Tenant Improvement Submittal Checklist

This checklist must be completed and submitted with all tenant improvement permitapplications.

(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 2021 International Existing Building Code. (Select one)

- ☐ Prescriptive Compliance Method: Chapter 5 addition, alteration, repair or change of occupancy
- ☐ Work Area Compliance Method: Chapters 6-12 addition, alteration, repair or change of occupancy.
- ☐ Performance Compliance Method: Chapter 13 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 require prior approval from the. King County Health Department and Local Sewer District to be submitted with the permit application.

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 https://wseccompliancedocuments.com/index.php)

☐ Structural Calculations, as applicable.

☐ Complete plan sets. (See checklist following this section)

☐ 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 2021 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.