



PERMITTING & DEVELOPMENT  
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# PERMIT SUBMITTAL REQUIREMENTS FOR Tenant Improvements

The purpose of this handout is to assist the public in complying with the detailed permit submittal requirements. It is not a complete list of permit or code requirements and should not be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness. Only complete applications will be accepted by the city for review.

## PERMIT REQUIRED:

- A permit is required for remodeling or altering an existing tenant space within an existing building used for commercial purposes, including improvements to complete a previously approved shell-core tenant space.
- A change of use or change of occupancy also requires a building permit, even if no alterations are being made, to verify minimum building, accessibility, fire and life-safety requirements, and Edmonds Development Code compliance. See Change of Use Handout #B15.

## CODES: Current Edition Adopted

- International Building (IBC), Fire (IFC), Fuel Gas (IFGC) and Mechanical (IMC) Codes
- Washington State Energy Code
- Uniform Plumbing Code
- IBC Chapter 11 and Appendix E for Accessibility
- Edmonds Community Development Code

## FEES:

Tenant Improvement Remodeling Building Permit fees are based on valuation of the project, which is provided by the owner or contractor and verified or adjusted during plan review. Plumbing and Mechanical Permit fees are based on the number of new, altered or relocated plumbing or mechanical fixtures. Other fees such as for a sign are flat fees. Please refer to City fee schedules. Also, Traffic Impact fees may apply.

## NOTE:

These are only minimum submittal requirements. During review of plans it may be determined that additional information is required due to the business use, floor plan coordination or building facilities.

## SUBMITTAL REQUIREMENTS:

### 1) SITE PLAN, scaled 1"= 20'

It is the applicant's responsibility to submit a true and accurate site plan. Distinguish between existing and new improvements. Include the following information:

- Site address and tenant space suite number
- Property lines, streets and alleys, location of buildings on the site
- Outline of the building with area of tenant space highlighted and suite number noted
- Parking lot areas, including number of parking stalls
- Exterior accessible path of travel including existing and proposed accessible parking stalls, ramps, crosswalks at vehicular drive aisles, pedestrian access from the public street/sidewalk, building entrance, signage, etc.
- Indicate how Trash and Recycling are handled by the building owner and show trash enclosure and dumpster locations.
- Location of existing and proposed signs relating to the tenant space

### 2) ARCHITECTURAL PLANS, scaled ¼"= 1'

- Zoning (e.g. CG, BC, BD1, BP)
- Specify building type of construction (e.g. Type VA, VB, IIIB, etc.)
- Specify occupancy(ies) within the tenant space, adjacent tenant spaces and common areas (e.g. B, M, A2, A3, S1, etc.)
- Note if the building/tenant space is provided with a fire sprinkler system and/or fire alarm system.

## SUBMITTAL REQUIREMENTS FOR Tenant Improvements

- Note the total square footage of tenant space and number of employees
- Occupant load calculations
- Provide a brief description of the business that is proposed to occupy the tenant space

### 3) FLOOR PLANS, scaled 1/4" = 1'

- Provide the existing floor plan generally showing the previous use of all rooms (landlord or building manager assistance may be required).

Include on the proposed floor plan:

- Label the use of all areas, rooms and spaces
- All building entrances, exits, corridors, hallways, doors (including size and swing), and windows.
- Wall locations (load bearing and non-load bearing). Distinguish between new walls, existing walls to remain, and walls to be removed. Include wall construction and bracing details.
- Locations of all fire rated construction and hourly rating, such as fire walls, fire barrier walls, fire partitions, horizontal assemblies, fire doors, etc., including listed and tested fire rated assembly details.
- Fixed equipment, counters, shelving, racks, plumbing fixtures.
- Seating plan
- Show location of the fire alarm panel, pull stations, fire extinguishers.
- Storage shelving/racks that exceed 6 feet in height must be seismically anchored. Provide engineered details for anchoring where the height exceeds 8 feet.
- Specify how the space is heated and indicate if ventilation is currently being provided with mechanical units, or with building openings (openable windows and doors).
- Accessibility: When a building permit or change of occupancy permit is issued, the existing space/building shall be modified to be in compliance with accessibility codes, with certain exceptions. Provide details on the plans showing compliance. If you have questions regarding accessibility as it relates to your project, please ask to speak with a plans examiner.

