

city of edmonds development information



Tenant Improvement Permit Submittal Requirements

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:

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

PERMIT 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.

SUBMITTAL REQUIREMENTS

1. Building Permit Application Form E completed
2. Site Plan (3) copies, scaled 1" = 20' – distinguish between existing and new improvements
 - a) Site address and tenant space suite number
 - b) Property lines, streets and alleys, location of buildings on the site
 - c) Outline of the building with area of tenant space highlighted and suite number noted
 - d) Parking lot areas, including number of parking stalls
 - e) 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.
 - f) Indicate how Trash and Recycling are handled by the building owner and show trash enclosure and dumpster locations.
 - g) Location of existing and proposed signs relating to the tenant space
3. Working Drawings:
 - a) Zoning (e.g. CG, BC, BD1, BP)

#B82

- b) Specify building type of construction (e.g. Type VA, VB, IIIB, etc.)
 - c) Specify occupancy(ies) within the tenant space, adjacent tenant spaces and common areas (e.g. B, M, A2, A3, S1, etc.)
 - d) Note if the building/tenant space is provided with a fire sprinkler system and/or fire alarm system
 - e) Note the total square footage of tenant space and number of employees
 - f) Occupant load calculations
 - g) Provide a brief description of the business that is proposed to occupy the tenant space
4. Floor Plans: Two (2) copies, scaled 1/4" = 1', dimensioned, showing the following information:
- a) Existing floor plan generally showing the previous use of all rooms (landlord or building manager assistance may be required).
 - b) Proposed floor plan:
 - i) Label the use of all areas, rooms and spaces
 - ii) All building entrances, exits, corridors, hallways, doors (including size and swing), and windows.
 - iii) 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.
 - iv) 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
 - v) Fixed equipment, counters, shelving, racks, plumbing fixtures
 - vi) Seating plan
 - vii) Show location of the fire alarm panel, pull stations, fire extinguishers
 - viii) Storage shelving/racks that exceed 6 feet in height must be seismically anchored. Provide engineered details for anchoring.
 - ix) 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).
 - x) 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.
5. Plumbing plans (See City Handout #B55)
6. Mechanical/HVAC plans (See City Handout #B52) with reflected ceiling plan
7. Lighting Summary Forms (attached); Also available at <http://www.nec.net> under Energy Codes
8. Reflected ceiling plan showing fixture information.
9. Elevation views are required for all exterior changes
- a) 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
10. List all deferred submittals not included in the Tenant Improvement permit application, such as Type I Hood, Hood Suppression, State Electrical, etc. In some cases, plumbing and mechanical cannot be deferred submittals and must be reviewed with the main tenant improvement permit application (please ask to speak with a plans examiner).
11. Completed Traffic Mitigation form (see Handout #E82)
12. Provide copy of Snohomish County Health District review/approval letter (when applicable to the type of business).

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.

NOTE: THE PURPOSE OF THIS HANDOUT IS TO ASSIST THE PUBLIC IN COMPLYING WITH 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

#B82

OWNER/DESIGN PROFESSIONAL TO REVIEW THE SUBMITTAL FOR COMPLETENESS AND APPLICABILITY TO OTHER CODES. ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED BY THE CITY FOR REVIEW.

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?

For minor projects the City has a Fast Track building permit review process that has shorter permit turnaround times. Certain limited scope commercial tenant improvements, i.e., sign, awning, minor interior remodeling, etc. may qualify as a Fast Track permit. Permit Coordinators will help you determine whether your project qualifies as a Fast Track permit. A change of use permit is not a Fast Track permit. The City process time for most tenant improvement permits is from 10 to 15 business days.

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.

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.