

## **WASHINGTON CITY COMMERCIAL BUILDING PROJECT PRE-SUBMITTAL PROCESS**

This is for all commercial/industrial projects including new construction, addition, remodel, and tenant improvement projects that require a building permit. **THIS PROCESS IS NOT A SUBMITTAL FOR A BUILDING PERMIT.**

All applicants will need to submit an application along with the plans required for the pre submittal process. Applications need to be submitted to the Community Development Dept. Application may be obtained by contacting Kathy at 435-656-6325 for an application or online at washingtoncity.org under Development click on building forms and select Commercial Pre submittal Packet.

Applicants will need to attend a Staff Developers Meeting. To schedule a time for this meeting you will need to contact Kathy at 435-656-6325.

Applicant needs to provide plans as required by each department. (see list below for each department) The application needs to be filled out completely and submitted with the plans.

### **Public Works Requirements for Pre-Submittal:**

The Engineer will need to meet with Brandon @ Public Works 435-656-6336.

1. Construction drawings completed by a Civil Engineer.
2. Drainage Study, Geotechnical Report, Traffic Study, completed by a licensed Engineer.
3. Show pervious and impervious areas for determining Washington County Water Conservancy District (WCWCD) Fees.
4. Show square footage of building and use for determining impact fees.

**The construction drawings need to be completely reviewed and approved before Pre-submittal approval can be given.**

### **Building Department Requirements for Pre-Submittal:**

1. Building Code analysis.
2. Floor plan for each floor.
3. Building elevations.
4. Site plan with setbacks shown and any other buildings on site. Show any easements.

### **Fire Department Requirements for Pre-Submittal:**

1. Show locations of all fire hydrants and distance between.
2. Construction type with REA Fire flow.
3. Access road dimensions, include radius information on turnarounds.

### **Power Department Requirements for Pre-Submittal:**

1. Site plan showing location and size of transformer.
2. Provide size of electrical service to be installed.
3. Detail wire and conduit size.

**Zoning Department Requirements for Pre-Submittal:**

1. Site plan to show parking with required landscaping.
2. Building elevations showing exterior building finish.

**PURPOSE OF THIS PROCESS:**

TO ADDRESS ISSUES PRIOR TO SUBMITTING A BUILDING PERMIT APPLICATION.  
After this process your building permit process will be much smoother because all of the issues that would hold up a permit should already be addressed.

Once this pre-submittal process has been completed and all required signatures have been added to the application you are ready to submit for a building permit. Provide a copy of the completed application with the building permit application and submittal documents.

**WASHINGTON CITY  
COMMERCIAL & INDUSTRIAL  
PRE-SUBMITTAL APPLICATION**

PROJECT NAME: \_\_\_\_\_

LOCATION OR ADDRESS: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT PHONE #: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

TYPE OF BUILDING OR  
PROJECT: \_\_\_\_\_

CHECK BELOW:  
NEW CONSTRUCTION \_\_\_\_\_ TENANT  
IMPROVEMENT: \_\_\_\_\_

APPLICANT SIGNATURE & DATE: \_\_\_\_\_

**Please refer to the requirements attached to this application.**

**Washington City Use Only:**

**Public Works Department approval and date:** \_\_\_\_\_

**Fire Department approval and date:** \_\_\_\_\_

**WC Power Department approval and date:** \_\_\_\_\_

**Building Department approval and date:** \_\_\_\_\_

**Community Development Department Approval and date:**