

# TENANT IMPROVEMENT SUBMITTAL CHECKLIST

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## ABOUT THE TENANT IMPROVEMENT SUBMITTAL CHECKLIST

Notice to Applicants: Tenant Improvements typically require a complete code analysis of the existing and proposed use. Please be aware that plans submitted need to demonstrate compliance with all codes adopted by the State (IBC, IMC, UPC, WSEC, etc.).

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## SUBMITTAL REQUIREMENTS

- Permit submittal documents must be submitted by a design professional or by applicants capable of providing the above. City staff will be happy to respond to initial project "scoping" questions but cannot provide design guidance.
- The Commercial Building Code Summary Worksheet: For TI's, include the existing building construction. If there are sprinklers existing, and existing and proposed plumbing/restroom fixtures list these.
- Submit a Traffic Concurrency Review Application

**Permit Center  
Hours of Operation**  
8:30 am - 4:00 pm

**Code Reference**  
[Chapter SMC](#)

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### On Plans:

- Index (usually on coversheet): is to include all sheets included in plan file.
- Provide list of codes/standards used for design, including year or edition.
- Adjacent tenant occupancy classifications
- Provide the following information for the existing structure:
  - Number of exits
  - Construction type
  - Sprinklered or not
- Show tenant space Occupancy Classification per IBC Chapter 3
- Safety, Code Compliance sheet: to include Exiting plan with distances as required by IBC Chapter 10 Means of Egress.
- Indicate by outline or shading, the function or use of the various areas, i.e. office, storage, display, classroom, etc. Provide a table with the square footage for each function and the occupant load per IBC Table 1004.1.2.
- Show any new plumbing, lighting, or mechanical equipment to be installed.

### WSEC energy forms:

- Include any that may apply to the project, i.e., Lighting, Mechanical. Forms are available here: <http://www.neec.net/energy-codes> . Scroll down the screen to 2012 WSEC Commercial Provisions – Compliance Forms.

### Structural Engineering:

- If there are any structural changes, provide structural engineering calculations stamped and signed by an engineer licensed in the state of Washington. If any new mechanical equipment is being placed on the roof, provide engineering for loads to ensure the roof capacity is sufficient.
  - If any equipment exceeds 400 pounds, provide engineering for seismic connections to structure.
  - If any equipment exceeds 75 pounds and is suspended or mounted more than 4 feet above the surface of the floor/roof, provide engineering. (ASCE7-10 Sec. 13.1.3)
  - Engineering is required for anchorage of electric equipment for emergency or standby power. (IBC 1705.11.6)

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## Shelving/display cases:

- Provide engineering for seismic connections for heights exceeding 5.75 ft.  
Special Inspection is required for seismic connections of racks/shelving of 8 ft. or more in height.  
(SMC 16.20.200; IBC 1705.11.7)

## Mechanical and Plumbing:

- Are to be included in submittal.

## Electronic submittals:

- See document Electronic Document Submittal Requirement