



# COMMERCIAL TENANT IMPROVEMENT COMMUNITY DEVELOPMENT BUILDING DIVISION

806 WEST MAIN STREET • MONROE, WA 98272  
City Hall 360.794.7400 • Fax 360.794.4007

## **PRE-APPLICATION MEETING:**

The purpose of a pre-application meeting is to provide an opportunity for initial feedback on a proposed application. The pre-application meeting is used to discuss the proposal and associated permit requirements, including the review process and fees, proposed plans, and applicable policies and regulations. If you have any questions about what is required please call the Permit Center at 360-863-4501.

**SUBMITTAL:** <https://monroe.onlama.com/>

## **SUBMITTAL CHECKLIST:**

- ◇ **SITE PLAN** - A drawing at a scale of not less than one inch for each fifty feet (1" = 50')
- ◇ **ARCHITECTURAL PLANS** - See attached guidelines for plan detail specifics.
- ◇ **STRUCTURAL CALCULATIONS** - (If applicable)
- ◇ **WASHINGTON STATE ENERGY CODE CHECKLIST**
- ◇ **COPY OF LABOR & INDUSTRIES CONTRACTOR'S LICENSE**
- ◇ **LIGHTING SUMMARY FORMS** - (If applicable)
- ◇ **ENVELOPE SUMMARY FORMS** - (If applicable)
- ◇ **REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE FORM**
- ◇ **LANDSCAPE PLAN SHEET** - (If applicable) See guidelines for plan detail specifics.
- ◇ **SNOHOMISH HEALTH DISTRICT APPROVAL** - The written approval(s) of the Snohomish Health District (If required).

## **Adopted State Codes – Effective March 15<sup>th</sup>, 2024**

The City of Monroe enforces the following Washington State Building Codes and amendments; the Washington Administrative Code (WAC) title 51 and as amended by the Monroe Municipal Code Title 15:

- 2021 ICC Energy Conservation Code with State amendments
- 2021 International Building Code
- 2021 International Existing Building Code
- 2021 International Fire Code
- 2021 International Fuel Gas Code
- 2021 International Mechanical Code
- 2021 International Property Maintenance Code
- 2021 International Residential Code
- 2021 International Swimming Pool and Spa Code
- 2021 Uniform Plumbing Code

## **STRUCTURAL DESIGN CRITERIA:**

Seismic Design Category: **IRC/IBC - D1/D2**

Basic Wind Speed: 110 mph

Snow load: 25 lbs/sq ft

Exposure Category: B

Frost Depth: 18"

\*A soils investigation is required for commercial projects, residential short plats, subdivisions and in some instances residential lots.