

## COMMERCIAL TENANT IMPROVEMENT SUBMITTAL CHECKLIST

Permits are required to construct, enlarge, alter, repair, move or demolish a building or structure, to change the use of a building, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system.

- Plans/calculations/reports prepared by state licensed architects or professional engineers must be stamped and signed by the design professional.
- Please submit a signed letter from the building or property owner or a copy of the lease stating that the work is approved
- Alderwood Mall Work: Building plans must have Brookfield Properties Retail approval stamp and a Licensed Architect or Engineer's stamp with signatures are required prior to submittal to the City
- For a change-of-use permit submittals, indicate previous use/occupancy classification. Submit a parking plan & a transportation impact fee analysis
- A change of occupancy will trigger a review of the building for seismic, energy, and accessibility upgrades (parking, accessible exits and restrooms, etc.)
  - A professional evaluation of the building for compliance with seismic/structural, energy code, allowable area, occupancy, exiting, restrooms, and accessibility is required when
  - The valuation of proposed work within any cumulative 2-year period is 50% or more of the valuation of the existing building
  - The proposed interior project area + building addition area exceeds 50% of the aggregate floor area of the existing building, or
  - A "greater risk" change of occupancy is proposed
- Existing buildings are evaluated using the International Existing Building Code (IEBC). Choose IEBC compliance method
  - Prescriptive, work area or performance
- 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
- This checklist is a general guide - completeness review will not check for code compliance

### Plan review is **REQUIRED** for the following projects

- Plan review is required for improvements to commercial, multi-family (3+ units), and mixed-used structures when all improvements are within the existing footprint of the structure

### Note:

- We reserve the right to request additional information and documents as needed
- Please refer to the [Electronic Submittals Requirements](#) for naming conventions and other requirements
- Please refer to the [Work Exempt From Permit](#) List for work that does not need a permit

## Submittal Requirements

### Supporting Documents As Applicable

- Structural Calculations (If Applicable)
- Special Inspection & Testing Agreement Form (If Applicable) - completed and signed [Summary Statement of Special Inspections](#) by owner and design professional
- Manufacture's Specifications/Cut Sheet

### Other Agency Permits as requires

- Beverage or food service requires a menu at application submittal and Snohomish Health District approval prior to permit issuance

### Plan Set - full plan sets (A, S, M, E, P, & F) required at the time of permit submittal

#### Cover Sheet & General Project General Information

- Name of the project or new tenant
- Name, address, suite number (for multi-tenant buildings), and contact information of property owner(s), developer, and consultants
- Legend, Symbols, & Abbreviations; Index to Drawings
- General project description (30 words maximum)
- Vicinity map and north arrow
- [Snohomish County Assessor's](#) Parcel number and Legal Description
- Square footage of
  - the total building
  - the existing floor spacenew floor space
- Identify location of tenant space within building, if multi-tenant building
- Deferred Submittals

Items to be submitted as deferred submittals prior to the permit is issued must be indicated on the plans and pre-approved by the building official - typically

  - Fire Sprinkler
  - Fire Alarm
  - Emergency responder radio coverage
  - Legally Required Standby Power and Emergency Power Systems (Generators, Fuel storage, Sprinklers, etc.)
  - Through and membrane penetration firestop systems
  - Type-1 Hood/Suppression
  - Signage & Canopies
  - Connection details for mechanical equipment weighing more than 400 pounds
  - Racking/Shelving over 5'-9" (connection detail required); over 8'0" required structural calculations by an engineer
  - High Pile Storage
  - Wood roof and floor trusses
  - Coolers/Freezers
  - Compressors

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- Medical Gas
- Spraying & Dipping
- Hazardous Materials
- Battery Systems
- Pool/Spa (Also required a separate Snohomish Health Permit)
- Mobile Home (Also required a separate State Labor & Industries Permit)

### Site Plan

- Name of the project
- Name, address, and contact information of property owner(s), developer, and consultants
- Graphic engineering scale (1" = 20' minimum)
- Legend and Symbols
- Vicinity Map and North Arrow
  - The construction drawings should include a vicinity map showing the nearest cross streets and where on the parcel the work is proposed
- Site arrival points - from the Public Way on the project site plan
- Property Lines (Real & Imaginary)
  - Clearly show real and imaginary property lines with dimensions on the plans, including all new and existing buildings and structures outlines and exterior improvements
  - Show building setbacks, property lines, and easements
- Existing and proposed utility, open space, drainage, access easements, and accurate dimensions (if applicable)
- Accessible entrances, means of egress, and routes
  - Please provide labels on the project Site Plan showing accessible features and routes with information to articulate the design intent for accommodating changes in elevation and cross slopes
- Accessible parking & routes
  - Please show all accessible parking stalls and routes to the building entrances and demonstrate that slopes, cross slopes, and required accessible features are provided
  - See ANSI A117.1, IBC Chapter 11, and IEBC as appropriate for the project
- Flood hazard areas, floodways, and design flood elevations as applicable for the parcels associated with the scope of work and work area (if applicable)
- Fire protection features: fire lanes, Fire Dept. connections, post indicator valves, sprinkler riser rooms

