



**City of Covington**  
**Community Development Department**  
16720 SE 271st Street • Suite 100 • Covington, WA 98042  
Phone: (253) 480-2400 • [www.covingtonwa.gov](http://www.covingtonwa.gov)  
For appointments: [PermitServices@covingtonwa.gov](mailto:PermitServices@covingtonwa.gov) or call (253) 480-2400, ext. 0.

## COMMERCIAL BUILDING SUBMITTAL CHECKLIST

This checklist applies to new commercial buildings and commercial additions. Some items may not be required based on the scope of the project. Architectural and structural plans are required to be stamped by a Washington State Licensed Architect or Engineer. This requirement may be waived if structure is less than 4,000 square feet in area. Please contact [permitservices@covingtonwa.gov](mailto:permitservices@covingtonwa.gov) with questions.

View the [Commercial Minimum Drawings Checklist](#) for detailed requirements to include on plans/drawings.

When submitting for an ePermit (electronic plan review), please submit in accordance with the Electronic Submittal Naming Convention and Requirements for Electronic Documents. A sample of each electronic document name is provided below.

### **Prerequisites for Submittal:**

- [Certificate of Water Availability](#) (OS1WaterAvailability.pdf)  
Contact Covington Water District: (253) 631-0565 [www.covingtonwater.com](http://www.covingtonwater.com)  
**OR** Lake Meridian Water District (253) 631-3770 [www.lakemeridianwater.com](http://www.lakemeridianwater.com)
- [Certificate of Sewer Availability](#) (OS1SewerAvailability.pdf)  
Contact Soos Creek Water & Sewer District: (253) 630-9900 [www.sooscreek.com](http://www.sooscreek.com)
- Site Development Approval
- Food Service Establishments: **One (1)** copy of Seattle-King County Department of Public Health Plan Review Approval

### **Four (4) copies of the following:**

- Site Plan (OS1SitePlan.pdf)
- Construction Drawings (OS1ConstDrawings.pdf)

### **Two (2) copies of the following:**

- Geotechnical Report (OS1GeoReport.pdf)
- Engineers Calculations (OS1EngCalcs.pdf)
- Roof Truss Package (OS1RoofTrusses.pdf)
- Engineered Floor Joist Layout (OS1FloorJoist.pdf)
- Washington State Energy Code Compliance Form (OS1WSEC Form)
- [Certificate of Water Availability](#)
- [Fire Impact Fee Information Sheet](#) (OS1Fire Impact Form.pdf)

### **One (1) copy of the following:**

- [Building Permit Application](#) (OS1Application.pdf)
- Civil Engineering Drawings (OS1CivilDrawings.pdf)
- 11"x17" Copy Site Plan (OS1SitePlan11x17.pdf)
- [Certificate of Sewer Availability](#) (OS1SewerAvailability.pdf)

### **Permit Fees:**

The plan review fee and technology surcharge fee are due at time of submittal. Remaining fees will be paid at permit issuance. You may contact [permitservices@covingtonwa.gov](mailto:permitservices@covingtonwa.gov) for a fee estimate prior to permit submittal. Please provide a valuation for the scope of work.

### **Appointments Required:**

Appointments are required for permit submittals and pickups and you may schedule by email: [permitservices@covingtonwa.gov](mailto:permitservices@covingtonwa.gov) or by phone: 253-480-2400, dial 0 to reach reception.