



Commercial Pre-Application Review Comments

Meeting Date: JANUARY 14, 2020 @ 3:00 PM

Project Number: PRE-COMM-2019-0112

Applicant(s): VICKI CARTER

Project Name: SCD PHASE 1 OFFICE BUILDING

Project Description: PROPOSED 12,000 SQ FT OFFICE BUILDING AND 2,400 SQ FT DETACHED GARAGE.

Project Address: 4418 E 8TH AVENUE

Parcel Number(s): 35233.9191

The City of Spokane Valley Community & Public Works Department has completed a review of the above referenced project. Included below are comments from the Development Engineering, Planning, Building, and Fire divisions. Outside agencies responsible for water, sewer, health and clean air regulations have also been invited to review the project proposal; comments provided by those agencies are included if they have been received. The following information is provided to assist the applicant during the permitting and development process and is based on the information provided by the applicant for review as well as the codes and regulations in effect at the time of review. Alterations to the site plan and/or project scope may affect the applicability of the requirements. No approvals are intended or implied until the applicable permit application, review, and approval processes have been completed.

I. DEVELOPMENT ENGINEERING COMMENTS

Proposed project is exempt from the requirement for Development Engineering review: Yes No

A. **Codes:** [Spokane Valley Street Standards](#)**Updated standard plans effective 3/22/18**
[Spokane Regional Stormwater Manual \(SRSM\)](#)

B. Land Disturbance Permit:

- 1. Is a land disturbance permit required? Yes No
 - a. Based on the proposed project design, an Engineered Grading Permit will be required as per [SVMC 24.50.030](#). Submit a Land Disturbance Permit Application, Land Disturbance Permit Checklist, plans and calculations, etc. prepared by a Washington State licensed civil engineer.

C. Geotechnical Site Characterization (GSC):

- 1. Is a GSC required? Yes No
 - a. Based on the existing site soils, a GSC is required per SRSM Chapter 4. A licensed Geotechnical Engineer shall perform the study. The GSC shall address drainage design recommendations and a down gradient analysis for proposed stormwater infiltration.

D. Traffic Analysis: [SVSS, Chapter 3](#)

- 1. Is traffic information required? Yes No
 - a. The applicant is to submit a trip generation letter as per [SVSS Section 3.2](#). This parcel is located within the Carnahan SEPA Infill area. Therefore, the applicant only needs to submit a Trip generation letter.

E. **Frontage Improvements and Dedications:** [SVSS](#), Chapters 2, 4 and 7

1. Adjacent street(s): 8TH Avenue, a minor arterial

NOTE: The measurements below are estimates based on available aerial photography; applicant to confirm centerline locations as well as existing and required improvement / dedication widths.

2. Existing widths: Varies pavement; 60' right-of-way.
3. Are frontage improvements required? Yes No

*Frontage improvements are not required provided that the BLA process is approved with the City's Building and Planning Division. If the property lines for the proposal extend outside of the existing frontage improvements along 8th Avenue, then full frontage improvements will be required.

4. Are dedications required? Yes No

a. Right-of-way shall be dedicated to 2' behind back of sidewalk if adjacent sidewalk is provided OR to 2' behind back of curb if separated sidewalk is provided.

b. Border easements shall be measured from the right-of-way boundary to the back edge of separated sidewalk.

Right-of-way: TBD with property survey.

Border easement: TBD with property survey.

Provide draft language and exhibit at time of permit submittal

Dedications must be recorded prior to certificate of occupancy

5. Does stormwater need to be taken onsite for treatment and disposal? Yes No

There is an existing storm drain system that conveys public stormwater runoff onto the project site to an existing drainage pond located near the northeast corner of Parcel #35233.9192. A drainage easement is required for the existing storm drain system to allow for City access and maintenance. Please work with Senior Engineer, Chad Riggs to prepare the drainage easement documents prior to the first submittal of civil plans. The easement will need to be recorded prior to the issuance of the Certificate of Occupancy.

6. Per [SVSS Section 9.15](#); all projects with improvements in the public right-of-way or border easements shall submit to the City a warranty surety. This requires a Bond, Cash Savings Account or Letter of Credit be established for 20% of the total construction cost of any improvements in the Right-of-Way or border easements. This surety shall be held for a period of 2 years and is eligible to be released by the City if no corrections are required after this time.

