



Burien

Washington, USA

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TENANT IMPROVEMENT
Pre-application Checklist
2017

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? _____

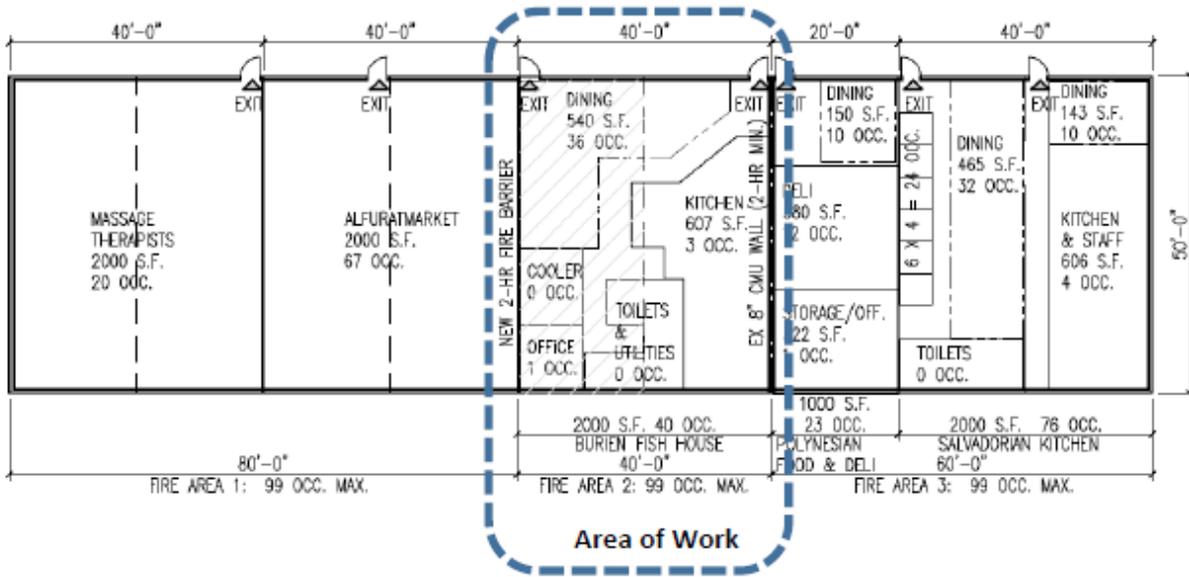
Note: The following types of facilities/installations may also require a separate review by the King County Health Dept.:
Restaurants, food prep/handling, grocery/food sales.

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)

