

# 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:

- Entrances/exiting	- Corridor/hallway width/exit pathways
- Partitions	- Fixed equipment
- Plumbing fixture location	- Existence of fire systems
- Room finish, door, and hardware schedules	- Complete NREC checklist
- Post and beam calculations	- Exit signs
- Exit pathway lighting	- Rate of rise detector/fire sprinkler locations
- Ceiling details	- Seismic bracing
	- Other code-related fire, and life-safety items
- 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.**