F. **Driveway and Approach Design:** [SVSS](#), Chapters 7 and 11

1. Design the approach per [Standard Plan](#) No(s): no changes to access proposed
2. Remove the existing approach(es); replace with matching adjacent improvements.
3. 8TH Avenue is an arterial; access is allowed by means of a single or shared access only.

G. **Drainage and Stormwater Runoff:** [SRSM](#)

1. Is a drainage design required? Yes No

a. Refer to [SRSM Chapter 3](#).

b. The proposed project appears to include the addition and/or reconstruction of 5,000 square feet or more of impervious surfaces (pavement, gravel, rooftop, etc.) or, new drywells are proposed.

c. If drywells are proposed and they are in Garrison or Springdale soils, testing to confirm soil classification and drywell function may be performed during construction.

d. All drywells and other injection wells should be registered with the Underground Injection Control program (UIC) at the Department of Ecology (DOE). DOE requires UIC

- registration 60 days prior to UIC well construction. The design and construction of UIC well(s) shall meet the requirements of WAC 173-218. Discharges to the UIC well(s) must comply with the ground water quality requirements (for Non-Endangerment Standards see WAC 173-218-080 and 173-218-090). Contact the UIC staff at UIC Program, Department of Ecology, P.O. Box 47600, Olympia, WA 98504-7600, (360) 407-6143 or go to: <https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Underground-injection-control-program/Register-UIC-wells-online> for registration forms and further information. COSV will be requiring as part of the Project Certification Package documentation of either DOE's Rule Authorization approval of the UIC registration or documentation that the UIC registration was submitted 60 days prior to the submittal of the COSV project certification package for all projects with UIC's that receive Public stormwater runoff.
- e. A Construction Stormwater Permit shall be obtained from the Department of Ecology if both of the following conditions apply:
 - i. Construction project disturbs one or more acres of land (area is the cumulative acreage of the entire project whether in a single or in a multiphase project), and;
 - ii. If there is a possibility that stormwater could run off the site during construction and into surface waters of into conveyance systems leading to surface waters of the state.

Construction site operators shall apply for a permit 60 days prior to discharging stormwater.

More information can be obtained from:

<https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Construction-stormwater-permit>

H. Utility Coordination:

1. Show all utility easements (such as telephone, power, gas, etc.). The permit applicant is responsible for arranging all utility adjustments, improvements, or relocations as required for the completion of the project.
2. All rigid objects shall be located out of the clear zone. The clear zone requirements can be found in the [SVSS Section 7.6.4](#).
3. The permit applicant shall contact every utility purveyor impacted by the project and:
 - a. Discuss with the purveyor the proposed work including private services, utility improvements, and any relocations and adjustments as well as the cost for these activities.
 - b. *When utility relocations are required:* obtain from the utility purveyor a written statement that the purveyor acknowledges and concurs with, or has alternatives for, the work necessary for the project and forward a copy of this statement to Spokane Valley Development Engineering. *Receipt of statement(s) will be required prior to plan approval.*
4. If sewer and/or water infrastructure needs to be brought to the property and an engineered design is required, copies of the approved sewer and water plans shall be submitted to Spokane Valley Development Engineering. Civil plans for the project shall show the extents of pavement removal and replacement.
5. NOTICE: The Inland Northwest Pavement Cut Policy may prevent or limit pavement cuts in the adjacent street(s). There is a three-year moratorium on pavement cuts from new paved streets. Please contact the city right-of-way inspector at 509-720-5025 for further information.
 - a. 8TH Avenue was paved in 2018.

II. PLANNING COMMENTS

A. Codes: [Spokane Valley Municipal Code \(SVMC\)](#)

B. Zoning: [SVMC Title 19](#) & [Zoning Map](#)

1. Zoning district: Multifamily residential (MFR)
2. Permitted uses matrix use category: Office, professional
 - a. Is the proposed use a permitted use in the zoning district? Yes No
 - i. [SVMC 19.60.050](#)
 - ii. *Please refer to the link in (i) above to review the permitted uses in the MFR zone. Although parking garages and storage areas associated with, and accessory to, the proposed office building are allowed; warehouses and industrial uses are not permitted in the MFR zone.*

