



## COMMERICAL TENANT IMPROVEMENT SUBMITTAL CHECKLIST

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

### **Additional Information:**

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

### **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, signed, and dated

### **Required Architectural/structural plans**

- 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) A17.1-2009 (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**

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

**Required Site Plan**

Vicinity Map;  
Tax Account Number(s);  
Legal Description;  
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;