### Code Summary and Exiting Plans

All current applicable [codes & structural design criteria](#)

- Number of stories and number of basements provided
- Occupancy Classifications of current and proposed use (i.e., A-2)
- Type of Construction
- Indicate type of fire sprinkler system provided (wet, dry, etc.) and standard used (NFPA-13 or NFRA-13)
- Indicate fire alarm, suppression, detector, & standpipe provided, if applicable
- Life safety egress plan

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- Specify actual area per story
  - Clearly show the gross floor area per occupancy
  - Verify that interior walls, stairs, and all spaces within the inside perimeter of exterior walls are included in the area (please show clearly on code plans for verification)
- Mixed use and occupancies
  - Identify accessory occupancies if applicable
  - Indicate if using non-separated or separated occupancies
  - Identify any incidental uses
  - Identify any hazardous materials type and quantity
- Identify fire separation distances and evaluate to determine if rated exterior walls or opening protection is required
- Identify the fire-resistance requirements based on the type of construction
- Provide code plans that identify the following:
  - Identify occupant load factors, areas, and occupant loads for each space
  - Determine total occupant loads per floor/suite
  - Distribute occupant loads to exit components
  - Identify common path of egress travel distances
  - Identify travel distances
  - Evaluate remoteness of exits or exit access doorways (show exit door & swing from each room)
  - Demarcate rated assemblies with specific line types
  - Clearly label and identify hourly ratings of exterior walls, fire walls, fire barriers, fire partitions, smoke barriers, smoke partitions, horizontal assemblies, vertical openings, and shafts
  - Indicate locations requiring opening protection and specify hourly rating and where smoke gasketing is required
  - Show and dimension exit separation
  - Identify horizontal exits and refuge areas
  - Identify exit passageways / enclosures
  - Show building exits
  - Width of corridors and stairways
- Evaluate plumbing and mechanical fixture requirements
- Identify elements provided with standby or emergency power and indicate how this is being provided (if using on-site fuel storage, indicate fuel type and tank size)

**Energy Code Data - all non-residential buildings and residential buildings more than 3-stories**

- Provide commercial compliance forms for Building Envelope, Lighting, and Mechanical; refer to [Completed WA State Energy Code Compliance Form - Commercial](#) (Note, login required)
  - Refer to WSEC, Commercial Existing Buildings Sections C501 thru C505
  - Please include forms on the appropriate plan sheets
  - Compliance forms must be completely filled out including the checklists that identify the location information is provided in the documents
- Identify insulation R-values or assembly U-values for each wall, floor, and roof/ceiling assembly in the exterior envelope
- Indicate U-values and SHGC of all glazing in the exterior envelope
- Provide energy code compliance notes and specify method of compliance in summary

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- Provide vestibules where required
- Provide lighting fixture tables noting watts in coordination with compliance forms for interior and exterior lighting

**Architectural Demolition Plan (as applicable)**

- Detailed demoed floor plan and reflected ceiling plan showing walls, structure, fixtures, and equipment

**Architectural Floor Plans**

- Area of each floor including existing and proposed plan that clearly identify the proposed work
  - Floor layout labeling use of each space and providing complete dimensions (ie. office, retail area, storage, etc.)
  - Furniture layout in community areas or business spaces
  - Fixed equipment and fixtures, and cabinets and counters
  - Stairs, corridors, ramps, elevators, restrooms, and drinking fountains
  - Locate and dimension new, removed or replaced windows, doors, and skylights. Show swing direction
  - Door and Window Schedules - Dimensions, Hardware, Fire-ratings, U-values, and Solar Heat Gain Coefficients (SHGC)
  - Provide Accessibility conformance & details (ie. restrooms, ramps, sales, and service counter, dressing rms)
  - Locations of exits, egress illumination, signage, smoke alarms, carbon monoxide detection, fire extinguishers, fans, vents, plumbing fixtures, mechanical equipment, standpipe, meter and electrical rooms, fire sprinkler riser rooms, FDC, etc.
  - Identify new or existing fire alarm panel and remote annunciator(s)
  - Location and cross-references to details, for all vertical and horizontal fire-resistive separations including fire wall, fire barriers, fire partitions, smoke partitions, draft-stops, fire penetrations, etc.
  - Incorporate accessible features showing maneuvering clearances with typical dimensions at doors and show turnaround spaces within rooms to meet accessibility requirements
  - Provide Storage racks location and height
    - Attachment details are required for seismic bracing of storage racks five feet nine inches (5'9") or greater in height
    - Under 5'9", show a positive connection to floor or walls
    - Statement of Special Inspections Form & structural calculations required only if rack storage is over 8'
- NOTE:** High pile storage shall meet the requirements of current international Building and Fire Codes
- All detail callouts must be accurately cross-referenced to the appropriate location on the plans

