

Tenant Improvement Permit Checklist (interior only)



Use this checklist to help gather all the required information and documents in order to submit a complete building permit application for a project involving interior only alterations in an existing non-residential tenant space. An interior tenant improvement is an alteration to the interior of a building that does not increase the floor area or modify the existing exterior walls or roof. If any exterior work is to be done, use the Building Permit Checklist instead.

The Building, Fire, Planning and Public Works Departments can inform you of requirements for your interior tenant improvement project.

- Allowed uses, parking requirements and other zoning information may be obtained from the Planning Department. (425-587-3225)
- Structural and life safety requirements can be obtained from the Building Department. (425-587-3600)
- Water, sewer and right-of-way information can be obtained from the Public Works Department. (425-587-3800)
- Fats, Oils and Grease (FOG) specific information can be obtained from the Surface & Wastewater Division of Public Works. (425-587-3909)
- Fire sprinkler information can be obtained from the Fire Department. (425-587-3651)

Property information, including relevant zoning code and permitting history for your property may be obtained from maps.kirklandwa.gov.

GENERAL SUBMITTAL DOCUMENTS

While applying for a permit at MyBuildingPermit.com, you will be walked through the application process. You will also be prompted to upload documents. Those documents are described here.

- Supplemental Building Information Form** (Required for projects proposing a change in use, change in tenant, change in space or change in square footage.)
- Construction Plan Set** using a minimum 1/8" = 1' scale for drawings.
 - **Vicinity Plan** showing the location of the entire building in relation to cross streets and the exact location within the building where the work is to occur.
 - **Building Code Compliance Information** including the building's type of construction, occupancy classification, calculated occupant load, fire sprinkler or fire alarm type (if present), means of egress components, etc. Floor Plan(s) showing location, size and use of rooms, hallways, corridors, doors, walls and windows. Required fire walls and doors shall be identified, as well as other required fire-rated assemblies. Any demolition work to be done shall be identified, with a clear distinction between demolition and new construction. Recommended scale 1/4" = 1'.
 - **ADA Compliance Information** such as location and dimensions of accessible routes, ramps, turning spaces, restrooms, etc.
 - **Restrooms and plumbing fixtures** serving the tenant space shall be identified, whether existing or proposed.
 - **Structural modifications** shall be identified. When proposed mechanical equipment requires additional structural support, indicate the mechanical equipment location on plans.
 - **Construction and structural details**, including cross sections of new or modified wall, partition, floor and ceiling assemblies.
 - **Reflected ceiling plan** showing location of lighting, exit signage, ceiling grid, etc.

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- When King County Public Health approval is required for the business in the tenant space**, such as for a restaurant, the construction plan set submitted for a Building Permit shall match the approved plan set issued by the [Public Health Department](#).
- Plans must be prepared by a **licensed architect or engineer** if the project includes any of the following:
 - A project size more than 4,000 square feet (or combined square footage of more than 4,000 square feet of simultaneous projects in the same building)
 - Alteration of fire-rated construction
 - Alteration to the means of egress, including barrier free provisions
 - An increase in occupant loadWhen prepared by a WA State licensed design professional, the plans must be stamped and signed by the design professional.
- Energy Code Compliance Information** shall be included on plans and any supporting documents (such as interior lighting calculations or worksheets) shall be submitted. See the [WSEC Commercial Technical Support](#) for Commercial Provisions and Compliance Forms.
- Structural Calculations**. If structural calculations have been done for lateral or gravity structural design, the calculations shall be submitted. If calculations have been done by a WA State licensed design professional, the calculations and any plan sheets that contain structural information, such as design criteria, connection details, shearwalls and holdowns, must also be stamped and signed by the design professional.
- Additional Information** (Required for projects that have plumbing and/or mechanical work included with this Building Permit.) Plumbing and Mechanical information will be asked for during the permit application process, when applicable.
- Any other items deemed pertinent by the Building, Fire, Planning, or Public Works Departments.

ACTIONS TO TAKE

- Pay relevant fees when they are due.
- If partial or full demolition is to occur, you must contact the [Puget Sound Clean Air Agency](#). Call 1-800-552-3565 with questions or go to the PSCAA website for instructions and regulations.
- Electrical work shall be applied for under a separate Electrical Permit.
- If Fats, Oils & Grease (FOG) will be produced by this tenant, certain requirements must be met, and will be required to be documented as part of the plumbing work. If a fire sprinkler or fire alarm system is to be installed, a separate Fire System Permit must be obtained.
- Learn about recycling construction, demolition and landclearing (CDL) debris by visiting [King County Solid Waste Division](#).