Tenant Improvement (Interior only) Submittal Checklist

This checklist must be completed and submitted with all tenant improvement permit applications. (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: ____________________________
Scope of Work Summary: ________________________________________________________________

Previous use / occupancy classification (Required): ___________________________________________
Proposed use / occupancy classification: ________________________________________________

Is proposed use allowed under zoning? _______ (Please consult with a Planner)

Transportation Impact Fee estimate Amount (fill in if provided by planning) ______________________

Indicate which method of analysis was used for the alteration based on the 2015 International Existing Building Code. (Select one)

___ Prescriptive Compliance Method: Chapter 4 addition, alteration, repair or change of occupancy
___ Work Area Compliance Method: Chapters 5 – 13 addition, alteration, repair or change of occupancy.
___ Performance Compliance Method: Chapter 14 addition, alteration, repair or change of occupancy.

Accessibility:

Are there features within the building that do not meet the current requirements for Accessibility? ______

Total Project Cost without accessibility upgrades: _________________
Total Cost of upgrades associated with accessibility only: _________________

(Note: Up to 20% of the project cost must be spent in addition to the project cost for improving accessibility where it does not currently meet code.)

Has a licensed Architect prepared the plans?

A Washington state licensed architect is required when alterations/additions take place in a building that exceeds 4,000 sq. ft. unless exempted.

___ No, the entire building is less than 4,000 sq. ft.
___ No, the project size is not more than 4,000 sq. ft. and the work does not affect the life safety or structural systems of the building (exempt per RCW 18.08.410)
___ Yes, a licensed design professional has prepared the plans

Associated Reviews:

• If mechanical/plumbing information is not included in the submitted drawings, include mechanical and/or plumbing permit in the list of deferred submittals on the plan coversheet.
• Commercial Kitchens, Restaurants, Bars and similar uses require plan review for plumbing and mechanical installations and are not processed as an over the counter permit. Please plan accordingly.
• Electrical: Separate application/permits are required for electrical work. Plan review may be required.
• Restaurants, food prep/handling, grocery/food sales, pools & spas and septic tanks may also require a separate review by the

Detailed Submittal Requirements can be found on the next page.
Submittal Requirements Summary

- Building Permit Application completed and signed
- Tenant Improvement Checklist completed
- Fixture Count completed on back of application (if mechanical and/or plumbing permits are being applied for with building permit.)
- Plan Review Fees (see Permit Fees handout)
- Energy Code Compliance Forms, as applicable provide Lighting, Building Envelope, and Mechanical forms (available at [www.neec.net/energy-codes](http://www.neec.net/energy-codes))
- Two (2) copies Structural Calculations, as applicable.
- Two (2) copies of complete plan sets. (See checklist following this section)
- One (1) copy of completed and signed availability certificates, as applicable.

### Water Availability
- With Hydrant Availability
- New Water Service

### Hydrant Availability
- Change of Use
- ≥ 5,000 SF building

### Sewer Availability
- Where food or drinks are served
- New Sewer Service

Plan Set Components

**Cover Sheet**

- Building Code Edition
- Construction type of building
- The design professional’s name, address, phone number and fax number.
- The name, address and the suite number of tenant space.
- Plan sheet index
- Proposed Use
- Occupancy classifications
- Occupant load calculations
- Method of analysis used for the alteration based on the 2015 International Existing Building Code.
- If more than one use/occupancy in the building: Identify mixed use and occupancy compliance methods (accessory occupancies, non-separated occupancies, separated occupancies)
- Identify incidental uses; and/or special provisions utilized per IBC Chapter 5
- Identify total building height, stories and area
- Identify if building has a fire sprinkler (fully or partially), if yes, identify system type
- Identify if building has a fire alarm (manual or automatic), if yes, identify system type
- List of all deferred submittals (ex. Mechanical, Fire Construction Permit for sprinkler install)

**Site Plan** *(This can be included on the cover sheet)*

- Identify property boundaries and all buildings
- Identify location and use of all tenant space within building
- Identify all current addresses for all spaces within building
- Provide parking plan that includes parking calculations for all uses on site
- Accessible path of travel from parking to business entrance
- Accessible signage for exterior path of travel
Floor Plan  (Dimensioned plans that clearly identify the proposed work.)

___ Label all rooms and uses (ex. office, retail area, storage, etc.)
___ Show dimensions and floor area of each space (Storage, office, closet, seating, kitchen, service, restroom, etc.
___ Detail accessible features (ex. restrooms, ramps, sales and service counter, dressing rooms)
___ Show fixed and portable equipment, fixtures, cabinets and counters
___ Show location and height of shelving (separate permits typically required for racking systems)
___ Show location and swing direction of all windows and doors
___ Identify existing and new door hardware
___ Provide a window and door schedule with dimensions, hardware, fire-resistivity, and u-values
___ Show location of required exit signs and egress illumination
___ Show location of Tactile exit signage (accessibility)
___ Identify all structural and non-structural changes
___ Show location and rating of existing and new fire rated walls, doors/windows and other assemblies
___ Provide fire rated assembly source and assembly detail identifier.
___ Illustrate the size and location of portable fire extinguishers required by IBC/IFC Section 906
___ Identify means of egress components

Sections and Details

___ Framing Plan(s)
___ Cross sections showing construction details and attachments for all new walls, stairs, ramps, etc.
___ Material types, sizes and insulation values
___ Reflected ceiling plan
___ Ceiling Height
___ Elevations
___ Structural Drawings, as applicable

Mechanical/Plumbing/Electrical Drawings

___ Show the mechanical installation or alteration in floor plan view; clearly distinguish between existing and new appliances, ductwork and piping
___ For gas piping installations: label all lengths, sizes and pressures of gas pipe, locate all appliances on gas pipe and label each appliance BTUs, summarize total distance from meter to farthest appliance, and summarize total BTU load on gas pipe
___ Show the plumbing installation or alteration in floor plan view; clearly distinguish between existing and new pipes, fixtures, and vents
___ Identify all backflow prevention devices
___ Identify and locate all grease interceptors. When grease interceptors are provided, complete plumbing plans and grease interceptor sizing must be submitted.
___ Include fixture schedules for areas like kitchens or mechanical rooms
___ Energy code compliance information, including system commissioning requirements

Note: Commercial Kitchen Type I and II hood and duct installations are permitted separately.