

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. Our goal is to process your permit expeditiously. The timeliness of our review is directly proportionate to the quality and quantity of the information you provide.

- A completed permit application.**
- Commercial Building Permit Application Checklist**
- 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.** Four sets are required detailing the following items:
 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 at a minimum 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.

Drawing Format

Drawings must be clear, legible and non-altered. Documents with correction fluids, correction ribbons or writing in pencil will be rejected. Drawings must be in blue or black ink only.

Washington State Energy Code Forms shall be submitted

Automatic lighting shut off controls are required on all non-residential buildings over 5000 sq. ft. and Occupancy sensors are required on all offices spaces less than 300 sq. ft.

Additional Information

Items noted above are minimum requirements. Unusual or complex projects often require additional information.

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