

**SMALL COMMERCIAL &  
TENANT IMPROVEMENT BUILDING PERMIT  
APPLICATION CHECKLIST**

7/14/16

The City may require additional information as needed. For preparation information, see description sheet 1, *Standards for Plans and Drawings*. If you have any questions concerning your application submittal, please visit or call Permit Processing (425-452-4898) between 8 a.m. and 4 p.m. Monday through Friday (Wednesday, 10 a.m. to 4 p.m.). Assistance for the hearing impaired: Dial 711.

**Plan Submittal Checklist**

Please place checkmarks by completed items, and mark N/A to those which do not apply. Items listed must be clearly delineated on the plans to assure a timely, consistent and accurate plan review. Please provide 4 sets of plans and 1 set of specifications or engineering calculations if required. All plan sheets must be a minimum of 18" x 24". **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).

N/A Completed

- Project address, including suite #, floor #; scope of work; name and address of preparer
- 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 (all mixed occupancy groups shall be identified per IBC 508)
- Exit plan with occupant load and number of exits required and provided
- Identify any special inspections required in accordance with IBC Chapter 17
- Key/site plan if work is occurring on or beyond the exterior of the building (see sheet 3a)

**Architectural plan**

- Floor plans including exit access routes, door and window sizes, and door swing shown
- Fire-rated walls, doors/windows and other assemblies identified on plans
- All spaces labeled by use, with new versus existing construction clearly identified
- 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)

(Over)

N/A Completed

- 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

### Miscellaneous Information

N/A Completed

- 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 food service establishments, provide letter of approval from the King County Health Department. <http://www.kingcounty.gov/healthservices/Plan-Guide-Food-Service>
- Does this project contain uninterrupted power systems (UPS) or battery rooms?

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

Print name: \_\_\_\_\_ Company \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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