



TENANT IMPROVEMENT SUBMITTAL REQUIREMENTS

INITIAL INQUIRY

Prior to applying for a Tenant Improvement building permit, it is recommended that you meet with our Planning and Building department staff. This meeting will help determine if the “Use” proposed for a new business is compatible with both land use and building code requirements. It also is an opportunity to familiarize the applicant with the multiple permitting requirements involving the City and other agencies that might review the permit.

APPLICATION DOCUMENTS: The following checklist identifies documents that must be submitted at the time of permit application.

Applicant	Staff	
<input type="checkbox"/>	<input type="checkbox"/>	Completed Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	Architectural Plans and Drawings (3 copies, see info below)
<input type="checkbox"/>	<input type="checkbox"/>	Plumbing and Mechanical Drawings (3 copies, see info below)
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan, Parking, Landscaping and Accessibility Requirements/Drawings (3 copies, see info below)
<input type="checkbox"/>	<input type="checkbox"/>	Legal Description
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Washington State Contractor’s license
<input type="checkbox"/>	<input type="checkbox"/>	Certification and Transfer of Applicant Status
<input type="checkbox"/>	<input type="checkbox"/>	Description of Proposed Use
<input type="checkbox"/>	<input type="checkbox"/>	WA Energy Code Forms (For changes affecting exterior walls, lighting or mechanical equipment. It is recommended that an architect or engineer complete this technical form.)
<input type="checkbox"/>	<input type="checkbox"/>	Fees: a deposit is due at submittal. Please contact the Permit Center at 360-886-2560 for exact fees.

PLANS AND DRAWINGS (Note: it is strongly recommended that a licensed architect assist in the preparation of drawings. This will help ensure a quicker turnaround on the permit)

I. COVER SHEET

- a. Address of project
- b. Square footage of tenant space. Show existing and new as applicable
- c. Construction type of building and fire sprinkler information. Any improvements to buildings over 4000 square feet must be stamped by a licensed WA State architect or engineer.
- d. Occupancy group of proposed use.

II. PLUMBING & MECHANICAL PLAN REQUIREMENTS

Plumbing

- a. Plumbing drawings for commercial projects over 4000 square feet must be stamped and signed by a licensed WA State engineer or architect. The name and address of the person responsible for the drawings, and the address of the project, should be included on the plans.
- b. Isometric drawings are required for buildings over 3 stories or commercial kitchens and grocery stores.
- c. Line drawings showing all piping (water, gas, waste and vent) materials, sizes and lengths
- d. A fixture schedule showing the number, types and locations of all plumbing fixtures
- e. Details showing construction of interceptors, piping support, firestop penetration systems, etc...
- f. Calculations showing grease interceptor sizing requirements
- g. Calculations for water meter sizing and DWV fixture units for building drain.
- h. If your project is located in an area where water and sewer are provided by Covington Water and Sewer district, additional conditions might apply based on the specific type of business you are proposing. Contact them at 253-631-0565.

**Please Note: Plumbing plans are required for:*

- a. Commercial projects over 10 fixtures*
- b. Multifamily projects over 4 dwelling units*
- c. All commercial kitchens for food service (does not include office lunchrooms)*
- d. Grease traps, grease interceptors, or oil-water separators*

Mechanical

- a. Drawings for buildings over 4000 square feet must be stamped and signed by a licensed WA State engineer or architect. The name and address of the person responsible for the drawings, and the address of the project, should be included on the plans.
- b. Type of construction and occupancy classification of the building. Identify all fire rated construction that will be penetrated by ductwork. Individual smoke/fire dampers must be shown on the plans.
- c. Floor, roof and ceiling plans showing the location of all equipment and ductwork.
- d. Structural details and calculations are required for all rooftop or floor mounted units over 400 pounds.
- e. Details showing how the unit will be mounted to the curb and how the curb will be mounted to the roof.
- f. Equipment schedules for all new equipment.

- g. Outside air calculations per table 3-4 of the Washington State Ventilation and Air Quality Code for residential.
- h. WA State non-residential energy code forms.

**Please Note: Mechanical plans are required for any of the following conditions:*

- a. Multifamily projects over 4 dwelling units*
- b. All commercial kitchen type I hoods*
- c. All rooftop or floor mounted units over 400 pounds (structural details and calculations are required)*
- d. All new commercial buildings*
- e. Tenant improvements over 1000 square feet*

III. SIZE OF PLANS

24" x 18" plan sheets (preferred), in 1/4" = 1' scale

IV. FLOOR PLANS

- a. Provide a drawing of the entire floor plan of the building where the tenant improvement is located.
 - 1. Scale of plans drawings.
 - 2. Identify adjacent tenants and occupancy group
 - 3. Show locations of exits and exit signs for your tenant space
 - 4. Indicate handicap parking stalls and accessible paths of travel from the parking to the main entrance. Also show path of travel from all exits to the street or dispersal area.
 - 5. Show locations of adjacent fire barriers* or demising walls.
 - 6. Show locations all fire walls* in the building.
 - 7. Show locations of all shear walls* in the tenant space.

(* Fire barrier, fire walls and shear walls are specific names used in the International Building Code.)

- b. Scaled floor plan of the new or remodeled area showing:
 - 1. All rooms and spaces (identify), corridors and exits, door & window locations and sizes, plumbing fixtures and mechanical equipment. Clearly identify any structural elements to be removed or altered.
 - 2. Details showing wall and ceiling construction (include seismic bracing detail for suspended ceiling).
 - 3. Provide details (plan, elevations and dimensions) for accessible features such as bathroom fixtures, sinks, doors, door hardware, customer service counters, ramps, etc...
 - 4. Reflected ceiling plan showing location of exit pathway lighting, exit signs, smoke alarms and detectors, fire sprinklers, and existing and proposed new light fixtures.
 - 5. Elevations, if any exterior improvements are proposed; include all openings and mechanical equipment screening.

V. ADDITIONAL PERMITS AND INFORMATION

Depending on the extent or nature of the remodeling project, the following information may be required. Please contact us at 360-886-2560 if you have any questions.

- a. Health Department Approval-required prior to issuance of any building permit on all projects where food will be served. For further information, contact King County at 206-296-4600.
- b. Sign permits
- c. Additional plumbing or mechanical permits may be required.
- d. Electrical permits are issued by the WA State Department of Labor and Industries. Contact 425-990-1400.
- e. Liquor License may be required if selling or serving alcoholic beverages. Contact the Washington State Liquor Control Board. General Information: 360-664-1600.
- f. Regulatory Licensing- a license to operate vending machines or cabarets contact City Finance department at 360-886-2560.
- g. City Business Licensing- a business license is required for anyone who operates or engages in any business within the City of Black Diamond. Contact the Finance department at 360-886-2560.
- h. State energy code forms may be required for changes to exterior walls and lighting or mechanical equipment. Forms are available at the Permit Center.
- i. Required structural drawings and calculations must be prepared and stamped by a licensed WA State engineer or architect.