



# COMMERCIAL & MULTI-FAMILY SUBMITTAL CHECKLIST

This submittal checklist applies to new construction projects reviewed under the International Building Code (IBC). It identifies the minimum application elements and materials required for the City of Duvall to accept the permit application. Applications missing any of the items below will not be accepted. All required information must be clearly shown on the submitted plans to support a timely, consistent, and accurate review process. **Applications shall be submitted through the City's OpenGov Permit Portal: <https://duvallwa.portal.opengov.com/>.**

For assistance, please contact Permit Specialist at [permit.technician@duvallwa.gov](mailto:permit.technician@duvallwa.gov) or 425.788.2779.

## General Submittal Requirements

Required Item	
Applicable submittal fees (intake fee; may include consultant plan review fee)	<input type="checkbox"/>
Water and Sewer Availability Certificate completed by the City Engineer	<input type="checkbox"/>
Sit Plan (see <a href="#">Site Plan Checklist Tip Sheet</a> )	<input type="checkbox"/>
Code Summary Sheet(s) including: type of construction, occupancy classification(s), occupant loads by room and story, means of egress, travel distances, parking stall calculation, ADA compliant parking stall calculation, and fire-rated assemblies.	<input type="checkbox"/>
All deferred submittals are clearly identified on the cover sheet (e.g. fire alarm, fire suppression, plumbing, electrical, mechanical)	<input type="checkbox"/>
Foundation Plan	<input type="checkbox"/>
Floor Plan(s)	<input type="checkbox"/>
Roof Plan	<input type="checkbox"/>
Reflected Ceiling Plan(s)	<input type="checkbox"/>
Elevation(s)	<input type="checkbox"/>
Framing / Structural Detail Sheet(s)	<input type="checkbox"/>
Barrier Free / ADA Compliance (routes, access, restrooms, drinking fountains, counters, knee & toe clearances, turning spaces, etc.)	<input type="checkbox"/>
Mechanical Plan(s) <i>(if applicable - may be included as combination permit or listed as a deferred)</i>	<input type="checkbox"/>
Plumbing Plan(s) <i>(if applicable - may be submitted as combination permit or listed as deferred)</i>	<input type="checkbox"/>

Required Item	
Electrical Plan(s) (Electrical permit issued by Labor & Industries)	<input type="checkbox"/>
<b>Washington State Energy Code Documentation<sup>1</sup></b> (may be shown on Electrical Plan Sheet(s)), including: <ul style="list-style-type: none"> <li>a) Building Envelope Summary</li> <li>b) Lighting Calculation</li> <li>c) Mechanical Calculations</li> </ul>	<input type="checkbox"/>
Structural Calculations	<input type="checkbox"/>
Special Inspection Agreement (if required by the design professional)	<input type="checkbox"/>
King County Public Health Approval ( <i>schools, churches, restaurants, groceries, hospitals, assisted living, etc.</i> )	<input type="checkbox"/>

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<sup>1</sup> <https://waenergycodes.com/>; The effective date of the 2021 WSEC is MARCH 15TH, 2024. Refer to announcement on the [SBCC webpage](#).