



Community Development Department
CLIENT ASSISTANCE MEMO

Tenant Improvement Submittal Checklist

The following is a list of minimum requirements for submittal for a complete building permit application for a Tenant Improvement. These are the minimum requirements and other documents may be required after review of the application file.

- Complete Application Form**
- 2 sets of building plans, 3 site plans**, (site plans if applicable, increasing building footprint or changing use.)
- Washington State Energy Code Compliance Form**
 - Building Envelope**
 - Lighting Summary**
 - Mechanical Summary**
- Plumbing Application (deferred?)** See worksheet below
- Mechanical Application (deferred?)** See worksheet below
- CRC (Concurrency Reservation Certificate)**

Plumbing Information Required
No. Of Fixtures

- ___ Wash Basins
- ___ Hot Water Tanks
- ___ Laundry Trays
- ___ Rain Leaders
- ___ Gas Piping
- ___ Water Closets
- ___ Sinks
- ___ Drains
- ___ Urinals
- ___ Sumps
- ___ Side Sewer
- ___ Bath Tubs
- ___ Dish Washing Machines
- ___ Laundry Washers
- ___ Drinking Fountains
- ___ Vacuum Breakers
- ___ Water Service Line
- ___ Shower Baths
- ___ Backflow Devices
- ___ Other

Mechanical Information Requested
No. Of Fixtures

- ___ Wall Heaters
- ___ Furnace
- ___ Fireplaces (gas, freestanding or insert)
- ___ Range Hoods
- ___ Ventilation Fans
- ___ Air Conditioners
- ___ Ventilation Fans (bathrooms, laundry)