**Reflected Ceiling Plan**

- Locations of suspended ceilings, soffits, and custom-designed ceilings
- Detail references for each type of suspended ceiling support system (Per [NWCB, Technical Document 401](#))
- Show location of all emergency lighting and exit signage (should be on floor plan)
- Provide lighting fixture schedule and lighting layout

**Interior Elevations**

- Interior elevations to demonstrate compliance with accessibility requirements

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### **Architectural Sections, Details & Enlarged Plans**

- Typical wall, floor, and roof assemblies and ratings
  - Call out all material types and thickness
  - Provide complete wall, floor/ceiling, and roof tags that reference assembly types
  - Seismic bracing details: walls, suspended ceilings/equipment, rooftop-mounted equipment
  - Provide weatherproofing and flashing details
- Roof section showing height of mechanical equipment and height of screening - include materials and color
- Sections through corridors, shafts, and stair enclosures and include details at floor and roof intersections showing continuity
- Complex fire-resistive assemblies and intersections such as at occupancy separations, fire walls, fire barriers, etc.
- Roof eave conditions, decks, guard connections, protection at overhangs, roof, and floor drains
- Enlarged stair, elevator, and shaft plans and sections with complete details showing continuity
  - Details at floor and stair shaft wall intersections showing continuity of two-hour shaft construction
- Interior elevations to demonstrate compliance with accessibility requirements
- Typical accessibility details
- Provide enlarged plans for units, common areas, public bathrooms, etc. to clearly demonstrate accessibility requirements

### **Assembly, Door, Window, Hardware & Finish Schedules**

- Assembly schedules
  - Call out approval agency and listing number for each rated assembly with STC and Fire Ratings
  - All components of tested assemblies must be called out on the drawings so the contractor can build the assembly and the inspector can inspect the assembly from the plans
  - Cut sheets from tested assemblies included on the plan sheets are acceptable
  - Key all assembly types in plan and section to clearly describe
  - Show flame spread of finishes
  - Where applicable, justify STC and IIC ratings with tested assembly reports or provide a separate acoustic report
- Door schedule
  - Show door/frame size, type, rating, and hardware
  - All hardware information must be on the drawings to indicate smoke gasketing, closing devices, smoke screen, panic hardware, etc.
  - Specify U-values in coordination with your WSEC Compliance form for Building Envelope
  - Identify safe glazing
  - Key all door numbers on the plans
- Window schedule
  - Show window size, type, opening size and direction, rating, and hardware
  - Specify U-values and SHGC in coordination with your WSEC Compliance form for Building Envelope
  - Identify sill height in window schedule or on elevations
  - Specify all panes having safety glazing
  - Indicate egress windows from bedrooms in elevations
  - Key all window type tags on the plans

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- Show protection for all penetrations (plumbing, mechanical, electrical, communication)
- Finish materials need to be identified on a Finish Schedule

**Structural Notes**

- Design loads – LL, DL, SNOW, WIND, SEISMIC, SOIL
- Specifications for all materials (concrete, masonry, steel, wood, anchors)
- Minimum design concrete strength, concrete sack mix, and reinforcing bar grade
- Grade and species of all framing lumber
- Combination symbol (strength) of all GLU-LAM beams and design requirements for engineered lumber such as PSLs, LVLs, LSLs
- Itemize all structural deferred submittals (such as connection details for mechanical equipment weighing more than 400 pounds, continuous rod holdown system, shop drawings for post-tensioned concrete, prefabricated roof trusses carrying lateral loads, prefabricated floor trusses carrying lateral loads)
- Refer to the geotechnical report by company, date, and number and summarize allowable design criteria and foundation requirements
- Provide a statement of special inspections itemizing all requirements
- Specifically identify required geotechnical special inspections
- Indicate inf structural observation is required

**Lateral and Gravity Design** (as applicable)

- Wind and seismic calculation comparisons
- Complete lateral design for controlling wind or seismic load
- Details showing complete load path transfer at roof perimeter, interior shear walls, cantilevered floors, offset shear walls and ceiling diaphragm-to-shear walls (if used)
- Engineer's stamp required on drawing and calculations
- Shear wall schedule noting nail spacing, blocking, bolts, top and bottom plate nailing
- Holdown connector locations on plans
- Holdown details for various conditions provided
- All structural calculations for lateral and gravity design must include a key plan or similar way of identifying beams, headers, girder trusses and shear walls noted in the calculations with those indicated on the plans
- Structural calculations for rooftop mechanical equipment screening
- Plans submitted that do not identify and coordinate plans and calculations will be considered insufficient and not accepted for permit submittal

**Structural Drawings**

- Accurately locate all columns, footings, foundation walls, grade beams, headers, holdowns & connection details
- Size of roof, floor and deck structural members with spacing, direction, support, connections, blocking, etc.

