



TENANT IMPROVEMENT SUBMITTAL REQUIREMENTS

INITIAL INQUIRY

Prior to applying for a Tenant Improvement building permit, it is recommended that you meet with our Planning and Building department staff. This meeting will help determine if the "Use" proposed for a new business is compatible with both land use and building code requirements. It also is an opportunity to familiarize the applicant with the multiple permitting requirements involving the City and other agencies that might review the permit.

APPLICATION DOCUMENTS: The following checklist identifies documents that must be submitted at the time of permit application.

Completed Permit Application

Certification and Transfer of Applicant Status

(3) Sets of Architectural Plans and Drawings (see info below)

(2) Sets of structural calculations, if applicable

Plumbing and Mechanical Permits – Separate submittals required

(3) Site Plans, Parking, Landscaping and Accessibility

(1) Reduced site plan on 11 x 17

Legal Description and Parcel Number

Copy of Washington State Contractor's license – by issuance

Description of Proposed Use

WA Energy Code Forms <http://www.neec.net/energy-codes>

PLANS AND DRAWINGS - It is strongly recommended that a licensed architect prepare the drawings. (Plans are required to be prepared by a licensed architect if the tenant improvement is over 4,000sf or the building in which the tenant improvement is located exceeds 4,000sf per RCW 18.08.410).

I. COVER SHEET

- a. Address of project
- b. Square footage of tenant space. Show existing and new as applicable
- c. Construction type of building and fire sprinkler information. Any improvements to buildings over 4000 square feet must be stamped by a licensed WA State architect or engineer.
- d. Occupancy group of proposed use.

II. SIZE OF PLANS

24" x 18" plan sheets (preferred), in 1/4" = 1' scale

III. FLOOR PLANS

- a. Provide a drawing of the entire floor plan of the building where the tenant improvement is located.
 1. Scale of plans drawings.
 2. Identify adjacent tenants and occupancy group
 3. Show locations of exits and exit signs for your tenant space
 4. Indicate handicap parking stalls and accessible paths of travel from the parking to the main entrance. Also, show path of travel from all exits to the street of dispersal area.
 5. Show locations of adjacent fire barriers* or demising walls.
 6. Show locations all fire walls* in the building.
 7. Show locations of all shear walls* in the tenant space.

(* Fire barrier, fire walls and shear walls are specific names used in the International Building Code.)

- b. Scaled floor plan of the new or remodeled area showing:
 1. All rooms and spaces (identify corridors and exits, door & window locations and sizes, plumbing fixtures and mechanical equipment. Clearly identify any structural elements to be removed or altered.
 2. Details showing wall and ceiling construction (include seismic bracing detail for suspended ceiling).
 3. Provide details (plan, elevations and dimensions) for accessible features such as bathroom fixtures, sinks, doors, door hardware, customer service counters, ramps, etc...
 4. Reflected ceiling plan showing location of exit pathway lighting, exit signs, smoke alarms and detectors, fire sprinklers, and existing and proposed new light fixtures.
 5. Elevations, if any exterior improvements are proposed; include all openings and mechanical equipment screening.

IV. ADDITIONAL PERMITS AND INFORMATION

Depending on the extent or nature of the remodeling project, the following information may be required. Please contact us at 360-886-5700 if you have any questions.

- a. Health Department Approval-required prior to issuance of any building permit on all projects where food will be served. For further information, contact King County Bellevue Office at 206-477-8050, or Seattle Office at 206-263-9566.
- b. Sign permits – Separate submittal
- c. Electrical permits are issued by the WA State Department of Labor and Industries. Contact 206-835-1000.

- d. Liquor License may be required if selling or serving alcoholic beverages. Contact the Washington State Liquor Control Board. General Information: 360-664-1600.
- e. City Business Licensing - a business license is required for anyone who operates or engages in any business within the City of Black Diamond. Contact the Community Development department at 360-886-5700.
- f. State energy code forms may be required for changes to exterior walls and lighting or mechanical equipment. Forms are available at the Permit Center or online at www.ci.blackdiamond.wa.us .
- g. Required structural drawings and calculations must be prepared and stamped by a licensed WA State engineer or architect.