

TENANT IMPROVEMENT SUBMITTAL CHECKLIST

For Commercial Buildings

PERMIT SUBMITTAL REQUIREMENTS:

- Land Use Decision** (1 copy if applicable. Any required land use review must be completed prior to permit submittal)
- Signed Permit Application(s)** (1 Copy of each, as applicable)
Bldg/Mechanical/Plumbing/Sign/Sprinkler/Demolition Permit Application, Public Works Permit Application, Electrical Permit Application. A separate building permit application is required for each building.
- Construction Plans & Reports.** Please submit separate bound sets for each of the below disciplines, as they will be reviewed by different departments. Plan size= 22x34 preferred, 24x36 maximum. Scale of building plans, architectural site plan, and landscape plans to be 1/8" =1' minimum. Scale of civil plans to be 1"=20' preferred, 1"=40' minimum.
 - (2) Sets of Building Plans** including an Architectural Site Plan in each set, all stamped by a Registered Architect in Washington State. Requires a Building Permit Application.
 - (2) Sets of Landscape Plans** (if applicable), stamped by a Licensed Landscape Architect in Washington State. Will be rolled into the Public Works Permit Application, submit if no other civil site work.
 - (4) Sets of Civil Plans** (if applicable), stamped by a Licensed Professional Engineer in Washington State. Requires a Public Works Permit Application.
 - (2) Copies of each report or engineering calculations package submitted**, for all required reports associated with the plans (Drainage Report, Geotechnical Report, Wetland Report, SWPPP, Structural Calculations, Lighting Budget, etc.)
- Permit Submittal Fee** (Plan Check Fee)
- If mechanical, plumbing, and electrical or sprinkler plans are included – those permits require separate applications for plan review.**

- I. **PLAN REQUIREMENTS** The following should be shown on the plans submitted for permit (one permit application per building):
- A. Code Summary: floor area of permit, occupancy type & load, construction type, adopted codes.
 - B. Identify existing or new sprinkler and fire alarm systems.
 - C. Permits required for racks over 8 feet, accessible parking and route additions, door and wall revisions, and other requirements of IBC 105.2.

- D. WA State Architect stamp is required for the following permit applications, per RCW 18.08.410:
- The change of occupancy or residential tenant improvement includes more than four dwelling units, including auxiliary buildings; or,
 - The simultaneous project size exceeds four thousand square feet; or,
 - The work affects the life safety or structural systems of the building.
- E. Building enclosure details where the work value exceeds 5% of the Assessor market improvement (building) value. Details sheets are to be stamped by a licensed architect. Cover sheet to be stamped and certified by the architect. A Snohomish County certified sales prohibition covenant is an alternate path of compliance. Please submit a completed RCW 64.55 Multifamily Worksheet for any exterior work for more than two dwelling units in a building.
- F. Floor plans with complete dimensions, use of each space, doors, stairs, corridors, etc.
- G. New wall sections showing construction and assembly ratings if required.
- H. New or revised toilet room plans to include interior elevations, wall and floor finishes, mounting heights and clearances and accessibility details (if required).
- I. Door, window, room finish and hardware schedules.
- J. Revised lighting plan, lighting schedule, worksheets showing compliance with energy code.
- K. Structural drawings and calculations to include design loads, material specifications and structural schedules for revised or altered structural system. **Significant structures** require engineering by a Washington State licensed **structural** engineer per RCW 18.43.040.

APPLICABLE CODES AND REFERENCES

- Automatic Fire Detection & Suppression Systems Ordinance No. 1902-92
- International Building Code (IBC), 2015 Edition & WAC 51-50
- International Existing Building Code (IEBC), 2015 Edition & WAC 51-50
- International Property Maintenance Code (IPMC), 2015 Edition & WAC 51-50
- Accessible and Usable Buildings & Facilities, ANSI A117.1-2009 & WAC 51-50-005
- International Fire Code (IFC), 2015 Edition & WAC 51-54
- International Mechanical Code (IMC), 2015 Edition & WAC 51-52
- National Electrical Code (NEC), 2017 Edition & WAC 296-46B-010
- Uniform Plumbing Code (UPC), 2015 Edition & WAC 51-56 & 51-57
- Washington State Energy Code (WSEC), 2015 Edition, WAC 51-11 (C, R, Appendix)
- Everett Municipal Code, Title 19 Zoning



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RCW 18.08.410 [ARCHITECT]

Application of chapter.

This chapter shall not affect or prevent:

- (1) The practice of naval architecture, landscape architecture as authorized in chapter [18.96](#) RCW, engineering as authorized in chapter [18.43](#) RCW, or the provision of space planning or interior design services not affecting public health or safety;
- (2) Drafters, clerks, project managers, superintendents, and other employees of architects from acting under the instructions, control, or supervision of an architect;
- (3) The construction, alteration, or supervision of construction of buildings or structures by contractors registered under chapter [18.27](#) RCW or superintendents employed by contractors or the preparation of shop drawings in connection therewith;
- (4) Owners or contractors registered under chapter [18.27](#) RCW from engaging persons who are not architects to observe and supervise construction of a project;
- (5) Any person from doing design work including preparing construction contract documents and administration of the construction contract for the erection, enlargement, repair, or alteration of a structure or any appurtenance to a structure regardless of size, if the structure is to be used for a residential building of up to and including four dwelling units or a farm building or is a structure used in connection with or auxiliary to such residential building or farm building such as a garage, barn, shed, or shelter for animals or machinery;
- (6) Except as otherwise provided in this section, any person from doing design work including preparing construction contract documents and administering the contract for construction, erection, enlargement, alteration, or repairs of or to a building of any occupancy up to a total building size of four thousand square feet; or
- (7) Any person from doing design work, including preparing construction contract documents and administration of the contract, for alteration of or repairs to a building where the project size is not more than four thousand square feet in a building greater than four thousand square feet and when the work contemplated by the design does not affect the life safety or structural systems of the building. The combined square footage of simultaneous projects allowed under this subsection (7) may not exceed four thousand square feet.

RCW 18.43.040 [STRUCTURAL ENGINEER]

Registration requirements.

- (1) (iv) An engineer must be registered as a structural engineer in order to provide structural engineering services for significant structures.

RCW 18.43.020

Definitions.

11) "Significant structures" include:

- (a) Hazardous facilities, defined as: Structures housing, supporting, or containing sufficient quantities of explosive substances to be of danger to the safety of the public if released;
- (b) Essential facilities that have a ground area of more than five thousand square feet and are more than twenty feet in mean roof height above average ground level. Essential facilities are defined as:
 - (i) Hospitals and other medical facilities having surgery and emergency treatment areas;
 - (ii) Fire and police stations;
 - (iii) Tanks or other structures containing, housing, or supporting water or fire suppression material or equipment required for the protection of essential or hazardous facilities or special occupancy structures;
 - (iv) Emergency vehicle shelters and garages;
 - (v) Structures and equipment in emergency preparedness centers;
 - (vi) Standby power-generating equipment for essential facilities;
 - (vii) Structures and equipment in government communication centers and other facilities requiring emergency response;
 - (viii) Aviation control towers, air traffic control centers, and emergency aircraft hangars; and
 - (ix) Buildings and other structures having critical national defense functions;
- (c) Structures exceeding one hundred feet in height above average ground level;
- (d) Buildings that are customarily occupied by human beings and are five stories or more above average ground level;
- (e) Bridges having a total span of more than two hundred feet and piers having a surface area greater than ten thousand square feet; and
- (f) Buildings and other structures where more than three hundred people congregate in one area.



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