



COMMERCIAL TENANT IMPROVEMENT PERMIT CHECKLIST

PUBLIC WORKS BUILDING DIVISION
206-973-4750

THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED WHEN APPLYING FOR A PERMIT:

- ___ A completed Permit Application
- ___ A copy of the WA State Contractor's License
- ___ Provide verification of the contractor's City of SeaTac Business License (*See Finance Department*)
- ___ Cross Connection Control Form – (*Highline Water District*)
- ___ Initial Plan Review Fee

FOUR COPIES OF THE PLANS FOR PLAN REVIEW WHICH SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING:

- ___ **SITE PLAN** (Scale plans to most appropriate engineering scale, 1"=10' or 1"=20')
 - Show all property lines, building(s) and adjacent streets.
 - If you are changing the use of the building or space you must submit a parking lot layout and measurements for all accessible parking spaces
 - Square footage of the lot, building and tenant space

___ **ARCHITECTURAL PLANS**

(Plans must be drawn on a minimum paper size of 18"X24" with a minimum scale of 1/8"=1')

- All plans to stamped and signed by a licensed architect or engineer. (Required for commercial building when total building size is in excess of 4000 square feet)
- Provide a complete description of work to be preformed. Include a description of the use of the building and rooms, the occupant loads of the spaces, and the allowable areas of the building(s)
- Provide floor plans with door and window locations and exiting paths shown

- Provide stair details, and typical wall, ceiling, and floor sections
- If converting unheated space into heated space you must show Energy Code Compliance

___ **STRUCTURAL PLANS** (if applicable)

(Plans must be drawn on a minimum size of 18"X24" with a minimum scale of 1/8"=1')

- Plans and calculations shall be stamped and signed by a WA State Licensed Engineer
- Provide structural calculations
- Provide foundation plans
- Provide complete framing plans, to include roof, wall and floor framing plans
- Provide lumber dimensions, species, grade, spans and spacing
- Provide wall, ceiling, and floor sections or provide a building cross section

SEPARATE PERMITS AND PLAN REVIEWS ARE REQUIRED FOR ELECTRICAL, MECHANICAL, PLUMBING, AND FIRE SPRINKLER SYSTEMS. (*See the separate permit applications and checklists*)

PROJECTS VALUED AT **\$75,000 OR MORE** MAY BE REQUIRED TO INSTALL OFF-SITE IMPROVEMENTS (SMC 13.35.010)