



# Vault and Retaining Wall Submittal Packet



To schedule an appointment and to ensure that you have the most current information, contact the Development Services Center at 425 556 2473 or [permittech@redmond.gov](mailto:permittech@redmond.gov) or [book online](#).

## NATIONAL CODES

- 2015 International Building Code (IBC)
- 2015 International Residential Code (IRC)
- 2015 International Mechanical Code (IMC)
- 2015 International Fuel Gas Code (IFGC)
- 2015 International Fire Code (IFC)
- 2015 Uniform Plumbing Code (UPC)
- 2014 National Electric Code (NEC)
- 2015 IECC with WA St. Amendments
- 2009 ICC A117.1

## LOCAL AMENDMENTS AND REGULATIONS

- Redmond Municipal Code Title 15
- Redmond Zoning Code
- Redmond Fire Department Standards
- Redmond Public Works Standard Details

## CITY OF REDMOND DESIGN REQUIREMENTS

Design Wind Speed	110 mph - PER IBC Figure 1609 A
Ground Snow Load	15 psf (snow drift per ASCE 7-10)
Rain on Snow Surcharge	5 psf added to flat roofs if slope is <math><W</math> in ft/50 (ASCE 7-10:7.10)
Seismic Design Category	D
Rainfall	1"/hr (UPC Table D101.1)
Frost Line Depth	12"
Soil Bearing Capacity	1500 psf unless a Geotechnical report is provided (IBC Table 1806.2)

## FEES

The following non-refundable fees will be collected at time of permit intake:

- Building, Fire, Planning & Public Works Plan Check Fees
- 3% Technology Surcharge Fee based on total permit cost

**ELECTRONIC PLAN STANDARDS** Paper plans, incomplete applications, and applications delivered by courier will not be accepted and will result in the application being deemed incomplete.

- ✓ All plans must be drawn **to scale**, and have scale noted on each sheet.
- ✓ All documents must be uploaded as a **PDF**.
- ✓ All plans must be uploaded in "**Landscape**" format in the horizontal position.
- ✓ **Flatten and merge** separate sheets into one file named **Structural Plans**.

**Any files that are not named properly and/or uploaded incorrectly may be rejected at intake.**

## SUBMITTAL REQUIREMENTS

- Building Permit Application:** (one application per building or structure)
- Site Plan:** Include grading information, building & vault location
- Structural Drawings:** Stamped and signed by a WA ST Engineer - Include dimensions on drawing
  - *Vault*
    - Dimensions including thickness of walls, length, breadth & depth/height.
    - Foundation details including thickness and reinforcing details.
    - Precast or cast in place vault lid detail. (soil cover depth for lid)
  - *Retaining Wall*
    - Length of wall in plan thickness & height of wall.
- Structural Calculations:** Stamped and signed by a WA ST Engineer
- Statement of Special Inspections Form**
- Geotechnical Engineering Report**



# THE CITY OF REDMOND STATEMENT OF SPECIAL INSPECTIONS GUIDELINES

In accordance with Chapter 17 of the current adopted International Building Code (IBC), the **owner**, or the **registered design professional in responsible charge** acting as the owner's agent, is required to hire an independent testing/inspection agency to perform required special inspections.

The independent agency hired to perform the duties of special inspection is required to be a registered agency with Washington Association of Building Officials (WABO), under the Special Inspection Registration Program (SIRP) Standard No. 1701 or most current adopted special inspection standard published by WABO.

The design professional shall complete the attached forms and submit them to the Building Department prior to issuance of the building permit. For projects requiring continuous inspection, the preparer shall submit the name and qualifications of the individual(s) assigned to the project. The inspectors assigned to any project within the Jurisdiction shall be currently registered with WABO, and certified for the disciplines assigned.

## A. Contractor's Responsibilities

### 1. Notify the agency

The contractor is responsible for notifying the inspection agency in sufficient time for scheduling personnel to perform required inspections.

