Tenant Improvement (Interior only) Pre- Application Checklist

In order for City Staff to determine the key code requirements for a proposed interior alteration or change in the character of the use in a non-residential tenant space, the following information is required. 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.

**Project Information:**

Project Address: ____________________________ Date: __________________

Name of Business: __________________________ Business Owner: __________________

Zoning Designation: __________________________ Designer: __________________

Contact Person: ____________________________ Title: __________________ (Architect or Engineer?)

Contact Phone Number: ______________________ Designer Phone Number: __________________

Contact Email: ____________________________ Designer E-mail: __________________

Previous or current use / occupancy classification (Required): ______________________________________

Proposed use / occupancy classification: ______________________________________________________

Is proposal an allowed use under the Burien Zoning Code? ______________________________________

How many off street parking spaces are dedicated for use by your clientele? _________________________

Have you been provided with information regarding a possible Transportation Impact Fee? __________

How many square feet will be occupied by the business? __________________________________________

How many square feet (total) is the building that houses your tenant space? ________________________

Note: The following types of facilities/installations may also require a separate review by the King County Health Dept.: Restaurants, food prep/handling, grocery/food sales.

Please describe the full scope of work including non-structural items:

Please attach a copy of a Floor plan: Provide dimensioned plans that clearly identify the proposed work. This may require drawing an existing plan and a proposed plan to differentiate the changes that will occur.

(Sample floor plan on next page)
All Tenant Spaces in Building

Floor Plan (Example)