**Plumbing Plans** (as applicable)

- Plumbing plans are required for:
  - All Commercial projects & Multifamily projects over 4 dwelling units (except for IRC townhouses)

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- All commercial kitchens for food service (does not include office lunchrooms)
  - Gravity grease interceptors, hydro-mechanical grease interceptors, and oil-water separators
- Medical Gas Plan and Specification required and prepared by a certified installer
  - Grease interceptors are required to be sized per UPC requirements and designed and stamped by a licensed mechanical engineer
    - Please include 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
  - Show the size and location of gravity grease interceptors on the site plan or location of hydro-mechanical grease interceptors on the floor
    - A separate Civil permit is required for exterior grease interceptors)
  - Isometric drawings are required for buildings over 3 stories, commercial kitchens and grocery stores
  - Line drawings must show all piping (water, gas, waste, and vent) materials, sizes and lengths, water source and entry, shut-off isolating valves, and backflow prevention device(s)
  - A fixture schedule showing the number, types, and locations of all fixtures must be provided
  - Details must show construction of interceptors, piping support, firestop penetration systems, etc.
  - Calculations must be provided for water meter sizing and DWV fixture units for building drain
  - Water heater size, location, venting, and portable hot water distribution system
  - Service water heater energy conservation compliance - efficiency, piping insulation, temperature, and pump controls
  - Pressure relief devices and expansion tanks
  - Provide roof drain piping calculations - show size and location of roof drains and scuppers
  - If intending to address through- and membrane-penetration firestop systems as a deferred submittal, this must be specifically noted on the Cover Sheet

**Mechanical Plans** (as applicable)

- Plans need to be of sufficient clarity to indicate the location, nature and extent of the work proposed
- Provide an HVAC basis of design project description, including the equipment capacity (Btu/h input), controls, equipment location, access, and clearance
- A ventilation schedule indicating the outdoor air rates, the estimated occupant load/1000 ft<sup>2</sup>, the floor area of the space and the amount of outdoor air supplied to each space
- Provide equipment schedules with complete information
- Condensate disposal, routing of piping and auxiliary and secondary drainage systems
- Verify that structural drawings address support of equipment
- Show locations of all HVAC ducts and include size, gauge, and register locations, including duct construction and installation methods
- Indicate location and R-value of duct insulation
- Drawing underlays must coordinate with current architectural plans and show the location of all rated fire-resistive assemblies
- All fire/smoke dampers must be clearly shown at all locations; where applying the provisions of any exceptions where fire/smoke dampers are typically required, justify condition without fire/smoke damper

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- Provide make-up air for all exhaust system
- Show required access for roof-mounted equipment
- Detail rated enclosures for grease ducts
- Boiler and water heater equipment and piping details including safety controls, gauges, valves, and distribution piping layout
- Details on the type and quantity of refrigerant, calculations indicating the quantity of refrigerant, and refrigerant piping materials and the type of connections
- Complete details on the gas piping system including materials, installation, valve locations, sizing criteria, and calculations (i.e., the longest ling of piping, the pressure, the pressure drop and applicable gas piping sizing Table(s) in the IFGC.)
- If intending to address through- and membrane-penetration firestop systems as a deferred submittal, this must be specifically noted on the Cover Sheet

**Electrical Plans** (as applicable)

- Plans need to clearly indicate the location, nature and extent of the work proposed
- Include WSEC Compliance form for Lighting on the drawings and indicate method of compliance
- Electrical drawings need to include:
  - Service Panel Size(s) and location(s) as well as voltages and phase information
  - Feeder and conductor sizes
  - Location of Utility Company Transformer
  - Available Fault Current Calculations for existing and upgraded equipment
  - Arc Flash Information if applicable
  - Location and size of step-down or step-up transformers
  - Panel Schedules including complete load calculations
  - Lighting plans showing regular and emergency lighting
  - Smoke alarms and carbon monoxide detectors (If a Fire Alarm Electrical Permit)
  - Information on any standby or emergency power systems
  - Specialty electrical equipment required for building code compliance
  - Fixture schedules identifying watts per fixture and lumens per watt for both interior and exterior lighting that coordinates with your WSEC Compliance form for Lighting
  - Schematic of light switching
  - Lighting controls, daylight zones, time-switch controls, light-reduction controls, dimmers, top light daylight zones, etc.
  - Locations of all occupancy sensors
  - Controlled receptacles in all locations required by the WSEC