### 2. Provide written statement of responsibility

The contractor shall provide a written statement of responsibility as required in section 1704 for construction of designated main-wind or seismic force resisting system.

### 3. Provide access to Jurisdiction approved plans

The approved plans shall be readily accessible at the job site.

### 4. Provide access to work

The contractor shall provide reasonable access to all work requiring special inspection.

### 5. Retaining special inspection reports at the job site

The contractor is also responsible for retaining at the job site all special inspection records submitted by the special inspector, and providing these records for review by the Building Department's inspector upon request.

### 6. Notify Jurisdiction of special inspections prior to scheduled inspection time.

## B. Duties of the Special Inspector

### 1. Observe the work

The inspector shall observe the work for compliance with the Jurisdiction approved plans, specifications, and applicable provisions of the IBC. The architect/engineer's reviewed shop drawings, and/or placement drawings, may be used only as an aid to inspections.

- **Continuous Special Inspection** – The full-time observation of work requiring special inspection by an approved special inspector who is present in the area where the work is being performed.
- **Periodic Special Inspection** – The part-time or intermittent observation of work requiring special inspection by an approved special inspector who is present in the area where the work is being performed and at the completion of the work.

### 2. Report non-conforming items

The inspector shall bring non-conforming items to the immediate attention of the contractor, and note all such items in the daily report. If any item is not resolved in a timely manner and is about to be incorporated in the work, the special inspector shall immediately notify the Building Department, the engineer or architect, his/her office.

### 3. Furnish daily reports

The special inspector shall complete a daily report for each day's inspections. The daily reports shall remain at the job site with the contractor for the Building Department's inspector. The reports shall include the following:

- a. *Name of special inspector with WABO certification number and certification type, date, time, temperature and weather conditions.*
- b. *Description of the inspections, with locations and tests performed.*
- c. *Listing any non-conforming items.*
- d. *Include how items were resolved or unresolved.*
- e. *List any changes or corrections to non-conforming issues authorized by the engineer, architect, or Jurisdiction's building inspectors.*

**4. Furnish weekly reports**

The inspection agency shall furnish weekly reports of the tests and inspections performed directly to the Building Department, project engineer, architect, and/or others as designated.

**5. Furnish final report**

The inspection agency shall submit a final signed report to the Building Department stating that all items requiring special inspections and testing were fulfilled, all discrepancies were corrected or resolved, and all work requiring special inspections is in conformance with the approved design drawings and specifications.

- Any items unresolved or discrepancies in coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

**C. Jurisdiction's Responsibilities**

**1. To verify compliance**

The Jurisdiction is required to oversee the implementation of Structural Tests and Special Inspection requirements found in IBC Chapter 17 and the WABO - SIRP Standards 1701.

**2. Review special inspections**

The Building Department shall review all special inspectors and special inspection requirements.

**3. Monitor special inspections**

Work requiring special inspections, and the performance of special inspectors, shall be monitored by the Building Department's inspector. The jurisdiction's approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

**4. Issue Certificate of Occupancy**

The Building Department will only issue a Certificate of Occupancy after all special inspection reports and the final special inspection report, have been submitted and accepted.

**D. Owner Responsibilities**

The owner, the design professional in responsible charge acting as the owner's agent, shall fund special inspection services. The owner is responsible for seeing that these requirements are met.

**E. Registered Design Professional Responsibilities**

1. The registered design professional in responsible charge (engineer, or architect), shall include special inspection requirements and specifications on the plans.
2. Provide structural observation Per IBC Section 1704 as amended by the State of Washington requirements and specifications on the plans.
3. Prepare the Statement of Special Inspections in accordance with IBC section 1704 and identify Structural Testing for Seismic Resistance per IBC section 1705 (When required). The statement of special inspections shall identify items fabricated on the premises of an approved fabricator where special inspections are not required by section 1704.2.5
4. Review the special inspection reports and provide corrective action for work that may not conform to the approved plans.

