



City of Bellingham - Permit Center
210 Lottie Street - Bellingham, WA 98225
Phone: (360) 778-8300
E-MAIL: permits@cob.org

Pre-Application Letter

Project Number: PRE2025-0079

Scope of Work: **CONVERT THE EXISTING LOWER FLOOR RELIGIOUS EDUCATION CLASSROOMS TO NEW HIGH SCHOOL CLASSROOMS. RENOVATION SCOPE TO INCLUDE NEW WALL TO SEPARATE CLASSROOM 03 AND 04 ONLY.**

Site Address: **1100 14TH ST**

City, State Zip Code: **Bellingham, WA 98225-6630**

Applicant: **KEVIN BRODERICK**

Owner: **THE CORPORATION OF CATHOLIC**

Meeting Date: 08/26/2025

Meeting Time: 8:30 AM

LIST OF REVIEWS

TYPE	CONTACT	PHONE	EMAIL
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BUILDING	Ryan OConnor	(360)-778-8324	rtoconnor@cob.org
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Notes:

Building Services - Draft Comments:

The following will not constitute a full review but is meant to facilitate in supporting the permitting process, and to answer the questions asked of building services in the project narrative.

1) CHANGE IN OCCUPANCY: The project proposes a change of occupancy based on the following:

The existing rooms are considered A-3 occupancies per the 2021 Washington State Building Code (IBC) as follows: "Religious educational rooms and religious auditoriums, which are accessory to places of religious worship in accordance with Section 303.1.4 and have occupant loads of less than 100 per room or space, shall be classified as Group A-3 occupancies."

The rooms, currently, do not serve as everyday educational facilities as they would be considered as proposed.

The proposed occupancy, per IBC 305.1, is considered an educational - Group E or "Educational Group E occupancy which includes, among others, the use of a building or structure, or a portion thereof, by six or more persons at any one time for educational purposes through the 12th grade."

<https://up.codes/viewer/washington/wa-building-code-2021/chapter/3/occupancy-classification-and-use#305.1>

2) This change of occupancy would require the design team to make the upgrades necessary to satisfy the chosen compliance path chosen from chapter 3 of the 2021 Washington State Existing Building Code (IEBC) and the provisions of chapter 10 of the IEBC for Change of Occupancy.

3) FIRE PROTECTION - Per IEBC 1004.1 Fire Protection - General

Fire protection requirements of Section 1011 shall apply where a building or portions thereof undergo a change of occupancy classification or where there is a change of occupancy within a space where there is a different fire protection system threshold requirement in Chapter 9 of the International Building Code.

Per 903.2.3 "Group E

An automatic sprinkler system shall be provided for fire areas containing Group E occupancies where the fire area has an occupant load of 51 or more, calculated in accordance with Table 1004.5." <https://up.codes/viewer/washington/wa-building-code-2021/chapter/9/fire-protection-and-life-safety-systems#903.2.3>

At this point I believe it may be required for the project to evaluate if this is within the project team's expectations and discuss the objectives before providing further comments.

FIRE - ADDRESSING	Lisa Brogan	(360)-778-8429	lbrogan@cob.org
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Notes:

There are two addresses associated with this building in our system, 1100 & 1110 14th St. The majority of the permits we've issued used 1110, which is also the address that is posted on the building and that is advertised.

Can you please explain to me the need for a second address?

I can assist with updating the Assessor and utility providers of the correct address, if we determine to use 1110 14th.

Address shall be clearly posted on the building in a minimum of six inch high numbers which are a color contrast from their background. The address numbers that are installed (per google street view) need to be re-positioned, because they aren't legible as installed.

FIRE - LAND USE	Darren Wood	(360)-778-8421	dwood@cob.org
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Notes:

FIRE FLOW AND ACCESS:

1. Fire flow and fire department access to the building are adequate.

BUILDING SYSTEMS:

1. According to 903.2.3 of the Washington State amendments to the 2021 International Fire code, an automatic sprinkler system shall be provided for fire areas containing Group E occupancies where the fire area has an occupant load of 51 or more, calculated in accordance with Table 1004.5

2. Buildings with NFPA 13 sprinkler systems require a monitored NFPA 72 fire alarm system.

3. A portable fire extinguisher plan will be required with building permit applications to include type, size, and mounting details. This occupancy shall have portable fire extinguishers with minimum size/rating of 2A10BC. Extinguishers shall be provided on each floor with one for every 3,000 square feet and no more than 75 feet of travel distance. They must be in conspicuous locations and mounted no more than 5 feet off the floor (IFC 906).

4. An approved, recessed Knox Box key box shall be provided at the main entrance lobby for the building. Approved key box models can be found at www.knoxbox.com by searching under the "Bellingham" or "98225" jurisdiction (IFC 506.1).

ADDITIONAL PERMITS REQUIRED:

The following additional, separate permits will be required for this project:

- a. Fire Service Main permit
- b. Fire Sprinkler/Standpipe System permit
- c. Fire Alarm System permit
- d. Fire Apparatus Access Road permit

PLANNING	Emily Scherrer	(360)-778-8350	erscherrer@cob.org
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Notes:

Location/Zoning: 1100 14th Street is located in the South Hill neighborhood, area 4A, and is zoned Residential Single (RS) with a 7,200 sf minimum detached lot size.

Use: School. As defined in Bellingham Municipal Code (BMC) 20.16.020.M.1, School is a Conditional Use in an RS zone and would require Conditional Use Permit (CUP) approval.

CUP: The church, parking lot, dwelling unit, and parish hall have an underlying CUP which would be required to be amended through the Type III-A process. This process is outlined in BMC 21.10.120, and requires the following:

- Preapplication Conference (currently under review – PRE2025-0079)
- Preapplication Neighborhood Meeting – more information can be found here: Neighborhood Meeting Instructions
- Land Use application – CUP
- Two week Notice of Application
- Two week Notice of Public Hearing
- Public Hearing with the Hearing Examiner
- Hearing Examiner decision is issued within 10 days of the hearing

CUPs are evaluated under the criteria listed in BMC 20.16.010.E. and the onus is on the applicant to prove that criteria has been met.

Parking: The existing parking may be utilized. Note that no parking is required for any use under temporary Ordinance No. 2025-01-001 which will be in effect until January, 2026 and re-evaluated by city council then. If parking requirements are reinstated, a request may be made and evaluated for using the existing parking on site under the new/amended CUP. If the CUP is applied for prior to January, 2026, it would be vested under the current interim ordinance. A programmed loading and unloading area would be required for van use and/or private drop-off/pick-up.

Background: Microfiche files only show the approval letter dated Sept. 26th, 1960, for the original CUP for the parish community hall, but does not show a finalized permit. Prior to submitting a new CUP/amendment, the city can search for historic minutes taken during the Sept. 21st, 1960, Planning Commission meeting to check if any conditions were established under the permit. If conditions were established under that prior approval, they would still need to be met.

Fees: Fees are subject to change and will be assessed according to the fee schedule in affect at the time of permit application.

- Conditional Use Category C: \$1,063
- Notice fee: \$53
- Hearing Examiner Fee: \$1050

PW - ENGINEERING	Paul Randall Grutter	(360)-778-7941	parandallgrutter@cob.org
Notes: Existing streets and utilities meet current city standards. Fire flow is adequate, see attached fire flow report.			
PW - STORMWATER	Paul Randall Grutter	(360)-778-7941	parandallgrutter@cob.org
Notes: Any improvements will have to meet the requirements found in BMC15.42.			
TRANSPORTATION	Dylan Casper	(360)-778-7700	dtcasper@cob.org
Notes: A T-CON and TIF will not be required for this project.			