C. Setbacks and Density: [SVMC Chapter 19.70](#)

1. Is the proposed development subject to transitional regulations? Yes No
 - a. An area of R-3 zone exists to the south of the subject site but it appears that the proposed project would not be affected by transitional regulations due to the distance between the subject development and the southern property boundary which abuts R-3 zone.
2. General setbacks and building heights in the residential and multi-family zones are regulated by [SVMC 19.70.020](#).
 - a. The proposed building(s) are required to be set back from property lines in accordance with [SVMC Table 19.70-1](#):
 - i. Minimum Street Setback: 15 feet (front/flanking)
 - ii. Minimum Garage Setback: 20 feet
 - iii. Minimum Rear Yard Setback: 10 feet
 - iv. Minimum Side Yard Setback: 5 feet
 - v. Minimum Open Space: 10% gross area
 - vi. Maximum Building Height: 50 feet (see definitions)
3. Density regulations dictate the maximum number of dwelling units associated with development in the residential and multi-family zoning districts.
 - a. There are no dwelling units proposed.

D. Subdivisions: [SVMC Title 20](#)

1. Is a boundary line adjustment, elimination, or parcel consolidation required? Yes No
 - a. *Not required but the plans are indicating a BLA is proposed.*
 - b. Please refer to the [Boundary Line Adjustment informational webpage](#) for application forms and helpful information.
2. Are any known easements located on the subject property? Yes No
 - a. None known; please refer to Spokane County Auditor records or obtain a title report for verification.

E. Environmental Controls: [SVMC Title 21](#)

1. Do Critical Areas exist on the property in question? Yes No
 - a. Steep slopes of 30% or greater exist on the property in question but do not appear to exist in the immediate vicinity of the proposed structure. Permit application materials shall include geotechnical documentation which addresses the suitability of the soils in the development area and identifies what, if any, additional protection is necessary for the proposed development as it relates to the steep slope area(s). The site plan provided for permit review should clearly identify the location(s) of slopes and other critical areas.

- b. FEMA floodplain areas exist on the property in question but do not appear to exist in the immediate vicinity of the proposed structure. The site plan provided for permit review should clearly identify the location(s) of floodplain and other critical areas. Any disturbance of said areas generally requires a Floodplain Permit. Please refer to the City of Spokane Valley [Floodplain Permit informational webpage](#).
- 2. Is a State Environmental Policy Act checklist (SEPA) required? Yes No
 - a. *The project area exists within the Carnahan SEPA infill area and is categorically exempt from SEPA review pursuant to SVMC 21.20.040.C.1*
- 3. Critical materials list required? Yes No
 - a. All critical materials to be stored or handled on the subject site must be disclosed. If critical materials are stored on site, secondary containment may be required as per [SVMC 21.40.060](#).
 - b. The City of Spokane Valley lies atop an aquifer which provides drinking water for the region. Secondary containment measures in areas used for the storage and handling of critical materials are required to ensure that the critical/hazardous materials are prevented from entering the aquifer.

F. Off-Street Parking and Loading: [SVMC Chapter 22.50](#)

- 1. Is additional paving required? Yes No
 - a. All driveways, off-street parking, maneuvering, loading, and storage areas shall be paved.
- 2. Are additional off-street parking spaces required? Yes No
 - a. Estimated number of new/additional spaces as per [Table 22.50-1](#): 28
 - b. *1 space per 500 gross square feet for office, professional and general*
 - c. Is parking area to be located on same parcel as the use it serves? Yes No
 - i. If no, a joint parking agreement is required as per [SVMC 22.50.020 B](#).
 - d. Estimated number of accessible (ADA) parking spaces required: 2
 - ii. Accessible stalls are included in the total number of required parking spaces.
 - iii. At least one of every six accessible spaces must be designated as 'Van' accessible.
 - iv. Accessible parking areas shall be served by a wheelchair-navigable (paved) route connecting the parking area with the building entrance(s). Portions of the route which cross a vehicular travel path shall be striped as crosswalks
 - e. A maximum of 30% of the total required parking stalls may be designed for compact cars.
 - f. Electric vehicle charging infrastructure is required where 20 or more parking spaces serve general business, multi-family or hotel/motel uses. Please refer to [SVMC 22.50.020 H](#).
- 3. Is at least one off-street loading area required? Yes No
 - a. Off-street loading areas shall be provided on site in accordance with [SVMC 22.50.030](#) where the use includes receiving or distributing materials or merchandise.
 - b. Loading spaces shall be a minimum of 60 feet from any front property line.
 - c. The minimum dimensions of off-street loading spaces shall be 12 feet wide by 30 feet long.
- 4. Are bicycle racks/bicycle parking areas required? Yes No
 - a. Estimated number of bicycle racks required as per [SVMC 22.50.040](#): 1
 - b. Each required bicycle rack/bicycle parking area shall be capable of accommodating 2 or more bikes; bike parking areas may be located indoors.
 - c. The location of bicycle racks and/or bike parking areas should be identified on the site plan.

