



Mechanical Electrical Plumbing (MEP) Plan Requirements for Commercial Permitting

Rev.20250709

This guide outlines submittal requirements and regulatory considerations for projects involving MEP systems, in accordance with City and Washington State guidelines.

Please review the [EDR Electronic File Standards](#) for document parameters and naming conventions.

Have Questions? Permit Team Hotline: (509) 625-6999 or email: PermitTeam@SpokaneCity.org

GENERAL PLAN REQUIREMENTS BY PROJECT TYPE	
SCOPE	DETAILS
NEW CONSTRUCTION	A complete MEP plan submittal is required that outlines all components of the MEP design and installation.
ADDITIONS	<p>The required MEP plan set is dependent on the size and complexity of the building addition and whether the addition includes MEP installations.</p> <ol style="list-style-type: none"> 1. At a minimum a MEP scoping plan is required to identify the parameters of the MEP work. 2. Where an addition includes installation of new MEP systems, a complete MEP plan submittal is required that outlines all components of the MEP design and installation.
ALTERATIONS/TENANT IMPROVEMENTS	<p>The required MEP plan set is dependent on the scope and complexity of the building alteration and whether the alteration includes MEP installations/alterations and the scope of said installations/alterations.</p> <ol style="list-style-type: none"> 1. At a minimum a MEP scoping plan is required to identify the parameters of the MEP work. 2. Where an alteration includes installation of new MEP systems, a complete MEP plan submittal is required that outlines all components of the MEP design and installation.
CHANGE OF OCCUPANCY/USE	<p>The required MEP plan set is dependent on the specific occupancies involved in the change of occupancy or use. Requirements for minimum compliance are outlined in the Change of Use plan submittal requirements on the DSC Website.</p> <p>Additionally, if a building alteration is included as a component of the change of occupancy/use, the required MEP plan set is dependent on the scope and complexity of the building alteration and whether the alteration includes MEP installations.</p> <ol style="list-style-type: none"> 1. At a minimum a MEP scoping plan is required to identify the parameters of the MEP work. 2. See Alterations/Tenant Improvements section above for MEP plan requirements if the change of use includes a building alteration.

WASHINGTON STATE GUIDELINES	
SCOPE	DETAILS
	Depending on the size of the building and the complexity of the project, plan design may be performed by building owners, licensed contractors, non-licensed designers, architects, or engineers.
ARCHITECT-STAMPED DESIGNS	<p>An architect is required to design and stamp design drawings/documents per (RCW 18.08.410).</p> <ol style="list-style-type: none"> 1. When an architect’s stamp is required on design drawings, we generally require that MEP plans also be designed/reviewed and stamped by a licensed professional. This could be a licensed contractor, architect, or engineer.
ENGINEER STAMPED DESIGNS	<p>Washington State does not have a specific threshold that dictates when an engineer is required to design or stamp plans (exceptions follow). The decision on whether an engineered design is necessary is made by the design professional or the authority having jurisdiction, based on the complexity of the design and installation.</p> <ol style="list-style-type: none"> 1. An engineer is required to design and stamp design drawings if the building is/includes a significant structure as defined in RCW 18.43.020(12) 2. Electrical Plans: The following electrical plans are required to be stamped by a WA State Engineer: <ol style="list-style-type: none"> 1. Educational, institutional and health care facilities that are covered by the plan review provisions of WAC 296-46B-900(3)(e). 2. Classification of Hazardous Classified Locations (Classes, Divisions, Groups) in accordance with WAC 296-46B 500 3. Electrical systems over 1000 volts nominal in accordance with NEC 490.48(A) 3. Other miscellaneous documents: The following must also be appropriately sealed as required by state regulations <ol style="list-style-type: none"> 1. Sprinkler plans and calculations 2. Fire suppression systems 3. Engineered and alternate plumbing systems 4. Hazardous Materials report per IBC Section 414 <p>Per Washington State Guidelines: Plans Examiners have the discretion to forgo professional stamps on those documents that do not involve the practice of engineering or architecture, and which are not prepared by a registered Engineer or Architect.</p> <ol style="list-style-type: none"> 1. Typically, this is applied to simple electrical, mechanical and plumbing documents which are designed to the prescriptive construction requirements of the applicable codes. <ol style="list-style-type: none"> 1. Some examples include plumbing systems that are sized and configured to the prescriptive design requirements of the UPC 2. Electrical systems up to 200 amps 3. Simple mechanical and HVAC systems being installed in accordance with the IMC.

	<ol style="list-style-type: none"> 2. Plans examiners may require professional stamps on any design where they cannot readily determine code compliance, or they consider the complexity of the design to require this level of professional involvement. WAC 296-150F-0320(3).
MEP PLAN SUBMISSION REQUIREMENTS	
SCOPE	DETAILS
MEP SCOPING PLANS	<p>An MEP scoping plan should include a detailed outline of the intended demolition, addition, and/or alterations to the existing mechanical, electrical, and plumbing systems.</p> <ol style="list-style-type: none"> 1. The scoping plan should ideally be in the form of a floor plan identifying locations of key equipment and fixture. 2. Text may be utilized in conjunction with the floor plan to identify the intended alterations to MEP systems. This is appropriate to identify simple replacement of equipment/fixtures or minor reconfigurations to existing systems. 3. A scoping plan can generally be drawn up by the whomever drew up the building plans.
ADDITIONAL MEP PLAN COMPONENTS	<p>The following additional MEP plan components may be requested where applicable.</p> <ol style="list-style-type: none"> 1. Mechanical: <ol style="list-style-type: none"> 1. Equipment schedules 2. Ventilation/Heating/Cooling calculations 3. Equipment locations 4. Ductwork/Damper/Diffuser location 5. Energy Code Review where triggered by the applicable WSEC provisions 2. Electrical: <ol style="list-style-type: none"> 1. One Line Diagram 2. Panel Schedules 3. Power Plan 4. Lighting Plan 5. Equipment locations 6. Energy Code Review where triggered by the applicable WSEC provisions 3. Plumbing: <ol style="list-style-type: none"> 1. Fixture Calculations 2. Riser Diagram 3. Drain/Waste/Vent (DWV) plans 4. Fixture Schedules
DEFERRED MEP PLANS	MEP plans are not allowed to be deferred. This was a determination made by our City Building Official in 2019