



Permit Center

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Tenant Improvement (Interior Work Only) Application Checklist

Project Address: _____

This checklist must be completed and provided with all tenant improvement applications

- Use this checklist when preparing submittals for interior tenant improvements only. If project involves exterior work, please see the [Non-Residential, Mixed Use, & Multifamily Submittal Guide](#) handout
- This checklist is a general guide. Additional information may be required based on the scope and complexity of each individual project. This checklist is not intended to take the place of a formal plan review process.

Has an architect prepared the plans?

A licensed architect is required when alterations/additions take place in a *building* that exceeds 4,000 sq ft unless exempted ([RCW 18.08.410](#)). If a project does not require a design professional, it is still highly recommended

- ___ No, entire building is less than 4,000 sq ft
- ___ No, the project size is not more than 4,000 sq ft and the work does not affect the life safety* or structural systems of the building ([exempt per RCW 18.08.410](#)). *For purposes of this exemption, refer to the life safety definition from the state: <https://app.leg.wa.gov/rcw/default.aspx?cite=18.08.410>
- ___ Yes, a licensed design professional has prepared the plans

Change of Use ---

Is this a change of use? ☐ Yes ☐ No (*If Yes, a transportation impact fee analysis is required**)

Previous use/occupancy classification: _____

If no previously permitted use is known, or if the space is vacant, a transportation impact fee analysis is required*

Is proposal a Permitted Use? --- ☐ Yes ☐ No (*To confirm, please consult with a Planner before preparing application*)

- ___ Provide parking plan within the drawing sets that include parking calculations for all uses on site
 - See BMC 20.12.010 for amount of parking required by use
 - See [accessible parking handout](#) for amount of accessible parking required
- ___ Transportation Concurrency Approval: _____ (ex. CON2017-0001)*
- ___ Transportation Impact Fee estimate (contact Public Works Permitting at 360-778-7900 or pwpermits@cob.org)
Please note: credit for previously permitted uses will be given

Associated Reviews:

- If mechanical/plumbing is shown on submitted drawings and a fixture count form is submitted along with the building permit application, mechanical and/or plumbing permit(s) will be generated, reviewed and issued along with the building permit. If mechanical/plumbing is not included in the submitted drawings, include mechanical/plumbing in the list of deferred submittals on the plan coversheet
- Electrical: Separate [application](#)/permits are required for electrical work
- Note, the following types of facilities/installations may also require a separate review by the Whatcom County Health Dept.: Restaurants, food prep/handling, grocery/food sales, pools, spas, and septic tanks:
[Sustainable Connections Food/Farming Resources & Health Department Plan Review Process](#)

-Submittal Requirements can be found on the next page-

Application Requirements:

- [Building Permit Application form](#)
- [Tenant Improvement Submittal Guide & Checklist](#)
- [Fixture Count form](#) (if mechanical and/or plumbing permits are being applied for)
- Plan Review Deposit (see [Permit Fees](#) handout)
- If tenant will be performing the work, please provide the [Tenant Declaration](#).
- One (1) copy of equipment specifications
- One (1) copy Structural Calculations, if applicable
- One complete PDF version of plans, supplemental documents shall be submitted in PDF format and saved as individually-named PDF files separate from the drawing files via email, a CD, flash drive or an FTP website: Please see the [Electronic Submittal Requirements](#) handout for more information.
- Each plan sheet must be bookmarked to clearly identify the content of the page.
 - : *Example: Page A1.0 Architectural Site plan*
 - For guidance on creating bookmarks, please visit your software help website for support, such as:*
 - Adobe Acrobat: Page thumbnails and bookmarks in PDFs, Adobe Acrobat
 - Bluebeam Revu: Working with bookmarks (bluebeam.com)

Architectural Drawings

- **Plan Coversheet**
- Identify applicable codes and editions (ex. 2015 International Existing Building Code) (see [Adopted Codes handout](#))
- [Existing Building Code \(IEBC\) compliance method](#) (*selection required for building review to proceed*)
 - ☐ Prescriptive ☐ Work Area ☐ Performance
- Scope of work narrative
- Identify construction type of the building (IA, IB, IIA, IIB, IIIA, IIIB, IV-A, IV-B, IV-C, IV-HT, VA, or VB)
- Identify occupancy classifications, occupant load, and areas (sq ft) for each space
- If more than one use/occupancy in the *building*: Identify mixed use and occupancy compliance methods (accessory occupancies, non-separated occupancies, separated occupancies)
- Identify incidental uses; and/or special provisions utilized per IBC Chapter 5
- Identify total building height, stories, and area (Please clarify if any levels are mezzanines or equipment platforms)
- Identify if building has a fire sprinkler (fully or partially), if yes, identify system type
- Identify if building has a fire alarm (manual or automatic), if yes, identify system type
- List of all deferred submittals or separate permits (ex. Mechanical, Fire Construction Permit for sprinkler install)
- Projects within the Bellis Fair Mall require approval stamp by landlord
- **Key plan**
- Identify property lines and illustrate all buildings on site
- Identify location of tenant space within building, if multi-tenant building
- Identify all current addresses for all spaces within building

- ___ **Floor plan(s):** Provide dimensioned plans that clearly identify the proposed work. This may require drawing an *existing* plan and a *proposed* plan to differentiate.
- ___ Label all rooms and uses (ex. office, retail area, storage, etc.)
- ___ Detail accessible features (ex. [restrooms](#), [ramps](#), sales and service counter, dressing rooms)
- ___ Show fixed equipment, fixtures, cabinets, and counters
- ___ Show location and height of shelving (separate permits typically required for [racking systems](#))
- ___ Show location and swing direction of all windows and doors
- ___ Provide a window and door schedule with dimensions, hardware, fire-resistivity, u-values, and Solar Heat Gain Coefficients (SHGC)
- ___ Show location of required exit signs and egress illumination
- ___ Illustrate the size and location of portable fire extinguishers required by IBC/IFC Section 906
- ___ Identify fire-resistance rated construction locations and assemblies
- ___ **Cross section(s)** for all new walls, stairs, ramps, etc.
- ___ Ceiling Height
- ___ Attachment to floor/ceiling
- ___ Material types, sizes, and insulation values
- ___ **Reflected ceiling plan**
- ___ **As applicable: Elevations Page(s), Foundation Plan, Foundation Details, Framing Plan(s)**

Mechanical Drawings (unless deferred, see "Associated Reviews" section)

- ___ Show the mechanical installation or alteration in floor plan view; clearly distinguish between existing and new appliances, ductwork, and piping
- ___ Provide outdoor airflow rate calculations for spaces provided with mechanical ventilation, or ventilation area calculations for spaces provided with natural ventilation
- ___ For gas piping installations: label all lengths, sizes, and pressures of gas pipe, locate all appliances on gas pipe and label each appliance BTUs, summarize total distance from meter to farthest appliance, and summarize total BTU load on gas pipe
- ___ Include fixture schedules
- ___ Energy code compliance information, including mechanical system commissioning requirements

Plumbing Drawings (unless deferred, see "Associated Reviews" section)

- ___ Show the plumbing installation or alteration in floor plan view; clearly distinguish between existing and new pipes, fixtures, and vents
- ___ Identify all backflow prevention devices
- ___ Identify and locate all grease interceptors. When grease interceptors are provided, complete plumbing plans and grease interceptor sizing must be submitted.
- ___ Include fixture schedules
- ___ Energy code compliance information, including water heating system commissioning requirements

Structural Drawings, as applicable