G. Outdoor Lighting Standards: [SVMC Chapter 22.60](#)

- 1. Is an outdoor lighting plan required? Yes No
 - a. A lighting plan is required if new exterior lighting is proposed or if existing outdoor lighting will be modified. Lighting plan information may be included on the site plan.
 - b. The lighting plan shall include the location of outdoor fixtures and the method of shielding for each fixture to ensure that unshielded light does not extend across a property line.

- c. Accent lighting, including illumination of pole-mounted flags, shall be concealed or positioned so that the light source is not visible at adjacent property lines.

H. Fencing, Landscaping and Screening: [SVMC Chapter 22.70](#)

- 1. Does the project include new or existing fencing? Yes No
 - a. Fences are generally limited to 8 feet in total height. Refer to [SVMC 22.70.020](#).
 - b. The site plan provided for permit review should clearly identify the location and design of existing and proposed fences as well as pedestrian and vehicle gates.
- 2. Is landscaping required as part of the proposed project? Yes No
 - a. Estimated number of landscape points required for developed area: 110
 - i. Refer to [SVMC Table 22.70-2](#).
 - ii. Required landscape points may be located anywhere on the site being developed.
 - iii. See below for landscaping points required in parking areas and street trees.
- 3. Is landscaping required for parking areas associated with the proposed project? Yes No
 - a. Estimated number of landscape points required for parking area: 66
 - i. Refer to [SVMC Table 22.70-2](#).
 - ii. Parking area landscape points are to be located between parking stalls, at the end of parking columns, or between parking areas and the property line as per [SVMC 22.70.050](#).
 - b. Planting areas are generally required to be protected with curbs or equivalent barriers.
 - c. Headlight screening shall be provided on the property line adjacent to parking stalls which are perpendicular/at an angle facing the public right-of-way or structures on adjacent properties within 20 feet of the property line.
- 4. Is the landscape plan required to be prepared by a registered landscape architect? Yes No
 - a. A landscape architect is to prepare the design of plantings and associated features (such as irrigation systems) when the proposal requires 150 or more landscape points.
 - b. Landscaping information may be included on the site plan.
- 5. Are street trees required where the proposed project abuts a public right-of-way? Yes No
 - a. Refer to [SVMC 22.70.060](#).
 - b. One medium tree is required for each 75 linear feet, or fraction thereof, for the portion of the proposed development abutting the right-of-way.
 - c. Trees shall be evenly spaced but may be grouped if conflicts exist.
- 6. Is full screening required as part of the proposed project? Yes No
 - a. There is R-3 zone to the south of the existing parcel but the proposed parcel would be surrounded by MFR and the screening regulations would not apply to the proposed parcel.
 - b. Refer to [SVMC 22.70.070](#) D, E & F.
- 7. Is dumpster screening required as part of the proposed project? Yes No
 - a. Dumpsters and similar trash/refuse containment areas are to be enclosed on all four sides by a 6-foot high sight-obscuring fence/gate system as per [SVMC 22.70.080](#).
- 8. Prior to the issuance of a certificate of occupancy, person(s) who prepared any required landscape plan shall certify that the irrigation systems and landscaping have been installed in accordance with the approved plans and specifications.
- 9. Fencing, landscaping and other site features are generally required to comply with the clearview triangle regulations outlined in [SVMC 22.70.030](#). The clearview triangle information is to be included in the site/landscape plan information provided for permit review.

I. Addressing Standards: [SVMC Chapter 22.135](#)

- 1. As part of the Building Permit review process, an address will be assigned to the subject building and suite(s). Projects including multiple units/building(s) shall comply with the requirements outlined in [SVMC 22.135.070](#).
- 2. Please contact Connor Lange, Planner, at (509) 720-5332 or clange@spokanevalley.org for questions regarding the addressing of suites and buildings for the proposed project.

