



Tenant Improvement Submittal Checklist

Project Address:

Listed below are minimum requirements to be submitted with your building permit application. Additional information may be required based on the scope and complexity of each individual project.

Submit this checklist as part of your submittal documents
See reverse for submittal format and design standards
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

- 1. Commercial Building Permit Application
- 2. Three sets of plans clearly identifying the proposed work, and the following items:
 - **Site/key plan:** property lines, all buildings, streets, parking
 - **Architectural floor plans:** all rooms and uses, accessible features (i.e., restrooms, parking, ramps, customer counter, dressing rooms), fixed equipment, cabinets, counters, shelving, all windows, doors, mechanical, plumbing, electrical systems, fixtures, equipment locations, and specifications.
 - **Details:** cross sections for new work walls, stairs, ramps, counters, etc.
- 3. One copy key plan (11"x17" size required) for addressing/suite numbering review.
- 4. Plan review deposit. *See our Fees handout for more information.*
- 5. Qualifying scope of work. *See the Quick Response Permits checklist.*

When applicable, the following additional information must be provided:

- 6. Structural plans and details for projects involving structural building elements. See reverse for additional information regarding professional seals.
- 7. Energy code compliance information and forms for changes to the exterior building envelope and/or changes in size or type of heating equipment.
- 8. Location plan for construction staging areas and description of proposed exterior improvements or maintenance on the site/key plan when staging construction or conducting construction activity outside of buildings. **(Stormwater review required.)*
- 9. Traffic analysis and parking calculations are required for initial occupancy or change of occupancy applications. **(See reverse for more information)*

I acknowledge that all items designated above are included as part of this application.

Applicant's Signature

Date

Format & Design Standards

1. Format

- All drawings shall be original drawings in ink on white bond paper or photocopied reproductions.
- Diazzo (blueline) prints will not be accepted.

2. Paper Size

- Drawings shall be submitted on 11" x 17", 18" x 24", or 24" x 36" sheets.
- All sheets in a drawing set shall be the same size and sequentially labeled and dated. Revisions shall be clearly marked.

3. Scale

- Site plans shall be drawn at 1" = 20' or larger scale.
- Floor plans, elevations and sections shall be drawn at not less than 1/8" = 1' scale and shall be dimensioned.
- Details shall be drawn at a scale large enough to clearly illustrate the particular detail. Minimum scale shall be 3/4" = 1'.

4. Reproducibility

- All drawings shall be clear, accurate, legible and high-contrast. Contrast shall be sufficient to permit archival photographic or digital reproduction.

5. Professional Seal(s)

- Drawings or structural calculations prepared by a professional architect or engineer licensed to practice in the State of Washington must be signed and sealed by the architect or engineer, per WAC 196-24-095.
- Construction, alterations or additions to structures larger than 4000 square feet are required to be designed by a licensed professional architect, unless specifically approved by the Building Official as a "design-build."
- Submittals prepared by design professionals must include at least one set of plans with original seals and signatures (additional sets may be copies).

6. Exterior improvements and maintenance requiring Stormwater Division review:

Activities that may contaminate runoff draining into the municipal storm system, including:

- High pressure washing
- Sandblasting, priming or painting exteriors surfaces
- Excavation or landscaping

7. New occupancy or change of occupancy

Proposed changes in use of a building or tenant space require new traffic impact, concurrency and parking calculation reviews. Concurrency certificates state the specific use for which the building has been evaluated and approved.

Example: A building that has been evaluated and approved as a warehouse is proposed to be converted to office or retail space. An additional concurrency evaluation and approval may be required *prior to application acceptance* because the new use would trigger different trip generation rates. An evaluation for this new use may sustain additional transportation impact fees and/or increased parking requirements.