



# Commercial Tenant Improvement Submittal Checklist



Project File Number: \_\_\_\_\_ Accepted By: \_\_\_\_\_

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

The following information is needed in order for your application to be submitted for review. If you have any question on required item, please call 425-377-3235. Read each item carefully and provide all applicable information.

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

**Additional Information:**

If you are applying for a Shell Modification Permit or if your tenant improvement application includes structural work, the plans shall reflect sufficient structural detail. Engineering calculations must also be submitted for the proposed work. Any food handling establishment including schools, churches, restaurants, groceries, mini markets, hospitals, taverns and nursing homes should check with the Snohomish County Health District for their requirements at 425-339-5200. An approval letter is required from them before a building permit can be issued.

*Applicant / Staff Verify*

- \_\_\_ / \_\_\_      Application Form (signed and dated)
- \_\_\_ / \_\_\_      Plan Check Fee
- \_\_\_ / \_\_\_      Architectural/Structural Plans (3 sets) detailing the proposed work which includes the following:
  - \_\_\_ / \_\_\_          a) Floor plan
  - \_\_\_ / \_\_\_          b) Indication of type of construction
  - \_\_\_ / \_\_\_          c) Drawn to scale
  - \_\_\_ / \_\_\_          d) Exiting details
  - \_\_\_ / \_\_\_          e) Occupancy
  - \_\_\_ / \_\_\_          f) Occupancy Load
  - \_\_\_ / \_\_\_          g) Cross sections of framing details
  - \_\_\_ / \_\_\_          h) Calculations (2 sets)
- \_\_\_ / \_\_\_      SITE PLANS (3 sets), which include the following:
  - \_\_\_ / \_\_\_          a) Vicinity Map
  - \_\_\_ / \_\_\_          b) Tax Account Number(s)
  - \_\_\_ / \_\_\_          c) Legal Description
  - \_\_\_ / \_\_\_          d) North arrow
  - \_\_\_ / \_\_\_          e) Drawn to a legible and generally accepted scale (NTS is unacceptable)
  - \_\_\_ / \_\_\_          f) Date of preparation
  - \_\_\_ / \_\_\_          g) All Property lines with dimensions
  - \_\_\_ / \_\_\_          h) Depiction of the tenant space in the building and the location of the building on the project site

Minimum paper size is 11x17 for all plans. All must be legible and drawn to scale. The site plan must consist of a single sheet.