



CITY OF BLACK DIAMOND

Community Development Dept.

24301 Roberts Drive / PO Box 599
Black Diamond, WA 98010
(360) 851-4447

NEW ESPRESSO STAND SUBMITTAL CHECKLIST

ABOUT ESPRESSO STAND PERMITS:

The following information and checklist is for new espresso stands within the City of Black Diamond. Plans will not be accepted for a permit without the items listed under Submittal Requirements, below.

REVIEW PROCESS:

After each section has approved the proposed construction, the required permits will be issued, and the builder's copy of the approved plan turned over to the applicant. THE BUILDER'S COPY MUST BE AVAILABLE TO INSPECTORS AT THE JOB SITE AT ALL TIMES.

Separate permits are required for, but not limited to, plumbing, electrical, septic tanks, signs, refrigeration equipment, sewer hook-ups and off-site improvements, such as sidewalks, curbs, gutters, water mains, curb cuts for driveways, storm drainage, street lighting and street signs.

The Building Department will be responsible for the inspection enforcement of requirements of building, plumbing, heating, occupancy, fire resistive construction, parking, signs and any other building requirements not specifically provided for below.

The Fire Department will be responsible for the inspection and enforcement of requirements for fire alarm systems, fire extinguishing systems, fire hydrants, fire lane access and fire exits.

The Public Works Department will be responsible for the inspection and enforcement of requirements for grade and drainage, curbs, gutters, sidewalks, access and egress from parking areas, water service, sanitary sewers, side sewers, storm drainage, street lighting, and street signage.

Labor and Industries will be responsible for permits and inspection of all electrical components.

King County Health Department will be responsible for a food service permit. Call 206-296-4632 for more information on their requirements.

A Certificate of Occupancy will not be issued until all departments have given final approval.

Code References

Black Diamond Municipal Code
2018 IRC
2018 IBC

Resources

Building Division
Permit Center
Permit Status

Questions?

Permit Technician:
360-851-4447

Submittal

Email to:
permits@blackdiamondwa.gov

City of Black Diamond

24031 Roberts Drive
PO Box 599
Black Diamond, WA 98010
www.ci.blackdiamond.wa.us



SUBMITTAL REQUIREMENTS

1. ☐ Completed, signed Building Division Master Application form
2. ☐ Plan set including the following information:
 - a. General Notes
 - The full name of the project.
 - The name, address and telephone number of owner and agent(s).
 - The area, in square feet or acres, of the project site.
 - The existing zoning of the project site.
 - The seismic zone of the project site.
 - The floor, roof, and wind design loads.
 - The proposed use of the building.
 - The IBC designation of occupancy group.
 - The IBD type of construction of proposed building.
 - The area of the building in square feet.
 - The occupancy load (maximum capacity) of the building.
 - b. Need equipment floor plan and equipment list/schedule;
 - c. Architectural (floor plan and equipment layout);
 - d. Structural Calculations (structural plans, details, structural calculation and Geotech report, if required);
 - e. Civil Plan/Landscaping Plans (included with site plan);
 - Scale and north arrow
 - Location, identification and dimensions of all buildings, property lines, streets, alleys and easements. Indicate condition of all public right-of-ways and submit verification of rights to use easements.
 - Off-street parking layouts and driveways showing circulation and paving.
 - Show new and existing curbs, gutters, sidewalks, street paving, storm drainage, and submit storm drainage calculations.
 - Show fire hydrant locations (new and existing) within 300 feet of building.
 - Show lighting and sign standards (new and existing). *Sign permit is separate.
 - Location of garbage containers and recycling collection center.
 - Landscaped areas.
 - Grading plan required, showing proposed and existing contours and elevations of site.
 - f. Sprinkler Plan;
 - g. Electrical Plan (separate permit obtained through Labor and Industries);
 - h. Mechanical/Plumbing (Plumbing, gas piping and mechanical permits to be pulled separately).
3. ☐ Water supply capacity information is to be included (date of test, test location, flow, static and residual pressures, and who supplied the test data);
4. ☐ One (1) copy of the calculations required from the WSEC.
5. ☐ If this is a manufactured structure, it must contain Dept. of Labor and Industries label for its occupancy or use;
6. ☐ Provisions for sanitation (toilet room location, IBC Chapter 31)
7. ☐ One (1) copy of Health Department approval by final occupancy;
8. ☐ Water and Sewer Certificates, if applicable;
9. ☐ Contractor License by issuance.
10. ☐ Application fee