



Community Development Department  
321 S. Balsam Street, Moses Lake, WA 98837  
Telephone (509)764-3756  
cbowen@cityofml.com

## Non-Residential Building Permit Application Checklist

### SUBMITTAL REQUIREMENTS:

- A pre-application meeting is required before applying for most building permits. <http://www.cityofml.com/preapp>
- The City of Moses Lake may require additional information above and beyond the checklist items to review the application.
- It is the responsibility of the applicant to provide all necessary information required for review. Please verify that all sections applicable to the proposed project have been submitted in order to prevent any delay in plan review.

### PROPOSED STRUCTURE:

- Two complete copies of scaled plans including Site & Civil Plans
  - Height from grade to highest point of structure
  - Structural detail
  - Elevation details
  - Footing details
  - Detailed analysis of the entire building
  - Code Analysis Page
  - Building occupancy
  - Type of construction
  - Square footage
  - Area increase calculations
- Two sets of specifications and one set of calculations, as applicable
- Non-Residential Energy Code Forms
- Water Hazard Evaluation Questionnaire
- Wastewater Industrial User Survey
- Buildings over 4,000 sq. ft. require professional stamp
- Building permit application

### LANDSCAPE PLAN:

- Two full size copies of landscape plan (extra from those included in building plans)
- One scaled, reduced landscape plan (maximum: 11 X 17)

### FIRE PLAN:

- One partial set of plans for Fire Dept. with cover sheet, site plan and plans showing floor plans, construction type and fire hydrants

### SITE PLAN:

- Two full size copies of scaled site plan (extra from those included in building plans)
- One scaled (1" = 20'), reduced site plan (maximum: 11 X 17)
- Property lines
- Sidewalk and curb
- Easements
- Fences
- Driveways and Parking Lots
- Buildings (length & width)
- Other relevant site development or site limitations
- Distance from the property lines to nearest edge of the structure on each side
- Storm drainage retention
- Utility locations

### CIVIL PLAN: (Submitted to Engineering Dept.)

- Three full size copies of scaled plans and specifications to Development Engineers (\$50 per sheet review fee)
- Plan and profile of street and utility improvements within new or existing right of way or municipal easements
- Plan and profile of water and sewer main extensions on site and storm drainage locations
- Water and sewer connections from new or existing mains to the new structures

**\*\*All of the items above are required prior to submittal if applicable. Incomplete submittals will not be accepted.**

### ADDITIONAL INFORMATION:

City of Moses Lake Municipal Code: <http://www.cityofml.com/mlmc>  
Building Permit/Inspection information at: <http://www.cityofml.com/building>

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_