throughout the project and provide revised plans, calculations, or other appropriate documents prior to actual construction.
- 14. Revisions
  - For clarity, all revisions should be identified with a Delta  $\Delta$  symbol, should be clouded on the drawings or resubmitted as a new set of plans, and should identify the engineer or architect of record.
- 15. WA State Energy Code Compliance Form
- 16. Written narrative of proposed project - must be on jobsite during inspection
- 17. Traffic Impact Analysis



## Commercial and Non-Prescriptive Residential Structural Design Information

*The information in this handout only applies to structures not conforming to the prescriptive criteria set forth in the 2018 International Building Code.*

*All commercial occupancies will be required to be designed by a Washington State Professional Engineer.*

### Loading Requirements:

#### Ridgefield/ Wind Speed per 2018 IBC Criteria:

- I.  $V_{asd} = 105$  mph (3 second gust); applicable only to methods in exceptions I through 5,, section 1609.1.1.
2.  $V_{ult} = 135$  mph (3 second gust) for Risk Cat. II; use 125 mph for Risk Cat. I; use 140 mph for Risk Cat. III & IV.
3. Exposure B, or as required per 1609.4.

Soil: Type ML - 1500 psf Bearing or geo-tech required

Frost Depth: 12"

Minimum roof snow load: 25 psf

Minimum roof load: non reducible

Ground snow: 30 psf (drift calculations as required)

All other loading per the 2018 International Building Code and as adopted by Washington State and City of Ridgefield Codes.

### Seismic Design:

Spectral response data can be found on this web site: [earthquake.usgs.gov/hazards/designmaps](http://earthquake.usgs.gov/hazards/designmaps)

Use values of two percent probability of exceedance. Otherwise, use the following design information based on specific zip codes within the county:

MCE Ground Motion - Conterminous 48 States

Zip Code - 98642

Central Latitude= 45.802723

Central Longitude= -122.709722

Period, MCE  $S_a$

(sec) ( $\frac{3}{4}g$ )

0.2, 0.882 MCE Value of  $S_s$ , Site Class B

1.0, 0.320 MCE Value of  $S_1$ , Site Class B

Spectral Parameters for Site Class D:

0.2, 1.01,  $S_a = F_a S_s$ ,  $F_a = 1.147$

1.0, 0.564,  $S_a = F_v S_1$ ,  $F_v = 1.761$





## **City of Ridgefield Building Codes**

*Effective February 1, 2021*

2018 International Building Code with Washington Amendments

2018 International Fire Code with Washington Amendments

2018 International Mechanical Code with Washington Amendments

2018 International Fuel Gas Code with Washington Amendments

2018 Uniform Plumbing Code with Washington Amendments

2018 Washington State Energy Code