### 4) ADDITIONAL DOCUMENTS

- Reflected ceiling plan showing ceiling construction and light fixture information. Provide wattage amounts per fixture.
- Elevation views are required for all exterior changes.

- If rooftop mechanical equipment is proposed, provide an elevation detail showing height of the equipment above the roof, also indicate if a parapet or screening is provided.
- List all deferred submittals not included in the Tenant Improvement permit application, such as Plumbing, HVAC, Type I Hood, Hood Suppression, State Electrical, etc. Most of these construction categories will require their own separate permits.
- Provide copy of Snohomish County Health District or State Department of Health review/approval letter (when applicable to the type of business).

### 5) PLUMBING

Plumbing may not be combined under a building permit for a general construction project involving commercial kitchens; commercial projects with more than 10 fixtures; multifamily buildings with more than 4 units; grease interceptors; medical gas systems; and other specialized projects as determined by the building official. A separate plumbing permit must be obtained.

### 6) MECHANICAL/HVAC

Mechanical work may not be combined under a building permit for a general construction project unless meeting the following exceptions: a) work in 1&2-family dwellings and IRC townhouses, b) in-kind replacement of indoor equipment, or c) the addition or relocation of not more than 15 diffusers and/or 5 VAV boxes connected to existing HVAC equipment, provided the work is limited to ducts, diffusers and VAV boxes, the building does not have a smoke control system, and ducts do not penetrate a fire rated assembly.

- 7) LIGHTING SUMMARY FORMS, which are available online:  
[https://waenergycodes.com/compliance\\_forms.php](https://waenergycodes.com/compliance_forms.php)

- 8) TRANSPORTATION IMPACT FORM  
Completed Transportation Impact Analysis Worksheet.  
(See Handout #E82)

APPLY ONLINE: [mybuildingpermit.com](http://mybuildingpermit.com)

## FREQUENTLY ASKED QUESTIONS

### **WHEN DO I NEED ARCHITECT OR ENGINEERED STAMPED PLANS?**

If the project size exceeds 4,000 square feet in total area, or the design affects the life safety or structural systems of the building, State law requires that remodeling plans for your individual space must be prepared, stamped and signed by a Washington State Licensed Architect or Professional Engineer.

### **WHO CAN SIGN FOR THE BUILDING PERMIT?**

Only the Owner of the building, State Licensed Contractor, or designated Agent on behalf of the building owner may sign for a building, plumbing, mechanical, sign, etc. permit.

### **HOW LONG DOES IT TAKE TO GET A TENANT IMPROVEMENT REMODELING PERMIT?**

The City is committed to processing all permits in a timely manner but success depends upon the quality of the plans submitted. Be sure you check the plans before you submit to the City to be sure they are complete and include all noted details explained in this handout.

The general City process time for a tenant improvement application is from 15 to 20 business days.

It is highly recommended that you hire a design professional to assist in preparing plans.

### **WHO CAN PERFORM REMODELING WORK ON A COMMERCIAL BUILDING?**

Building owners, full time maintenance personnel of building owners and State Licensed Contractors may perform work on a commercial building. A tenant or business owner may **not** perform permitted construction work on a commercial building.

### **HOW IS OCCUPANCY GRANTED?**

When all progress inspections have been approved a final inspection by various City Departments is required in order to grant occupancy. With the issued building permit you will receive a field job card; check the card for all project related inspections including which City Departments are required to perform a final inspection. Note, that most City Departments require a minimum of 24 hours notice for inspection but some do require 48 hours advanced notice.

### **WHEN WILL MY BUSINESS LICENSE BE ISSUED?**

Business licenses are approved once Tenant Improvement work is completed and occupancy is granted by the Fire and Building Departments.