

TENANT IMPROVEMENT PERMIT CHECKLIST (interior only)

Tenant improvement permits are required anytime an interior commercial tenant space is altered. This includes but is not limited to adding, removing, and moving walls. If you are not sure if you require a permit, please contact the Permit Center. Use this checklist to help gather all the required information and documents in order to submit a complete Tenant Improvement Permit Application.

- *If any exterior work is to be done, use the Commercial Building Permit Checklist instead.*

Important Note

We process tenant improvements as a combo permit, meaning all mechanical, plumbing, electrical, and building permits are combined into one application and permit, with the exception of backflow devices permit. If you are a plumbing, electrical or mechanical sub-contractor, please contact the general contractor or project manager to verify and make sure your plans were included in the tenant improvement building permit set. *(Contact the Permit Center at (425-670-5400) if you are not sure.)*

Plan review is **REQUIRED**

The Building, Fire, Planning and Development Engineering Departments can inform you of requirements for your interior tenant improvement project.

- Allowed uses, change-of-use, change-in-square footage, parking requirements, and other zoning information may be obtained from the **Planning Department**. (425-670-5410)
- Structural and life safety requirements can be obtained from the **Building Department**. (425-670-5550)
- Water, sewer, and right-of-way information can be obtained from the **Development Engineering Department**. (425-670-5201)
- Fats, Oils, and Grease (FOG) specific information can be obtained from the **Development Engineering Department**. (425-670-5201)
- Fire sprinkler information can be obtained from the South County **Fire Department**. (425-551-1264)

SUBMITTAL REQUIREMENTS

Please refer to the [Electronic Submittals Requirements](#) for naming conventions and other requirements.

General Submittal Documents

Plans to be reviewed must be legible, identify the name and classification of the facility, and clearly indicate the scope and nature of the installation, and the person(s) or firm(s) responsible for the tenant improvement plans.

- Cover sheet** including business park name, project name and business name, site address, suite number, code references, plan preparer name, and detailed project information.
- Site plan** (for suite location, parking, accessibility, landscaping and/or outdoor equipment)
- Roof plan** (if applicable) showing location of outdoor roof-mounted mechanical equipment and roof access point
- Construction Plan Set** (Architectural, Structural, Plumbing, Mechanical, Energy Code Forms, Racking)
- Structural Plans and Calculations** (if applicable)
- Energy Code Forms** (included on plans)

Construction Plan Set (Combo Set)**1. Cover Sheet**

- **Vicinity Map** showing the location of the entire building and where the work is to occur.
- Owner's contact information
- Preparer's contact information
- Tenant's contact information
- **Sheet index**
- **Building Code Compliance Information** including the building's type of construction, occupancy classification, calculated occupant load, fire sprinkler or fire alarm type (if present or new), means of egress components, construction codes used for design, etc. Floor Plan(s) showing location, size, and use of rooms, hallways, corridors, doors, walls, and windows. Required fire walls and doors shall be identified, as well as other required fire-rated assemblies. Any demolition work to be done shall be identified, with a clear distinction between demolition and new construction.
- **ADA Compliance Information** such as location and dimensions of accessible routes, ramps, turning spaces, restrooms, elevators, etc.

2. Site Plan (as applicable)

- **Accessibility** – Show current and proposed accessible parking stalls and path of travel to entrance. A change of occupancy or alteration may trigger accessible path of travel upgrades.
- **Parking** – Required for change of use only. Show all parking for the site, include parking totals calculations.
- **Landscaping** – Required if landscaping is being altered. Contact the Permit Center for more information.

3. Architectural Drawings

A drawing of **the entire floor plan** of the building where the tenant improvement is located.

- Include the scale of plans drawings.
 - **North arrow** indicating the direction north.
 - Identify adjacent tenants and occupancy group.
 - Show locations of **exits and exit signs** for your tenant space.
 - Show locations of adjacent **fire barriers*** or demising walls
 - Show locations of all **fire walls*** in the building
 - Show locations of all shear walls in the tenant space
- (*Fire barrier, fire walls and shear walls are specific terms used in the International Building Code)

Floor plan of the new or remodeled area showing:

- All rooms and spaces (identify), **corridors and exits, door & window locations and sizes, restrooms and plumbing fixtures, electrical panel, electrical and mechanical equipment**. Clearly identify any **structural modifications** shall be identified.
- Details showing **wall and ceiling construction** (include seismic bracing detail for **suspended ceiling**.)
- Provide details for accessible features such as bathroom fixture, sinks, doors, door hardware, customer service counters, etc.
- **Reflected Ceiling plans** showing location of exit pathway lighting, exit signs, smoke alarms, and detectors, fire sprinklers, and existing and proposed new light fixtures and diffusers, ceiling grid, etc.
- Details and dimensions of accessibility features such as restrooms and door clearances
- **Furniture, Fixtures, Equipment, Finishes, and Kitchen plans, etc.**, showing proposed design