**ACKNOWLEDGMENTS**

**I have read and understand my responsibilities regarding special inspections.**

**Owner/Agent**

**Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contractor**

**Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Inspection Agency**

**Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Registered Design Professional in Resp. Charge**

**Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# STATEMENT OF SPECIAL INSPECTION FORM

PROJECT \_\_\_\_\_ PERMIT # \_\_\_\_\_  
ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_  
INSPECTION AGENCY \_\_\_\_\_ PHONE # \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
AGENCY CONTACT PERSON \_\_\_\_\_  
DESIGN PROFESSIONAL \_\_\_\_\_ COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

## **Check Required Special Inspections - per International Building Code, Section 1704/1705:**

Seismic Force Resisting Systems requiring inspection (IBC 1705): \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> 1. Structural Welding (Steel AISC 360)  | <input type="checkbox"/> 12. Sprayed Fire-Resistant Materials (1705.14)   |
| <input type="checkbox"/> 2. High Strength Bolting (Steel AISC 360)   | <input type="checkbox"/> 13. Mastic and Intumescent Coatings (1705.15)    |
| <input type="checkbox"/> 3. Structural Concrete and Reinf. Steel (1705.3)  | <input type="checkbox"/> 14. Ext. Insul. and Fin. System-EIFS (1705.16)   |
| <input type="checkbox"/> 4. Anchor Bolts in Concrete (1705.3)  | <input type="checkbox"/> 15. Expansion and Adhesive Anchors (1705.3)      |
| <input type="checkbox"/> 5. Prestressed Concrete and PT tendons (1705.3)   | <input type="checkbox"/> 16. Smoke Control/Stair Pressurization (1705.18) |
| <input type="checkbox"/> 6. Shotcrete (1705.3)   | <input type="checkbox"/> 17. Welding for Seismic Resistance (AISC 341)    |
| <input type="checkbox"/> 7. Masonry (1705.4)   | <input type="checkbox"/> 18. Structural Wood (1705.11.1)                  |
| <input type="checkbox"/> 8. High Load Diaphragms (Wood 1705.5)   | <input type="checkbox"/> 19. Fire-Resistant Penetrations (1705.17)        |
| <input type="checkbox"/> 9. Grading, excavation, and filling (Soils 1705.6)  | <input type="checkbox"/> 20. Storage Racks (1705.12.7)                    |
| <input type="checkbox"/> 10. Driven Deep Foundations (1705.7)  | <input type="checkbox"/> 21. Architectural Components. (1705.12.5)        |
| <input type="checkbox"/> 11. Cast-in-place Deep Foundations (1705.8)   | <input type="checkbox"/> 22. Mech. and Elec. Components (1705.12.6)       |
| <input type="checkbox"/> 23. Other inspections as required by the Design Professional or the Building Official (1705.1). |   |

\_\_\_\_ 24. Items by an approved Fabricator (1704.2.5)

Specify Structural Testing for Seismic Resistance below (IBC 1705.12 when required)

A. Structural Steel (IBC 1705.13.1)

Test Description \_\_\_\_\_

Frequency \_\_\_\_\_

B. Non-Structural Components (IBC 1705.13.2)

Test Description \_\_\_\_\_

Frequency \_\_\_\_\_

C. Other Testing Required by Design Professional or Building Official (IBC 1705.13.1)

Test Description \_\_\_\_\_

Frequency \_\_\_\_\_

**Section 1704.5-Structural Observations** (List requirements): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



# Wireless Antenna/Storm water Vault/Retaining Wall



Commercial 
  Multi-Family 
  Mixed Use 
  Residential

## TYPE OF WORK:

Office Use Only
Date: _____
BLDG: _____
BPLN: _____
Accepted by: _____

- Wireless Comm. Facility
- Retaining Wall
- Storm water Vault

## LENDER INFORMATION N/A

Lender name: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

## SITE LOCATION

**Value of Construction:** \$ \_\_\_\_\_  
 Site address: \_\_\_\_\_  
 Tax parcel number: \_\_\_\_\_  
 Project name: \_\_\_\_\_  
 Tenant: \_\_\_\_\_  
 Property owner: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_

