

# Tenant Improvement Permits

Listed below is the required in order to submit a complete application for a *tenant improvement* building permit, either for commercial or multiple-family properties. Tenant improvements are the completion, remodel or alteration of space within an existing building. Staff will not process incomplete applications.

## SUBMITTAL REQUIREMENTS

- Completed and signed application form, including proof of a valid State Contractor's License and a City of Lynnwood Business License.
- Three (3) sets of plans, to scale (1/8", 1/4" or 1/2"), including:
  - a. Site plan showing the building and specific space or area to be improved, existing and proposed landscaping, including total stalls, handicap stalls and compact stalls.
  - b. Existing floor plan, demolition plan, and proposed floor plan.
  - c. Show all suite locations, business name (or note if vacant), suite sizes in sq. ft., and suite numbers for multi-tenant buildings.
  - d. Elevations for proposed exterior changes, if any.
- Cover sheets shall be provided for all plans and shall show the following:
  - a. Building address, suite number, zoning, and name of proposed or existing tenant.
  - b. Square footage of 1) the total building; 2) the existing floor space; and 3) new floor space.
  - c. Type of construction, proposed occupancy and proposed use of the space.
  - d. Maximum occupant load based on IBC Table 1004.1.2.
  - e. Number of on-site parking spaces, including compact and handicap.
- Plans shall provide the following construction details:
 

<ul style="list-style-type: none"> <li>- Entrances/exiting</li> <li>- Partitions</li> <li>- Plumbing fixture location</li> <li>- Room finish, door, and hardware schedules</li> <li>- Post and beam calculations</li> <li>- Exit pathway lighting</li> <li>- Ceiling details</li> </ul>	<ul style="list-style-type: none"> <li>- Corridor/hallway width/exit pathways</li> <li>- Fixed equipment</li> <li>- Existence of fire systems</li> <li>- Complete NREC checklist</li> <li>- Exit signs</li> <li>- Rate of rise detector/fire sprinkler locations</li> <li>- Seismic bracing</li> <li>- Other code-related fire, and life-safety items</li> </ul>
---	--
- A letter from the building or property owner or a copy of the lease stating that the work is approved.
- Provide the value of the improvements. If the value is greater than 10% of the appraised or assessed value of the existing buildings on site, contact the Planning Division at (425) 670-5410.

## ADDITIONAL REQUIREMENTS

- All plans shall conform to the codes currently adopted by the City.
- Alterations and/or repairs to project areas of 4,000 sq. ft. or more OR any tenant improvement, regardless of size, which affects the life/safety or structural systems of a building shall be prepared and stamped on all sheets by a State-licensed architect or engineer (RCW 18.08.410).
- Separate permits are required for electrical work and signs.
- All work performed at Alderwood Mall requires Mall-approved, wet-stamped architectural plans.
- Beverage or food service requires a menu at submittal and Snohomish Health District approval prior to permit issuance.
- A business license must be applied for, approved, and obtained prior to opening for business.

## NOTE

**Full plan review fees are due upon submittal and are calculated based on valuation of the project.**

# Building Permit Application

# B

Permit Number: \_\_\_\_\_

Assoc. Permits: \_\_\_\_\_

**Please read and follow all instructions on your application, submittal checklists and/or applicable supplemental forms carefully.** Staff will not process incomplete applications. Please print or type legibly.