J. Additional Information:

1. A site plan is required for all multi-family and non-residential development projects in accordance with [SVMC 19.130](#).
2. Signage is reviewed and permitted under a separate sign permit process. Please refer to [SVMC 22.110](#).

III. BUILDING CODE-RELATED COMMENTS

A. Codes: [SVMC Title 24](#)

International Building Code (IBC), 2015 edition, WA State Amendments WAC 51-50
 International Mechanical Code (IMC), 2015 edition, WA State Amendments WAC 51-52
 International Fuel Gas Code (IFGC), 2015 edition, WA State Amendments WAC 51-52
 Uniform Plumbing Code (UPC), 2015 edition, WA State Amendments WAC 51-56 & WAC 51-57
 International Fire Code (IFC), 2015 edition, WA State Amendments WAC 51-54A
 Washington State Energy Code, 2015 edition, WAC 51-11

Please note that Washington State will adopt the 2018 Editions of the above codes on July 1, 2020!

Link to the [International Code Council free public-access website](#)

Link to the [Washington State Building Code Council code amendments website](#)

B. Proposed Building Criteria:

1. Occupancy classification(s): B / S-I / U
2. Construction type/classification: V-B
3. Total building area (ft²): 13,732
4. Number of stories above grade: 1 Basement: 0
5. Local Design Criteria:

| Basic Wind Speed | Wind Exposure Zone | Ground Snow Load | Seismic Design Category |
|----------------------------|---------------------------|------------------------------|-------------------------|
| 85 mph (3-sec gust) | C (or as designed) | 39 lbs/ft² | C |

C. Submittal Items:

1. The following documentation/information is to be included with the construction plans provided for permit review:
 - Yes No Geotechnical documentation
 - Yes No Structural calculations
 - Yes No Energy calculations
 - Yes No Statement of Special Inspections

D. General Comments:

1. When a design professional is required to prepare documents for permit submittal, at least one plan set is required to bear the original signature of the design professional as per the [Washington State Department of Licensing design professional guidelines](#).
2. Construction plan documents are required to be prepared by:
 - WA State Licensed Architect
 - WA State Licensed Engineer
3. Special inspections and tests are required to the extent described in IBC Chapter 17.
4. Non-Residential Energy Code third party review and completed compliance forms are required for new installations of, or modifications to, thermal envelope, mechanical and lighting systems. Third party reviews can be performed by an agency or individual(s) certified with the International Code Council or the architect or engineer of record can act as this third party reviewer. Third party reviews will include a review cover letter and completed compliance forms

for the envelope, mechanical and lighting systems, as applicable. Non-Residential Energy Code compliance forms can be downloaded at <https://wseccompliancedocuments.com/>.

5. A separate building permit is required for each separate structure. Multiple buildings may be included in a one plan set if the permits are to be issued at the same time. Please note the application and permit expiration regulations outlined in [SVMC 24.40.030](#).

E. Project Specific Comments:

1. Doors identified as entrances and/or exits are generally required to connect to the parking area and/or public way via a paved path of at least 44” in width which slopes no more than 1:20 unless designed as a ramp (max. 1:48 cross-slope). Where it is infeasible to construct an accessible emergency egress route which connects to the public way, a ‘safe dispersal area’ located at least 50’ from the building may be provided in accordance with IBC Section 1028.5.
2. Fire-resistance-rated construction is generally required where building walls are nearer than 10’ to a property line as per IBC Table 602.
3. Allowable building area and height is reviewed in accordance with International Building Code Chapters 5 and 6. Please provide a code analysis summary for each building as part of plan set/design information provided for permit review.
4. IBC section 406 limits the area of a Group U occupancy (private garage) to 1,000 square feet. Parking garages used for commercial office buildings and similar uses are typically classified as Group S-2 or S-1.
5. In non-sprinklered buildings, corridors serving greater than 30 occupants require protection with fire partitions of a one hour fire-resistance rating.
6. Floor drains located in building areas used for vehicle storage/maintenance shall discharge to an appropriately-sized oil water separator.
7. Electric vehicle charging infrastructure is required as per the Washington State-amended International Building Code Section 427. Please refer to the [Washington State Building Code Council interpretations](#) for information pertaining to the required level of infrastructure necessary for compliance with IBC Section 427.

