



SMALL COMMERCIAL AND TENANT IMPROVEMENT PROJECTS

ALL SUBMITTALS MUST BE COMPLETE
APPLICATIONS SHALL BE SUBMITTED ON THE [OPENGOV PERMIT PORTAL](#)

Please check all completed items and write N/A for items that do not apply. Items listed must be clearly delineated on the plans to ensure a timely, consistent and accurate plan review. Please provide plans and specifications or engineering calculations, if required. All plan sheets must be a minimum of 18 inches x24 inches.

Plans must be prepared by a licensed architect or engineer if the project includes any of the following:

- A project size more than 4,000 square feet (or combined square footage of more than 4,000 square feet of simultaneous projects on the same building).
- Alteration of fire-rated construction.
- Alteration to the means of egress, including barrier free provisions.
- An increase in occupant load.

When prepared by a WA State licensed design professional, the plans must be stamped and signed by the design professional.

General Submittal Requirements

| | Required | N/A |
|---|----------|-----|
| Sit Plan (See Site Plan Checklist Tip Sheet) | [] | |
| Project address, including suite numbers(s) and floor numbers(s); scope of work; and project contact's name and address | [] | |
| Building codes used in the design of the project | [] | |
| Type of construction, fire rating, sprinkler system, fire alarm (IBC Chapters 6,7, and 9) | [] | |
| Gross floor area of entire floor and area of project (in square feet) | [] | |
| Occupancy classification | [] | |
| Identify all mixed occupancy groups per IBC 508 | [] | [] |
| Exit plan with occupant load calculation and number of exits required and provided | [] | |
| Structural calculations and lateral analysis, if applicable | [] | [] |
| Specify interior finishes materials | [] | |
| Specify building envelope materials | [] | [] |
| Identify special inspections required in accordance with IBC Chapter 17 | [] | [] |

| | | |
|---|-----|-----|
| Label all spaces by use and identify new versus existing construction | [] | |
| Show exit-access routes, door and window sizes, and direction of door swing | [] | |
| Label Fire-rated walls, doors/windows and other assemblies on plans | [] | [] |
| Detailed door/window schedules with hardware and fire rating | [] | |
| Means of egress system, including corridors, stairs and exterior exit routes | [] | |
| Exit signs and emergency lighting locations | [] | |
| Building accessibility requirements per IBC, including ¼" scale restroom plan | [] | |
| Elevations (for any changes made to exterior) with new versus existing clearly distinguished and including final grades | [] | [] |
| Reflected ceiling plan with seismic bracing (new ceilings or new walls to ceiling) | [] | [] |
| Stair details, including handrails, landings and guardrails | [] | [] |
| Energy code compliance information worksheet (change to building envelope or lighting) | [] | |
| Separate mechanical, plumbing, and electrical permits are required | [] | [] |
| Separate permits required for Type 1 hood, fire suppression, fire alarm, and fire sprinklers | [] | [] |
| For service establishments, provide letter of approval from the King County Health Department | [] | [] |
| Hazardous materials inventory statement, if applicable (IFC 2701.5) | [] | [] |