



CITY OF KENMORE TENANT IMPROVEMENT INCLUDING CHANGE OF USE BUILDING PERMIT CHECKLIST

This checklist identifies the minimum requirements, for the City of Kenmore, to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance does not deem the application complete.

A separate land clearing/grading/excavating/filling permit is required for the use of any earth moving equipment or the excavation or filling of material greater than 100 cubic yards. A separate mechanical, plumbing and electrical permit will be required for any work to be done.

APPLICANT: Please check each box under the applicant heading on this checklist to confirm items included in your submittal. City Staff will check off each box under staff when the item is confirmed to be included in the submittal package. Please submit the number of copies of each item requested below.

Three (3) Copies Each:

Appl Staff

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | A completed Permit Application Form |
| <input type="checkbox"/> | <input type="checkbox"/> | A sworn statement, made before a notary public and under penalty of perjury, by the applicant that the property affected by this application is in the exclusive ownership of the applicant, or that the applicant has submitted the application with the consent of all owners of the affected property. Proof of that consent must be submitted. |
| <input type="checkbox"/> | <input type="checkbox"/> | A property and/or legal description of the site |
| <input type="checkbox"/> | <input type="checkbox"/> | The applicable fee (applicable building permit fee plus \$50 zoning change of use permit fee). |
| <input type="checkbox"/> | <input type="checkbox"/> | Evidence of Adequate Water and Sewer Availability from Northshore Utility District if proposed improvement involves a change of use, establishment of an occupancy classification or increases in the building envelope. |
| <input type="checkbox"/> | <input type="checkbox"/> | Proof of Legal Lot |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Narrative addressing the questions listed below: <ol style="list-style-type: none">1. Give a detailed description of your proposed use.2. What are the gross and net square footages of the building? (Net square footage is the gross square footage less the following areas: building maintenance areas, storage areas, closets, or restrooms).3. What is the total square footage of the lot? |

4. Will any activities be conducted outside? (If yes, describe the proposed use).

SITE PLAN

Three (3) Copies Each:

Appl Staff

- Minimum 8.5" x 11" size paper showing the proposed and existing structures in the plan view indicating:
- North arrow;
- Bar scale;
- Existing and proposed streets surrounding the property;
- If present, environmentally sensitive areas on site, adjacent to, or within 200 feet (such as wetlands, steep slopes, top and toe of slopes, rivers, streams, etc.);
- Location of all property lines, buildings and driveways;
- Location of existing and proposed parking;
- Square footage of lot;
- Square footage of total building;
- Location of the tenant space within the building, and identify tenants that share any common walls;
- Distances from the proposed buildings to property lines and other buildings on site;
- Legal description and/or assessors parcel number;

CONSTRUCTION PLANS – Buildings over 4,000 sq ft of total space, regardless of the area of the proposed tenant improvement, shall be designed by a licensed registered architect and the drawings shall be sealed by the architect. RCW18.08.410

Three (3) Copies of Plans showing:

Appl Staff

- Location of all walls and partitions, differentiating proposed from existing construction;
- Window sizes and door sizes with proposed fire resistive rating when rating is required;
- Location of all permanently installed equipment such as plumbing fixtures, water heaters, furnaces, appliances;
- Direction, size and spacing of all floor and ceiling framing members;
- Cross-section plans of walls showing all details;
- Cross-section through corridor construction when corridor is required to be one-hour fire resistant;
- Square footage of TI, proposed uses (office, lab, warehouse, assembly, etc) and

- type of finish (carpet, vinyl, paint);
- If laboratory, chemical or other hazardous materials usage is involved, provide a list of chemicals, quantities, hazard classifications, hazardous processes (e.g. dispensing, distillation, etc.), indicate type and height of storage method and provide a Hazardous Materials Inventory Statement.
performed within the area (office, conference, chemical laboratory, machining, etc.
- Any storage use in excess of 12 feet in height;

Appl Staff

- Existing fire detection system and existing sprinkler system;
- Sprinkler density calculations;
- Reflected ceiling plan showing:
- Location of light fixtures and wattages;
- Detail of seismic restraint and support;
- Barrier-free accessibility to and within the space (Note: Full barrier free accessibility compliance is not required in buildings constructed before 1976 which are not substantially remodeled or rehabilitated and have no change of use.)

ADDITIONAL ITEMS THAT MAY BE REQUIRED

Appl Staff

- Two (2) copies of WA State Energy Code Compliance Form, if not included on the plans
- Three (3) copies of soils report from a licensed Geo-technical Engineer if geological hazard areas or steep slopes are present on area to be altered
- Three (3) complete sets of the approved Land Use Decision and/or SEPA Determination and all items required by those decisions
- Three (3) copies of SEPA Environmental Checklist, including one original (if subject to SEPA review)
- Special Inspection Form for retaining walls that require engineering
- Glass specifications and thermal envelope compliance documentation, when adding additional glazing, are required.
- If you are applying for a Shell Modification Permit, or if your tenant improvement application includes structural work, the plans should reflect sufficient structural details **and calculations** for the proposed work.