<b>Please complete as applicable (check all that apply):</b>			
<input type="checkbox"/> Residential	<input type="checkbox"/> New Construction	<input type="checkbox"/> Demolition*	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Non-Residential	<input type="checkbox"/> Alteration	<input type="checkbox"/> SPCC*	<input type="checkbox"/> Mechanical
<input type="checkbox"/> Tenant Improvement	<input type="checkbox"/> Addition	<input type="checkbox"/> SWPPP*	<input type="checkbox"/> Fire Suppression/Sprinkler
*SPCC (Spill Prevention, Control and Countermeasures Plan) *SWPPP (Stormwater Pollution Prevention Plan) The plans can be obtained online at <a href="http://www.ci.lynnwood.wa.us/City-Services/Environmental--Surface-Water-and-Storm-Water/Environmental-Documents-and-Reports.htm">http://www.ci.lynnwood.wa.us/City-Services/Environmental--Surface-Water-and-Storm-Water/Environmental-Documents-and-Reports.htm</a> .			
<b>Description of Work:</b>			
<b>CONTRACT VALUE (EXCLUDING SALES TAX, SEE "FEES" BELOW): \$</b>			
<b>Occupant Name:</b>			Phone:
Site Address:			Suite Number(s):
City:	State:	Zip:	Fax:
Email:			
<b>Property Owner:</b>			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
<b>Architect/Engineer Name:</b>			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
<b>Contractor Name:</b>			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
State Contractor's License Number:		City Business License Number:	
E-Mail:			
<b>Primary Contact Name:</b>			Phone:
Address:			Cell:
City:	Fax:	Zip:	
E-Mail:			

**ALL RESIDENTIAL APPLICANTS MUST NOTE THE NUMBER OF EACH TYPE OF FIXTURE BELOW**

PLUMBING				MECHANICAL			
No.	Type of Fixture	Fee	Total	No.	Type of Fixture	Fee	Total
	Water Closet (Toilet)	\$19.00			Furnace (up to 100,000 BTU)	\$25.00	
	Lavatory	\$19.00			Furnace (100,001 BTU or above)	\$38.00	
	Kitchen Sink/Disposal	\$19.00			Heat Pump/AC up to 3hp/100,000 BTU	\$32.00	
	Dishwasher	\$19.00			Heat Pump/AC up to 15hp/100,000 BTU	\$50.00	
	Lawn Sprinkler System	\$19.00			Heat Pump/AC up to 30hp/1,000,000 BTU	\$69.00	
	Clothes Washer	\$19.00			Heat Pump/AC up to 50hp/1,750,000 BTU	\$88.00	
	Drainage	\$19.00			Heat Pump/AC over 50hp/1,750,000 BTU	\$107.00	
	Vacuum Breakers	\$19.00			Ventilation Fan	\$13.00	
	Floor Sink	\$19.00			Ventilation System	\$25.00	
	Bath Tub	\$19.00			Exhaust Hood	\$32.00	
	Shower	\$19.00			Gas Stove Top	\$32.00	
	Laundry Tray	\$19.00			Gas Water Heater	\$32.00	
	Water Heater	\$19.00			Gas Dryer	\$32.00	
	Hose Bibs	\$19.00			Gas Piping	\$25.00	
	Floor Drain	\$19.00			Other:	+++	
	Water Piping	\$19.00					
	Backflow Devices	\$32.00					
	Urinal	\$19.00					
	Rainwater System	\$19.00					
	Other:	+++					
	Permit Processing Fee	\$38.00	\$38.00		Permit Processing Fee	\$38.00	\$38.00
<b>TOTAL</b>				<b>TOTAL</b>			
<b>PLUMBING CONTRACT VALUE: \$</b>				<b>MECHANICAL CONTRACT VALUE: \$</b>			

+++ **FEES:** For specific fee information, see LMC 3.104 or check the fee schedule available online or at our office.

Fees for *single-family or duplex residential buildings* are calculated by the number of fixtures (see above).

Fees for *all other buildings, including but not limited to commercial, institutional, or residential complexes of 3 units or more*, are all calculated by contract amount.

**NOTICE**

This permit becomes null and void if the authorized work has not been inspected by this department within 180 calendar days of issuance or for a period of 180 calendar days from the last inspection. The total life of this permit is limited to a maximum of 540 calendar days, provided it has not expired under the restrictions above. One extension request for 180 calendar days may be granted if a written request is submitted to the building official showing just cause before the expiration date.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Print Name of Owner/Agent: \_\_\_\_\_

Signature of Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_