4. Plumbing Plans showing all proposed plumbing work

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- **North arrow** indicating the direction north.
 - Location and type of proposed **fixtures**
 - **Line drawings** showing all piping (water, gas, waste, and vent) materials, sizes, and lengths.
Also, show water source and entry, shut-off isolating valves, grease interceptor, and backflow prevention device(s)
 - **Riser diagram** with potable water, gas, waste and vent piping locations and sizes.
(Isometric drawings are required for projects that include a commercial kitchen, a grocery store, 3+ stories, or complex buildings.)
 - **Pipe size and fixture units** for sanitary and potable water systems
 - **Calculations** for water meter sizing and DWV fixture units for building drain & **Fixture Schedule** showing the number, types, and locations
 - Finished floor and sanitary sewer **elevations** (required **for sumps**)
 - **Grease interceptors** are required to be sized per UPC requirements and must include the location of the grease interceptor, its capacity (in GPM or gallons), the connecting pipes, the capacities of the fixtures draining to the interceptor, and any other information deemed necessary.
 - **Detail of drains / cleanouts**
 - **Other pertinent details** showing construction of interceptors, piping support, firestop penetration systems, etc.
- 5. Mechanical Plans** showing all proposed mechanical work
- **North arrow** indicating the direction north.
 - The **Proposed use or occupancy** of the various portions of the building in which the mechanical work is to occur
 - A complete **riser diagram** for multiple-story or complex buildings
 - Documentation showing **compliance with energy code** requirements of the **WSEC**
 - Show location of the required **110 volt outlet** within 25 feet of the equipment
 - **If equipment is over 2,000 cfm**, provide a note on the plan that the equipment must shut down with activation of fire alarm system (duct detectors or fire alarm system).
 - Documentation showing **compliance with ventilation and air quality** requirements of the IMC.
 - **Reflected Ceiling plans** showing and identifying ductwork, equipment, piping, supply diffusers, return air grilles, and fire dampers
- 6. If Commercial kitchen equipment** is to be installed, show compliance with IMC Sections 506 (Ducts and Exhaust), 507 (Hoods), and 508 (Makeup Air).
- **Kitchen plan** of all equipment layout and schedule, including grease interceptor location and type
 - **Manufacturer's Specifications or equipment cut sheets**
- 7. Refrigeration plans** showing details on the type and quantity of refrigerant, calculations indicating the quantity of refrigerant, and refrigerant piping materials and the type of connections
- 8. Gas piping plans** showing complete details on the gas piping system, including materials, installation, valve locations, sizing criteria, and **calculations** (*i.e., the longest line of piping, the pressure, the pressure drop and applicable gas piping sizing Table(s) in the IFGC.*)
- Energy Code Forms**
- WA State Energy Code forms are required for any of the following conditions:
- Changes to mechanical systems when mechanical plans are required
 - When changes are made to the building lighting (interior or exterior)
 - When changes are made to the building envelope, such as exterior walls, floors, roof, windows,

and doors

Racking Plans

Free-standing and wall-anchored storage racks greater than 5'9" above finished floor require plan review.

- a. Include plan-view layout, including dimensions on your architectural plans
- b. Provide cross sections showing rack design and attachment details
- c. Complete engineering of storage rack(s) and the anchorage (gravity and lateral) is required for free-standing and wall-anchored storage racks over 8'-0" high, measured from the floor to the highest shelf. Plans need to specify all member sizes, connections, anchorage, etc. Storage units should be anchored to the floor at each leg and along the back where located adjacent to a wall.
- d. High-pile storage 12'-0" feet or higher may require an in-rack Fire sprinkler system. Complete engineering of the storage rack(s) and the anchorage is required.

Manufacturer's specifications or equipment cut sheets

Any other information pertinent to the project, or as required by the plans examiner

Architect's and Engineer's stamp and signature on the plans in the following cases:

- The unit is 400 lbs. or larger, engineered structural lateral force calculations & attachment details are required
- New or alterations of 4,000 sq ft or greater spaces
- As required by the Building Official for installations which by their nature are complex, hazardous, or pose unique design problems

Additional Permits and Information

Electrical Permit

- A Separate Electrical Permit is required. Please make sure your plans were submitted before the tenant improvement building permit plan review starts. Contact the Permit Center at (425-670-5400) if you are not sure.

Backflow Device Permit

- A backflow device is required for any irrigation system. A separate over-the-counter Development Engineering permit must be pulled by the contractor performing the work.

Fire Sprinkler and/or Alarm Permit

- A separate fire permit is required