## APPLICANT INFORMATION

Contact person: \_\_\_\_\_  
 Company name: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

## DETAILED DESCRIPTION OF WORK

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## WHO IS PAYING FOR THE PERMIT? CONTRACTOR APPLICANT OWNER DESIGN PROFESSIONAL

PLEASE ENTER INFORMATION BELOW IF DIFFERENT.

Name \_\_\_\_\_ Address \_\_\_\_\_  
 E-mail \_\_\_\_\_

## GENERAL CONTRACTOR INFORMATION

Company name: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 State contractor's license #: \_\_\_\_\_  
 Expiration date: \_\_\_\_\_  
 City of Redmond business license RED000 \_\_\_\_\_  
 E-mail: \_\_\_\_\_

## DESIGNED BY ARCHITECT ENGINEER

Contact person: \_\_\_\_\_  
 Company name: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**BUILDING INFORMATION**

Automatic Sprinkler Required  Yes  No Alarm  Yes  No  
 Automatic Sprinkler Provided  Yes  No Hazardous Materials  Yes  No  
 Quick Response Throughout  Yes  No Basement  Yes  No  
 Quick Response per Occupant  Yes  No Change of Occupancy  Yes  No  
 Number of Stories \_\_\_\_\_ Certificate of Occupancy Required  Yes  No  
 Special Conditions\*  Yes  No Smoke Control\*\*  Yes  No

\*If Yes, please explain \_\_\_\_\_  
 \_\_\_\_\_

\*\*If Yes, design and construction documents shall be submitted as a separate Fire Installation permit in conjunction with Building Permit Application.

**BUILDING INFORMATION FOR PROPOSED WORK PER IBC**

Location*	Interior Remodel (SF)	New/Added (SF)	Type of Construction	Proposed Occupancy	# of occupants	Non-separated use?
<b>Total</b>						

\*Enter location by occupancy type (i.e. B, S-1, E, M, etc.) and by floor or suite number.

**EXISTING BUILDING INFORMATION**

Locate the building history and enter the information below. Form can be found at <http://gis.redmond.gov/pv/#/MapView>. If one is not available the information will be verified during plan review.

GIS #	Construction Type	Occupancy	Square Footage	Code Year

**ADDITIONAL APPLICANTS PLEASE ADD ADDITIONAL APPLICANTS BELOW THAT NEED ACCESS TO THE PLANS VIA THE ONLINE PORTAL**

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

**\*\*Applicants must already be a contact in our permitting system. If not provide separate contact registration form per applicant.**

**\*Value of Construction:** The value of construction shall be based on the value of the work that is being performed. The total value of work shall include materials and labor for which the permit is being sought for. For the construction of new buildings, the building valuation data table located on [www.redmond.gov/permitfees](http://www.redmond.gov/permitfees) shall be used for new square footage based off of type of construction and occupancy.

**\*King County Assessor Value** can be found at <http://www5.kingcounty.gov/parcelviewer/viewer/kingcounty/viewer.asp>. Search by address or parcel. View the property report, and input the Appraised Improvements (Imps) Value for the current year.

**Expiration of Plan Review:** Applications for which no permit is issued within 180 days following the date of application shall expire and all fees paid shall be forfeited. Upon written request of the applicant, the Building Official may grant a 180-day extension to the Plan Review time as specified in Section 105.3.2 of the IBC. No application shall be extended for a period of more than 180 days. See the Fee Schedule for extension fee information.

**BUILDING OWNER OR AUTHORIZED AGENT**

I hereby certify that I have read and examined this application and know the same to be true and correct, and I am authorized to apply for this permit.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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