



**Permit Center**

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## Tenant Improvement: Submittal Guide & Checklist (Interior Work Only)

Project Address: \_\_\_\_\_

**This checklist must be completed and provided with all tenant improvement applications**

- Use this checklist when preparing submittals for interior tenant improvements only. If project involves exterior work, please see the [Non-Residential, Mixed Use, & Multifamily Submittal Guide](#) handout
- This checklist is a general guide. Additional information may be required based on the scope and complexity of each individual project. This checklist is not intended to take the place of a formal plan review process.
- International Existing Building Code: [Understanding the Compliance Methods Handout](#)

**Has a licensed design professional (architect or engineer) prepared the plans?**

A licensed design professional is *required* when alterations/additions take place in a *building* that exceeds 4,000 sq ft unless exempted. If a project does not *require* a design professional, it is still *highly recommended*

- \_\_\_ No, entire building is less than 4,000 sq ft
- \_\_\_ No, the project size is not more than 4,000 sq ft and the work does not affect the life safety or structural systems of the building ([exempt per RCW 18.08.410](#))
- \_\_\_ Yes, a licensed design professional has prepared the plans

**Change of Use ---**

Is this a change of use?  Yes  No *(If Yes, a transportation impact fee analysis is **required**\*)*

Previous use/occupancy classification: \_\_\_\_\_

**If no previously permitted use is known, or if the space is vacant, a transportation impact fee analysis is **required**\***

Is proposal a Permitted Use? ---  Yes  No *(To confirm, please consult with a Planner before preparing application)*

- \_\_\_ Provide parking plan within the drawing sets that include parking calculations for all uses on site
  - See BMC 20.12.010 for amount of parking required by use
  - See [accessible parking handout](#) for amount of accessible parking required
- \_\_\_ Transportation Concurrency Approval: \_\_\_\_\_ (ex. CON2017-0001)  
\*Transportation Impact Fee estimate (contact Chris Comeau at 360-778-7900 or [ccomeau@cob.org](mailto:ccomeau@cob.org))  
*Please note: credit for previously permitted uses will be given*

**Associated Reviews:**

- If mechanical/plumbing is shown on submitted drawings and a fixture count form is submitted along with the building permit application, mechanical and/or plumbing permit(s) will be generated, reviewed and issued along with the building permit. If mechanical/plumbing is not included in the submitted drawings, include mechanical/plumbing in the list of deferred submittals on the plan coversheet
- Electrical: Separate [application](#)/permits are required for electrical work
- Note, the following types of facilities/installations may also require a separate review by the Whatcom County Health Dept.: Restaurants, food prep/handling, grocery/food sales, pools, spas, and septic tanks:  
[Sustainable Connections Food/Farming Resources & Health Department Plan Review Process](#)

-Submittal Requirements can be found on the next page-

## **Submittal Requirements:**

- \_\_\_ [Building Permit Application form](#)
- \_\_\_ [Tenant Improvement Submittal Guide & Checklist](#)
- \_\_\_ [Fixture Count form](#) (if mechanical and/or plumbing permits are being applied for)
- \_\_\_ Plan Review Deposit (see [Permit Fees](#) handout)
- \_\_\_ Energy Code Compliance Forms, as applicable provide Lighting, Building Envelope, and Mechanical forms (available at [www.neec.net/energy-codes](http://www.neec.net/energy-codes))
- \_\_\_ One (1) copy Structural Calculations, if applicable
- \_\_\_ One complete PDF version of plans, supplemental documents shall be submitted in PDF format and saved as individually-named PDF files separate from the drawing files via email, a CD, flash drive or an FTP website: Please see the [Electronic Submittal Requirements](#) handout for more information.
- \_\_\_ Each plan sheet must be bookmarked to clearly identify the content of the page.  
: *Example: Page A1.0 Architectural Site plan*

## **Architectural Drawings**

- \_\_\_ **Plan Coversheet**
- \_\_\_ Identify applicable codes and editions (ex. 2015 International Existing Building Code) (see [Adopted Codes handout](#))
- \_\_\_ [Existing Building Code \(IEBC\) compliance method](#) (*selection required for building review to proceed*)
  - Prescriptive    Work Area    Performance
- \_\_\_ Scope of work narrative
- \_\_\_ Identify occupancy classifications, occupant load, and areas (sq ft) for each space
- \_\_\_ If more than one use/occupancy in the *building*: Identify mixed use and occupancy compliance methods (accessory occupancies, non-separated occupancies, separated occupancies)
- \_\_\_ Identify incidental uses; and/or special provisions utilized per IBC Chapter 5
- \_\_\_ Identify total building height, stories and area
- \_\_\_ Identify if building has a fire sprinkler (fully or partially), if yes, identify system type
- \_\_\_ Identify if building has a fire alarm (manual or automatic), if yes, identify system type
- \_\_\_ List of all deferred submittals or separate permits (ex. Mechanical, Fire Construction Permit for sprinkler install)
- \_\_\_ Projects within the Bellis Fair Mall require approval stamp by landlord
- \_\_\_ **Key plan**
- \_\_\_ Identify property boundaries and all buildings
- \_\_\_ Identify location of tenant space within building
- \_\_\_ Identify all current addresses for all spaces within building
- \_\_\_ **Floor plan(s)**: Provide dimensioned plans that clearly identify the proposed work. This may require drawing an *existing* plan and a *proposed* plan to differentiate.
- \_\_\_ Label all rooms and uses (ex. office, retail area, storage, etc.)
- \_\_\_ Detail accessible features (ex. [restrooms](#), [ramps](#), sales and service counter, dressing rooms)
- \_\_\_ Show fixed equipment, fixtures, cabinets and counters

- \_\_\_ Show location and height of shelving (separate permits typically required for [racking systems](#))
- \_\_\_ Show location and swing direction of all windows and doors
- \_\_\_ Provide a window and door schedule with dimensions, hardware, fire-resistivity, u-values and Solar Heat Gain Coefficients (SHGC)
- \_\_\_ Location of required exit signs and egress illumination
- \_\_\_ Illustrate the size and location of portable fire extinguishers required by IBC/IFC Section 906
- \_\_\_ Identify fire-resistance rated construction locations and assemblies
- \_\_\_ **Cross section(s)** for all new walls, stairs, ramps, etc.
- \_\_\_ Ceiling Height
- \_\_\_ Attachment to floor/ceiling
- \_\_\_ Material types, sizes and insulation values
- \_\_\_ Reflected ceiling plan
- \_\_\_ As applicable: Elevations Page(s), Foundation Plan, Foundation Details, Framing Plan(s)

**Mechanical/Plumbing/Electrical Drawings (unless deferred, see "Associated Reviews" section)**

- \_\_\_ Show the mechanical installation or alteration in floor plan view; clearly distinguish between existing and new appliances, ductwork and piping
- \_\_\_ For gas piping installations: label all lengths, sizes and pressures of gas pipe, locate all appliances on gas pipe and label each appliance BTUs, summarize total distance from meter to farthest appliance, and summarize total BTU load on gas pipe
- \_\_\_ Show the plumbing installation or alteration in floor plan view; clearly distinguish between existing and new pipes, fixtures, and vents
- \_\_\_ Identify all backflow prevention devices
- \_\_\_ Identify and locate all grease interceptors. When grease interceptors are provided, complete plumbing plans and grease interceptor sizing must be submitted.
- \_\_\_ Include fixture schedules for areas like kitchens or mechanical rooms
- \_\_\_ Energy code compliance information, including system commissioning requirements

**Structural Drawings, as applicable**