

Building Division - Tenant Improvement Permits

When are they required?

- New business moving into an existing tenant space if making alterations or changing use.
- New business moving into a new building after completion of shell.
- Existing business changing or modifying its use and/or expanding within the existing building.
- Any work in commercial buildings requires a permit from dollar one. Permits for minor work to existing tenant spaces may be obtained over the counter. Please inquire at the front counter or call a plans examiner.

Required submittals

- Identify and describe the work to be covered by the permit for which application is being made.
- Describe the land on which the proposed work is to be done by street address or similar description that will readily identify and locate the proposed building and area of work.
- Indicate the use or occupancy of the proposed work. If the occupancy is other than that approved under the original shell permit or the previous T.I. permit; provide a site plan at a scale large enough to show the tenant spaces, labeling the occupancies within the building. Provide the square footage of each space and distances to property lines and to other buildings.
- Three copies of all submittals are required. Provide a scaled floor plan showing the scope of work. Distinguish between new and existing. Label the use of all areas. Provide sections, details and interior elevations to fully describe the construction and to show code compliance.
- State the valuation of remodeling or alteration to an existing building.
- Plans and other required documents for tenant improvements within building over 4000 square feet in size must be prepared, stamped and signed by a Washington State registered Architect or Engineer.
- Additional information may be required depending upon the scope of work:
 - Plumbing plans required where substantial plumbing work is being done.
 - Food service requires Health Department approval prior to issuance of the building permit.
 - Apply with the Southwest Washington Health District for their plan review.
 - Where oil separator/grease trap is required, obtain sewer provider approval for type/size proposed.
 - For new construction, or where replacing light fixtures, provide Washington State Energy Code compliance form for lighting.
 - When providing new or replacing existing heating or cooling units, provide Washington State Energy Code compliance form for mechanical.
 - Show compliance with the Washington State Ventilation and Indoor Air Quality Code.