



# Tenant Improvement Permits

## Bulletin 7

*Division of Building Safety and Inspection for 2018 International Codes*

This bulletin is designed to provide information for the following commercial applications.

- **New tenants** to an existing commercial tenant space, **with a Change of Occupancy**, including the first tenant in a new building.
- **New tenants** with no change to occupancy, **with a name change ONLY** on the Certificate of Occupancy.
- **Existing tenant remodels** with changes to floor plan only.

*Applications are reviewed under the current International Building Code (IBC), Commercial WA State Energy Code (WSEC), Uniform Plumbing Code (UPC), International Mechanical Code (IMC) and ICC A117.1 for accessibility. **All WA State Amendments apply.***

### **New tenants with a Change of Occupancy:**

It is recommended that you complete a Submittal Standard prior to application. This determines the specific requirements for your project. See Bulletin 72 for more information. A Customer Meeting may also be required depending on your scope of work.

### **Application materials:**

1. Commercial Building Application form
2. Site Plan
3. Floor Plan:
  - Show "before/existing" and "after/proposed". List the previous tenant, if known and the neighboring tenants if applicable.
  - Clearly identify any new or demoed walls. Notate fire walls, load bearing etc. Include new wall sections that show details from sill plate through top plate or ceiling attachment.
  - Show all new ceiling details (dropped, acoustic or otherwise).
  - Include radiuses for bathrooms to meet ICC A117.1 (ADA).
  - Show all other bath or toilet facility measurements that may pertain to Accessibility.
  - Show path of egress and travel distance to exists.
  - A lighting layout to meet the Washington State Energy Code if lighting is changing.
  - Provide a code study from the current IBC, including at minimum:
    - ✓ Construction type
    - ✓ Occupancy group
    - ✓ Occupant load
4. WA State Commercial Energy Forms, as they pertain to your scope of work.

5. Plumbing: All new or altered plumbing requires a separate plumbing permit.
  - Plumbing Plans:
    - ✓ Show the floor plan with the plumbing for both 'water in' and 'drainage out'. This should also include new and/or existing water heater size and locations.
    - ✓ This must include a complete riser diagram with all new piping, drains and vents with pipe size and slope and all connections to existing drainage.
    - ✓ Plumbing Code Study with the location of the restrooms, drinking fountains, fire sprinklers.
6. Mechanical: All new or altered mechanical elements require a separate mechanical permit. This includes, but is not limited to: New or altered HVAC, ducting, ventilation, air handlers etc. See "Fixture Count" on the Commercial Building Application for a list.
  - Mechanical Plans
    - ✓ This requires a floor plan showing the location of the new heating elements, related ducting, supply and return, duct sizes etc.
    - ✓ Engineering may be required depending on the scope of work.

**New tenants with name change ONLY:**

This application is for new businesses moving into an existing space where the previous tenant **was legally established/permitted** as the *same business type* and *no* construction is being done. (example: permitted bank moves out and new bank moves in).

**Applications Materials:**

1. Commercial Building Application form
2. Floor plan of unit space IF the county does not already have one on record.

**Note:** *Sign changes do require additional permits.*

**Existing tenant remodel or expansion**

To apply for this, the current tenant must have been permitted and received a Certificate of Occupancy from this agency. The following are examples of a commercial remodel:

- Remodeling of an interior of a permitted tenant space.
- Existing floor area is being added or altered.
- Remodeling or renovation of the tenant space, including energy upgrades, new plumbing, mechanical, moving or adding walls etc.

**Application Materials:**

1. Commercial Building Application form
2. Site Plan
3. Full construction plans including floor plan of "before" and "after".
4. Any other related permits (plumbing, mechanical, site development, fire etc.) required.