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[www.normandyparkwa.gov](http://www.normandyparkwa.gov)

## **Small Commercial & Tenant Improvement Application Checklist**

### Plan Submittal Checklist

*Please place checkmarks by completed items, and mark N/A to those which do not apply. Items listed must be clearly delineated on the plans to assure timely, consistent and accurate plan review. Please provide two (2) sets of plans and one (1) set of specifications or engineering calculations if required. All plan sheets are preferred to be a minimum of 11"x17". Applications will be checked for completeness against this list. Incomplete items may delay permit issuance.*

### **Construction permit information**

- Permit Application completed in detail.
- Hazardous materials inventory statement (if applicable) (IFC 2701.5)

### **Zoning/Planning Information**

- Change in Use: If the type of business establishment changes, it may be subject to additional zoning requirements such as landscaping and parking regulations. A land-use review prior to building permit submittal may also be required depending on change of use.
- A sign permit is required for installation or alterations of permanent and temporary signs.

### **Miscellaneous Information**

- Owner's Letter of Authorization form signed by the owner granting authorization to the tenant or contractor to perform work on the owner's property. (provided by the City)
- Energy Code compliance information (lighting, HVAC or modifications to exterior walls). The form is located at: <http://www.neec.net/resources/resources.html>
- For food service establishments, provide letter of approval from the King County Health Department. (206) 296-4932
- Does this project contain uninterrupted power systems (UPS) or battery rooms? \_\_\_\_\_

### **Cover sheet or first page (May also include key/site plan information).**

- Project Address including suite #, scope of work, name and address of preparer
- Use of Property (i.e. restaurant, retail, office)
- Type of Construction (type I, II, III, IV or V. -- FR, 1-HR or NR—Sprinklers, Etc.)
- Floor Area of entire floor and area of the project (sq. ft.) indicate which story.
- Occupancy Classification. (All mixed occupancy classes shall be noted)
- Occupant Load and number of exits required and provided, with exit plan.
- Identify any special inspections required. (Concrete >2500#, welding, bolting)
- Identify codes used in the design of the project, and include structural design criteria when applicable.
- Site plan if work is occurring on or beyond the exterior of the building.
- Architect's Stamp and Signature. (Required when the building housing the tenant space is 4,000 square feet or greater per Washington State Law). Original wet-stamp required.

### **Architectural Plan**

- Floor plans including exit access routes, travel distances, and door & window sizes.
- Fire rated walls, doors/windows and other assemblies identified.
- All spaces labeled by use, with new vs. existing construction clearly identified.
- Detailed door/window schedules w/ hardware and ratings. Door swing shown.

- Exit systems including corridors, stairs and enclosures and exterior exit routes
- Exit sign and emergency lighting unit locations if required. Include the location of the tactile exit signs with a notation similar to TES (Tactile Exit Sign) shown at each exit discharge.
- Reflected ceiling plan with seismic bracing (new ceiling or new walls to ceiling).
- Building accessibility requirements per “Washington State Regulations for Barrier Free Facilities, WAC 51-40-1100”, including ¼” scaled restroom plan.
- Elevations, (for any changes made to exterior New vs. existing clearly distinguished)
- Architect’s Stamp and Signature (Required when the building housing the tenant space is 4,000 square feet or greater per Washington State Law). Must be original wet-stamped.

**Sections and Details**

- Cross sections through any new structural elements.
- Cross sections, including floor/ceiling, roof/ceiling, shaft and interior walls if new or modified.
- Protection of openings, flame spread requirements, draft and fire stops.
- Rated corridor construction, including cross section.
- Stair details, including handrails, landings and guardrails.
- Fire rated assemblies, including design numbers and construction details. ( Must include IBC chapter 7, Gypsum Manual, UL or equivalent assembly numbers. Assemblies and numbers must appear on plans)
- Architect’s Stamp and Signature (Required when the building housing the tenant space is 4,000 square feet or greater per Washington State Law). Original wet-stamp required.

**Engineering**

- Engineering (if applicable) must be transferred to plans, and plans shall be original wet-stamped and signed by engineer or architect and complete calculations submitted.

**Additional Permits and Licenses**

- Mechanical, Plumbing and Electrical plans, review and permits are required prior to starting such work. If you would prefer to have all permits issued at the same time, please include plans that show Mechanical, Plumbing and Electrical work to be done along with the appropriate permit application forms.
- Fire Protection System or Fire Alarm permit is required when the building is required to be equipped with a Fire Sprinkler or Alarm, or when the existing Sprinkler or Alarm System is altered.
- Commercial Kitchen Type I hood and duct system installations need Fire & Mechanical permits and review.
- Contractors doing work in the City of Normandy Park must be currently licensed by Washington State and the City of Normandy Park. For more information please contact staff at 206-248-7603 or visit the City of Normandy Park website: [www.ci.normandy-park.wa.us](http://www.ci.normandy-park.wa.us)

**Please check all that apply**

- I have been informed of the benefits of participating in a pre-application or pre-submittal meeting with City staff to review this project prior to permit submittal.
- I have chosen to submit for permit without a pre-application or pre-submittal meeting.

By signing this, document, I verify that I am submitting all of the required information as appropriate to this project. I further acknowledge that failure to submit plans which show compliance with all of these requirements may result in my application not being accepted and/or may extend the length of time needed to review or approve this project.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_