

COMMERCIAL TENANT IMPROVEMENT/ MULTI-FAMILY ALTERATION PERMIT APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING:

*** DOCUMENTS**

- Metro: Non-Residential Sewer Use Certification if there is a change in the amount of plumbing fixtures (Form H-13). Business Declaration required (Form H-10).
- Copy of Washington State Department of Labor and Industries Valid Contractor's License. If no contractor has been selected at time of application, a copy of this license will be required before the permit is issued *OR* submit Form H-4, "Affidavit in Lieu of Contractor Registration".
- Food service establishments require two (2) sets of stamped approved plans by the Seattle-King County Department of Public Health prior to submitting for building permit application.
- SEPA Checklist - if intensification of use (check with Planning Department for thresholds).

- * PLANS: Four (4) sets of working drawings (Min. size 11x17 to maximum size of 24x36; all sheets shall be the same size). Plans include: (Five (5) sets for structural work) (BUILDING SITE PLANS AND UTILITY PLANS ARE TO BE COMBINED)
ALL DRAWINGS AND STRUCTURAL CALCULATIONS SHEETS TO BE STAMPED (ORIGINAL SIGNED WET STAMP, NOT COPIED) BY WASHINGTON STATE LICENSED ARCHITECT, STRUCTURAL ENGINEER OR CIVIL ENGINEER.**

COVER SHEET

1. Index to drawings. (List all drawings and number each).
2. Site address (if previously assigned).
3. Occupancy classification and type of construction per I.B.C.
4. Project description.
5. Building area (all floors). Area(s) of work (S.F. of work area).

ARCHITECTURAL SITE PLAN - Drawn to scale, and with the following information:

1. Building location (setbacks), property lines identifying location of proposed work.
2. Property lines, dimensions, setbacks, and names of adjacent roads.
3. Location of driveways, parking, loading & service areas and parking tabulation information.
4. Street name (providing access to the property).
5. Parking and entry location from street. Parking assigned to the tenant to be located.
6. Location of existing fire hydrants.
7. North arrow and drawing scale.

ARCHITECTURAL PLANS - Construction documents drawn to scale to indicate the location, nature and extent of the proposed work and to show in detail that it will conform to the provisions of the building code.

Plans shall include (but are not limited to) the following:

1. Floor plan: show tenant space and dimensions. Label use of each room or space. Key existing walls and new walls or walls to be demolished.
2. Overall Floor Plan: Show overall building plan, show tenant space and identify adjacent tenants. Locate storage of hazardous materials (if any). This overall floor plan and tenant floor plan may be combined if space on the plan sheet allows.
3. Construction details: Describe with sections or details the proposed construction. Label all materials.
4. Washington State Energy Code compliance: Where building envelope or lighting and control will be modified as the result of the tenant improvement, show method of compliance.
5. Structural work will require plans, calculations and detailed drawings prepared by a registered architect or engineer. In this case the structural plans must be sealed, dated and signed by the registered design professional that prepared the plans and calculations.