



Small Commercial and Tenant Improvement Projects

Plan Submittal Checklist

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 assure 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 x 24 inches.

Applications will be checked for completeness against this list. Incomplete items will delay permit issuance.

Construction Permit Information

- Permit application completed in detail.
- Hazardous materials inventory statement, if applicable (IFC 2701.5).
- Cover sheet or first page (may also include key/site plan information).

Completed or N/A	Item
	Project address, including suite number(s) and floor number(s); scope of work; 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)
	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 and number of exits required and provided
	Identify special inspections required in accordance with IBC Chapter 17
	Key/site plan if work is occurring on or beyond the exterior of the building

Architectural Plan

Completed or N/A	Item
	Floor plans including exit-access routes, door and window sizes, and door swings
	Fire-rated walls, doors/windows and other assemblies identified on plans
	Label all spaces by use and identify new versus existing construction
	Detailed door/window schedules with hardware and fire rating
	Means of egress systems, including corridors, stairs and exterior exit routes
	Exit sign and emergency lighting unit locations, if required
	Building accessibility requirements per 2015 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)
	Sections and Details
	Cross sections through any new structural elements
	Cross sections, including floor/ceiling, roof/ceiling, shaft and interior walls if new or modified
	Protection of openings, flame spread requirements, draft and fire stops
	Rated corridor construction, including cross section
	Stair details, including handrails, landings and guardrails
	Fire-rated assemblies, including design numbers and construction details*
	If engineering is required, plans must be stamped and signed by a licensed engineer or architect and submitted with complete structural calculations

* Must include IBC Chapter 7, Gypsum Manual, UL or equivalent assembly. Detailed listing of all assemblies must be provided on plans.

Miscellaneous Information

Completed or N/A	Item
	Energy code compliance information (change to building envelope or lighting)
	Separate mechanical, plumbing and electrical permits are required prior to starting such work
	Fire and mechanical review are required for commercial kitchen Type I hood and ducts
	For service establishments, provide letter of approval from the King County Health Department .
	Does this project contain uninterrupted power systems (UPS) or battery rooms?

I hereby certify the plans, calculations and specifications include all the information marked on this checklist. I further understand if the information is not included, plan review and permit issuance will be delayed until all required information and corrections have been submitted and approved.

Name _____ Company _____

Signature _____ Date _____