

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 Email: _____

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

Proposed use / occupancy classification:

Is proposal an allowed use under the Burien Zoning Code? Yes No

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? Yes No

How many square feet will be occupied by the business?

How many square feet (total) is the building that houses your tenantspace?

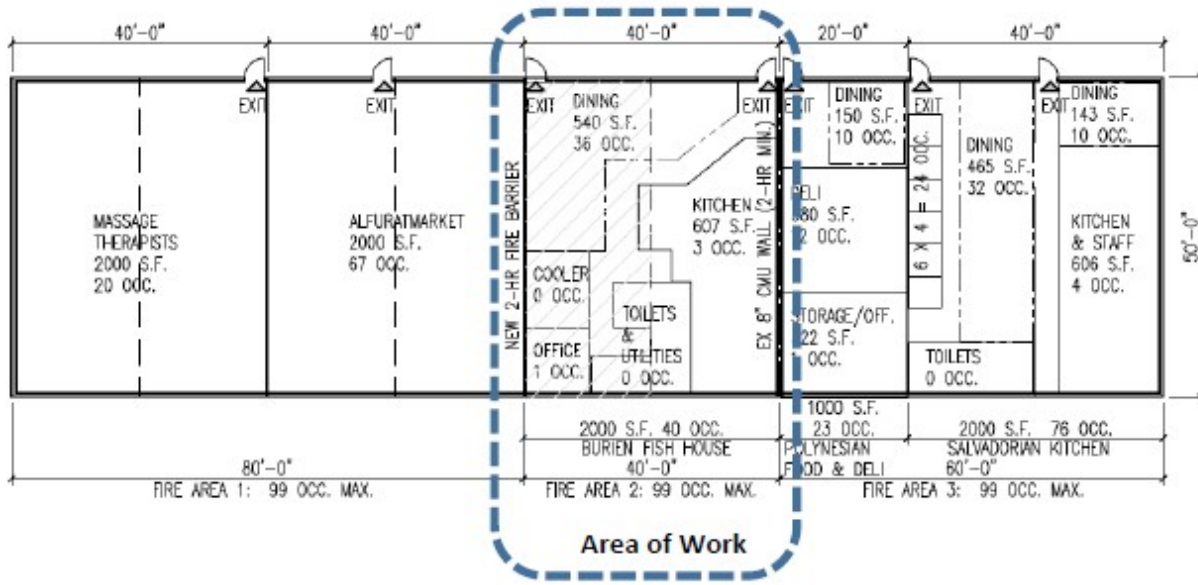
Note: The following types of facilities/installations may also require a separate review by the King County Health Dept.:
Restaurants, food prep/handling, grocery/food sales.

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)