IV. FIRE DEPARTMENT COMMENTS

- A. **Codes:** International Fire Code (IFC) 2015 edition
Washington State Amendments WAC 51-54A
IFC Appendices

It is the responsibility of the applicant to meet the requirements of the referenced codes. Copies of informational items are available at www.spokanevalleyfire.com under Permits & Forms/For Contractors & Developers. New or additional information provided as part of the building permit submittal may change this position and the applicant will be notified at that time.

B. Fire Apparatus Access (IFC 503 and 3310.1 and Appendix D):

1. Does project as proposed provides adequate access? No
 - a. Clearly show fire department access on site plan: routes of travel around the buildings shall be adequate for fire apparatus; fire apparatus access road shall extend to within 150 feet of all portions of the building; fire apparatus access shall be maintained during construction.
 - b. Approved fire apparatus access roads in accordance with the International Fire Code shall be provided to all structures, completed or under construction, at all times. Such roads shall meet the following requirements:
 - i. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of not less than 13 feet 6 inches.
 - ii. Access roads shall be capable of supporting 75,000-lb fire apparatus.

- c. Marking Fire Lanes: [IFC D103.6] No Parking Fire Lane signs shall be provided along portions of the drive aisle where parking stalls are not being provided but unauthorized parking could occur.
- d. Some items to consider:
 - A. Minimum width of 20ft.
 - B. Minimum interior turning radius of 30ft
 - C. Gravel shown for turnaround does not meet requirements for all-weather surface.
- 2. Does project provide adequate addressing? No
 - a. Work with Spokane Valley on address, to be assigned prior to permit submittal;
 - b. Signage shall be provided that clearly indicates building address and locations.
 - c. Address shall be posted on building per SVFD address guidelines numbers shall meet the following minimum sizing requirements: 4 inch tall & 2 inch wide with ½ inch stroke of a contrasting color.
 - d. Temporary address to be posted during construction.

C. Fire Extinguishers:

- 1. Portable fire extinguishers shall be installed and shall be noted in the floor plans (generally, one 2A10BC rated extinguisher for every 75 feet of travel).

D. Security Gates (IFC 503.51 and D103.5):

- 1. Will gates be installed? TBD

E. Hazardous Materials:

- 1. A copy of the critical materials list prepared for the Planning Division is acceptable.

F. Fire Flow & Hydrants (IFC Appendix B and 3312.1):

- 1. Is fire flow adequate? TBD, design shall ensure flow available at new structure
- 2. Are additional fire hydrants required? Yes
 - a. Construction Type: V-B
 - b. Total Building Area (all levels): 12,000sq.ft.
 - c. Required fire flow is estimated to be 3,000 gpm for 3 hours.
 - d. The location of all fire hydrants shall be shown on the site plan.
- 3. Is a signed water plan required? Yes
- 4. Provide hydraulic verification of fire flow availability for any new hydrants.
- 5. Hydrants are required to be provided with a Storz adapter.

G. Fire Protection Systems(s): [Fire protection systems plans are submitted to, reviewed, and approved by the Fire Department under a separate permit.]

- 1. There is not sufficient information to determine Fire Protection systems requirements. Some items to be considered:
 - a. Fire Suppression: If unable to achieve 3,000gpm at new hydrants
 - i. IFC Table B105.2 allows for a 75% reduction in required fire flow for NFPA 13 sprinkled buildings.
 - b. Fire Alarm:
 - i. IFC 903.4 Fire suppression systems are to be monitored.
- 2. Flow data is from hydrant # 4362 (4418 E. 8th Ave – located nearest 8th Ave) May 2018;
Results: Static 72 p.s.i, Residual 60 p.s.i. and Flow 1,155 g.p.m.

