



# Minor Commercial Alteration (Interior Remodel)

**Minor Alterations are those which are completely interior, in NON-Sprinklered buildings that have no fire alarm.** No site work is involved.

### Examples:

- Removing walls
- Wallboard repairs
- Installing bathroom (with or without plumbing fixtures)
- Adding partitions within current office space
- Adding lunchroom for existing office, but not increasing office area
- Interior changes/improvements that do not change the uses (or the space proportions of the uses) of the building/tenant space
- Repairing damage
- Demising walls

### **Submittal Requirements**

- 3 copies of site plans
- 3 copies of construction plans
- 2 copies of Non-Residential Energy Code (NREC) Compliance forms

### **Minimum Requirements for Construction Drawings**

Plans shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show that it will conform to the provisions of the adopted Codes and ordinances.

Acceptable drawings sizes are those that are 24" x 36" and drawn to an appropriate scale as listed below. Plans shall be drawn in indelible ink. Plan sheets that are cut and pasted, taped, or that have been altered by any means (pen, pencil, marking pens, etc.) will not be acceptable for plan check.

Washington State law requires that any registered professional who prepares or supervises the preparation of drawings and construction documents stamp and sign such documents. Where multiple

copies of stamped submittal documents are submitted, at least one set must bear an original wet seal.

### **Site Plan**

- 1. Scale and north arrow. Max. scale 1"=40' (Preferred scale 1"=20' or 1"=40')
- 2. Basic data (type of structure, square footage, dimensions, location).
- 3. Dimensions of lot, distance to property lines, buildings located on adjacent lots, street name, location and use, and vicinity map.
- 4. Show the location of the property lines and any and all easements.
- 5. Show accessible parking with IBC Sec.1106 and ICC/ANSI A117.1-03

### **Floor Plan**

Show all rooms: **(1/4" or 1/8" scale)**

- 1. Label the use and provide dimensions of rooms. (Classify use per IBC Sec. 302.)
- 2. Provide wall legend. Delineate between all wall types including new, existing, fire-rated, bearing and non-bearing, shear, demolished, and relocated.
- 3. Show location, size, and door swing for **all** exits.
- 4. Provide a complete door-hardware schedule (identify hardware using code language).

### **Building Cross Sections/ Interior Elevations**

- 1. Provide typical wall section(s) showing typical framing conditions for this project. Show components of walls including framing, finish materials, vapor barriers, and insulation.
- 2. Specify sizes, species, grades, spacing, and

spans of all framing members, (walls, floors, and ceilings).

- 3. Provide attachment details for top and bottom plates.
- 4. Provide detail of top-wall lateral bracing @ a minimum of 8' o/c. for walls over 8' in unsupported length.
- 5. Show ceiling construction (size and spacing of joists) and R-value of insulation.
- 6. Show all doors and windows. Provide window and door schedule for new and existing.
- 7. Provide an elevation through each stairway. Show rise, run, landings, handrails and guards complying with IBC Sec. 1009.

### Ceiling Plans

- 1. Provide reflected ceiling plan. Show locations of light fixtures and switching.
- 2. Show the sizes, species, grades, spacing, and spans of ceiling joists.
- 3. Clearly detail required draftstopping in combustible construction. IBC Sec. 717.
- 4. Provide cross section of and lateral bracing detail for suspended ceilings. ASCE-7.

### Fire Resistive Elements

- 1. Show that building elements comply with fire-resistive requirements of IBC Chapter 7.
- 2. Provide an architectural cross-section through the fire resistive construction and specify the Item Number from IBC Tables 721.1 (1), 721.1 (2) or 721.1 (3), or the Gypsum Association File No. from the Fire Resistance Design Manual or the UL Directories for all fire resistive assemblies.
- 3. Provide sections and details of fire-resistive floor-ceiling and wall assemblies clearly detailing all fire-resistive construction. Provide sections and details showing that all required horizontal fire-rated assemblies are supported by structural systems having equivalent fire-resistive protection.
- 4. Provide details for parapets on fire-resistive exterior walls and fire walls. IBC 705.11.
- 5. Specify ratings for doors and other openings in rated walls.

### Accessibility

Provide floor plans and elevations of sufficient detail to show that the building and site facilities are accessible to persons with disabilities per the IBC Chapter 11 and Washington State amendments.

- 1. Plans must show an accessible route of travel. An accessible route of travel is a continuous unobstructed path connecting all accessible elements and spaces in an accessible building or facility that can be negotiated by a person using a wheelchair and is usable by persons with other disabilities.
- 2. Provide **floor plans and elevations with dimensions** for restrooms, kitchens, counters, and similar fixed facilities showing compliance with barrier-free access requirements.
- 3. Provide hardware schedule specifying door locksets and latchsets having lever, push operated, or other devices operable by wrist or arm pressure.
- 4. In an existing building, to the maximum extent feasible, the path of travel to altered areas shall be made accessible. The path of travel means a continuous, unobstructed way of pedestrian passage by means of which an altered area may be approached, entered, and exited, and which connects the altered area with an exterior approach (including sidewalks, streets, and parking areas), an entry to the facility, and other parts of the facility. (This includes restrooms, telephones, and water fountains serving the altered area).

### Energy/Light/Ventilation

- 1. The plans shall show in sufficient detail all pertinent data and features of the building and the equipment and systems including but not limited to: design criteria, exterior envelope component materials, U-values of the envelope systems, R-values of insulating materials, size and type of apparatus and equipment, equipment and systems controls, light fixture schedules with wattage and controls narrative and other pertinent data to indicate compliance with the requirements of the 2015 Washington State Energy Code, WAC 51-11
- 2. Provide completed non-residential energy code (NREC) forms. They are available at [www.neec.net/energy-codes](http://www.neec.net/energy-codes)