

	<h1>Design Assistance Tenant Improvement</h1>		Form last updated 11/2023
Physical Address: Auburn City Hall Annex, 2 nd Floor 1 E Main St	Mailing Address: 25 W Main St Auburn, WA 98001-4998	Webpage & Email: www.auburnwa.gov permitcenter@auburnwa.gov	Phone and Fax: Phone: (253) 931-3090 Fax: (253) 804-3114

Application Requirements

There are several departments and agencies that are tasked with review of tenant improvement permits. Projects are reviewed for compliance with building, fire traffic and zoning codes. We understand that time is important to our customers and accordingly have developed the following list of items that must be provided with your application made to the MyBuildingPermit.com customer portal. Our goal is to process your permit expeditiously, and the timeliness of our review is directly proportionate to the quality and quantity of the information you provide.

- ☐ **Go to MyBuildingPermit.com and find out what you need to get started.**
- ☐ **A site plan drawn to standard engineering scale.** Site plans must show at a minimum:

1. A vicinity map;
2. Property boundaries and easements;
3. Each building on the property (including fences and signs);
4. Distance between each building;
5. Distance from buildings to property lines;
6. Parking layout including an analysis demonstrating minimum parking is provided;
7. Location of fire hydrants on the property and within 300' of the proposed tenant space;
8. Landscaping, both existing and proposed.

- ☐ **Building plans drawn to standard architectural scale.** Plans are submitted digitally require the following information:

1. Floor plan of the entire building that the tenant space is in. In most cases the only information needed for spaces not included in the tenant improvement will be the occupancy classification and the square footage of each separate tenant of the building;
2. Detailed construction drawings for the tenant space. Drawings should include; floor plans, wall sections, reflected ceiling plans, sprinkler system drawings and calculations (in sprinklered buildings) and energy code calculations;
3. Please note that for buildings exceeding 4,000 square feet in size, the plans must be prepared by an architect or engineer registered in the State of Washington. The 4,000 limitation applies to the building as a whole irregardless of the size of the tenant space.

Electronic Plans Submittal

Visit MyBuildingPermit.com to see [requirements](#) for document submittal.

Additional Information

Items noted above are minimum requirements. This [link](#) contains information to help you navigate when to seek jurisdiction assistance, adding users to your application, and technical issues.

Save time with online inspection scheduling!
It's secure, reliable and easy.
 Go to MyBuildingPermit.com for online inspection scheduling.