V. OUTSIDE AGENCY COMMENTS

- A. **Spokane Regional Clean Air Agency:** (509) 477-4727
Has sign-off been received? Yes, see attached letter No
- B. **Spokane Regional Health District:** (509) 324-1560
Have comments been received? Yes, see attached letter No
- C. **Water District, City of Spokane/Carnhope Irrigation** (509) 625-6300/(509) 536-9180
Have comments been received? Yes, see attached letter No
- D. **City of Spokane (Sewer):** (509) 625-6300
Have comments been received? Yes, see attached letter No

VI. PLAN PREPARATION

- A. **Construction Plan Requirements**
1. Refer to Commercial & Multifamily Plan Preparation Checklist for helpful information.
- B. **Site Plan Requirements:**
1. Refer to the Minimum Site Plan Requirements for Site Plan of Record checklist for helpful information.
 2. Although the submitted site plan is adequate for the pre-application review, the site plan provided for permit review is to include setback, parking, landscaping and lighting criteria described above, as well as easement and drainage information.
- C. **Civil Plan Requirements:**
1. Use the General Construction Notes found in the [Spokane Valley Street Standards Appendix 4A](#)
 2. Civil Plans shall be prepared per [Spokane Valley Street Standards Chapter 4](#).
 3. Temporary Erosions and Sediment Control (TESC) plans shall be prepared per [Spokane Valley Street Standards Chapter 5](#) and [Spokane Regional Stormwater Manual Chapter 9](#). Refer to SVSS Section 5.4 and SRSM Section 9.4.2 for minimum plan elements.
 4. Show all existing and proposed utilities and utility easements (i.e. telephone, power, etc.).
 5. Show the extents of pavement removal and replacement with reference to the Inland Northwest Regional Pavement Cut Policy for all sewer, water, and/or utility connections

VII. SUBMITTAL AND PROCESSING INFORMATION:

- A. Submit your permit application documents to the City of Spokane Valley Permit Center located at 10210 E Sprague Ave; Spokane Valley, WA 99206. Feel free to contact a Permit Facilitator for assistance at (509) 720-5240 or permitcenter@spokanevalley.org. You may contact members of the review team directly with project specific questions.
- B. **Fees:**
1. Building Permit fees are based on project valuation and determined in accordance with the adopted [City of Spokane Valley Master Fee Schedule](#). The estimated Plan Review fees are collected at the time of application submittal; the remaining fees are collected at the time of permit issuance.
 2. Fees to be paid at time of permit submittal:
 Building Plan Review Fee
 Fire Plan Review Fee
 State Environmental Policy Act (SEPA) Fee
 Boundary Line Adjustment (BLA) Fee

- Preliminary Binding Site Plan (BSP) Fee
- Other:
- 3. Fees to be paid at time of permit issuance:
 - Building Permit Fee
 - Washington State Building Code Council Surcharge (WSBCC)
 - Site Plan Review – Planning
 - Site Plan Review – Engineering
 - Mechanical Permit Fee
 - Plumbing Permit Fee
 - Approach Permit Fee
 - Right-of-Way (ROW) Permit Fee
 - Land Disturbance Permit Fee
 - Land Disturbance Plan Review Fee
 - Recording Fees associated with _____ BLA _____.

C. General Permit Application Process and Timing:

1. A review team representative of each division will review the complete submittal and respond within 10 business days. Revised plans and associated documents may be submitted at any time as requested by each division.
2. Coordinate with outside agencies including sewer, water, health, clean air, etc. as required for your particular project.
3. Review of revised documents or addenda will occur within one to three weeks after resubmittal.
4. Changes to construction plan documents must be provided in either redline form on 8-1/2" x 11" sheets or full size insert plan pages, as appropriate.
5. Once all review team members have completed their respective reviews, a pre-construction meeting is required for most development projects prior to issuance of the land disturbance permit. Attendees shall include the project engineer, the applicant/developer, the contractor, the on-site inspector who will be certifying the project and, if known, the subcontractors for concrete and asphalt. The meeting cannot be held if these people are not able to be present. Prior to the meeting, it should be determined who will perform any testing and who will supply weekly reports and the certification package. Instructions as to the scheduling of the pre-construction meeting will be included in the plans acceptance letter issued by Development Engineering.
6. Permits are required for any access to or work within the right-of-way of the City of Spokane Valley. A traffic control plan may be required to accompany the right-of-way obstruction permit.
7. All applicable departments/agency representatives must sign off before the Building Inspector can complete a final inspection. The Building Division final inspection must be approved prior to issuance of Certificate of Occupancy (C of O).

Project Review Team:

Spokane Valley Permit Center

Greg Baldwin, Development Services Coordinator

(509) 720-5317

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Development Engineering Division

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