



Commercial Tenant Improvement Submittal Checklist



Project File Number: _____ Accepted By: _____

Project Name: _____ Date: _____

The following information is needed in order for your application to be submitted for review. Please submit (3) three copies. If you have any question on required item, please call 425-377-3235. Read each item carefully and provide all applicable information.

Tenant Improvement Permit is required for the completion or remodel/alteration of a space within an existing building, new fascia, structural changes to the building or redesign of a stair system.

Additional Information:

Mechanical and Plumbing plans must be submitted with the tenant improvement application. If the tenant improvement application includes structural work, the plans shall reflect sufficient structural detail. Engineering calculations must also be submitted for the proposed work. Any food handling establishment including schools, churches, restaurants, groceries, mini markets, hospitals, taverns and nursing homes should check with the Snohomish County Health District for their requirements at 425-339-5200. An approval letter is required from them before a building permit can be issued.

Applicant / Staff Verify—3 sets hard copy submittal with 1 set electronic submittal

Commercial Building Permit Application Form

- ___ / ___ Permit Information
- ___ / ___ Parcel Information
- ___ / ___ Applicant Information
- ___ / ___ Site Information
- ___ / ___ Floor Area (existing and/or proposed square footage)
- ___ / ___ Structure Information; (value of construction, number of buildings, type of construction, occupancy group, etc.)
- ___ / ___ Designer, Engineer and Contractor Information (Mechanical, Plumbing and General)
- ___ / ___ Applicant Initial and signed and dated

Required Architectural/structural plans (3 sets, wet stamped, 18" X 24" minimum size)

- ___ / ___ Mechanical and Plumbing Plans
- ___ / ___ Description of work
- ___ / ___ Address
- ___ / ___ Legal Description
- ___ / ___ Occupancy Group and Occupancy Load
- ___ / ___ Number of Occupants in each floor and/or room
- ___ / ___ Type of Construction
- ___ / ___ ADA Compliant with ICC/ANSI (ADA) A117.1—2009 (access, bathrooms, parking)
- ___ / ___ Building Sections
- ___ / ___ Means of egress
- ___ / ___ Travel distance to exit discharge to public way
- ___ / ___ Exterior wall envelope (flashing, corner end details, etc.)
- ___ / ___ Energy Credits noted on plans

Required Reports/Supporting Documents (3 sets, unless otherwise noted)

- ___ / ___ Structural Calculations
- ___ / ___ Energy Envelope, including lighting summary; <http://www.energy.wsu.edu>
- ___ / ___ Special Inspections Agreement (1 set)
- ___ / ___ Traffic Study

Required Site Plan (2 sets, 18" X 24" minimum **AND** 2 sets, reduced size—legal or 11" X 17")

- ___ / ___ Vicinity Map;
- ___ / ___ Tax Account Number(s);
- ___ / ___ Legal Description; (see back page)

___/___
___/___
___/___
___/___
___/___
___/___
___/___
___/___

- North Arrow;
- Date of Preparation;
- All property lines with dimensions;
- Topography at contour intervals of 5 feet or less (if less than 1% make a note on site plan instead of showing topos);
- Right-of-Way Dedication area (when applicable);
- Location of existing/proposed easements, access areas and utilities;
- Setbacks from: all property lines, easements and/or existing buildings, for all proposed and existing building locations;
- Proposed and existing fence, rockery and/or retaining wall locations;
- Show compliance with the IBC Chapter 11 Barrier Free requirements;

Plan Check Fee/Intake Fees