



City of Bothell™

TENANT IMPROVEMENT Submit your application online at www.MyBuildingPermit.com .	4
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This submittal checklist identifies minimum application elements necessary for the Department of Community Development to accept the application. Should any of the following minimum items not be provided, the application may not be accepted.

Submittal fees are due at intake.

Development Services permit application requirements:

An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information.

Applicant

Staff

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|--------------------------|--|--------------------------|
| <input type="checkbox"/> | A property and/or legal description of the site for all applications, as required by the applicable development regulations | <input type="checkbox"/> |
| <input type="checkbox"/> | The applicable fee(s), depending on tenant improvement type: Minor TI = Plan check fee only.
1 st Time TI or Change of Use = Plan Check fee + Fire Plan Check fee + Planning Review fee + 5% Tech Fee
1st Time TI or Change of Use may incur traffic impact fee charges due at permit issuance. | <input type="checkbox"/> |
| <input type="checkbox"/> | For first tenants and change of use tenants submit a Development Review Billing Form D | <input type="checkbox"/> |
| <input type="checkbox"/> | Completed Building Summary Worksheet (Form 11) | <input type="checkbox"/> |
| <input type="checkbox"/> | Completed Water Meter Sizing Form 61a if proposed improvement involves a change of use and the City of Bothell is the water service provider | <input type="checkbox"/> |
| <input type="checkbox"/> | ALL deferred submittals are specified on the plans, (i.e. fire alarm, fire suppression, plumbing, and/or mechanical). | <input type="checkbox"/> |
| <input type="checkbox"/> | Lighting Code Summary Form (and Envelope Summary if applicable) | <input type="checkbox"/> |

Plan set:

Applicant

Staff

- | | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | Overall Site Plan (8 1/2" X 11" min. size paper at a scale of 20' equals 1") showing the proposed structure in plan view indicating: | <input type="checkbox"/> |
| <input type="checkbox"/> | North arrow | <input type="checkbox"/> |
| <input type="checkbox"/> | Vicinity map..... | <input type="checkbox"/> |
| <input type="checkbox"/> | Bar scale | <input type="checkbox"/> |
| <input type="checkbox"/> | Indicate location of tenant improvement in relation to the total building | <input type="checkbox"/> |
| <input type="checkbox"/> | If change of use (building code and/or zoning), show existing and proposed parking | <input type="checkbox"/> |
| <input type="checkbox"/> | Plans must be prepared by a licensed architect or engineer if the project includes <i>any</i> of the following: <ul style="list-style-type: none"> • 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) • First time tenant in the space • Alteration of fire-rated construction • Alteration of fire protection systems (any change to fire sprinklers or fire detection devices) • Alteration to the means of egress, including barrier free provisions • An increase in occupant load | <input type="checkbox"/> |

When prepared by a WA State licensed design professional, the plans must be stamped and signed by the design professional.

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- Existing exit pattern of building with relation to the proposed tenant improvement.....
- Square footage of tenant improvement and proposed uses (office, lab, warehouse, assembly, etc.)

Include Floor Plan of each floor and basement showing:

Applicant

Staff

- Floor plan for entire story and indication of current uses.....
 - Indication of existing and proposed room usage including a detailed description of processes to be performed within area (office, conference, chemical laboratory, machining, etc.).
 - IMPORTANT:** If the use is a laboratory, chemical or other hazardous materials storage or usage, in order to not delay your review process please contact the Fire Marshal's office at 425-806-6250. They will assist you to determine if you will need a Hazardous Materials Inventory Statement (HMIS), determine proper control zones and if a possible third party analysis will be required.
- A Hazardous Materials Inventory Statement (see Appendix H of the International Fire Code for required HMIS format) may be required to be submitted to a third party.
Submit any third party review comments, updated HMIS and HAZMAT Management plan for review with your permit application.
- Location of all existing and proposed walls and partitions.....
 - Door sizes, and window sizes
 - Location of all permanently installed equipment such as plumbing fixtures, water heaters, furnaces, appliances
 - Cross-Section Plans of new walls showing all details.....
 - Stairways and handrails (if multi-story).....
 - Reflected Ceiling Plan showing existing and proposed location of light fixtures.....
 - Existing fire detection system and existing sprinkler system.....
 - Location of Fire Extinguishers

Mechanical and Plumbing Permits:

- Plumbing and mechanical drawings **are shown in detail**, including isometric and layout drawings on the submitted building plans **and a plumbing and/or mechanical application is included**. The plumbing and mechanical review will be performed concurrently with the building review. Separate permits for plumbing and mechanical will be issued at the time of building permit issuance. - **OR:**
- A plumbing and/or mechanical application is not included**. Only the building portion will be reviewed. A separate plumbing and/or mechanical permit application and complete plan set will be required for any plumbing or mechanical work. **These applications will not be reviewed concurrently with the building permit application, and are subject to the standard plan review time.**

- Plumbing and mechanical permits will not be issued prior to issuance of the building permit.

Project Information:

Type of Construction I II III IV V A B HT

Total gross floor area of building _____ Total gross floor area of tenant space _____

Square footage breakdown for this project New _____ Alteration _____ Addition _____

Occupancy classification Existing _____ Proposed _____

Tenant Improvement valuation (based on fair market value of labor and materials) \$ _____

	Yes	No		Yes	No
First time tenant	<input type="checkbox"/>	<input type="checkbox"/>	Change of use	<input type="checkbox"/>	<input type="checkbox"/>
Sprinklered	<input type="checkbox"/>	<input type="checkbox"/>	Existing fire detection system	<input type="checkbox"/>	<input type="checkbox"/>
Existing fire sprinkler system	<input type="checkbox"/>	<input type="checkbox"/>			

The City will conduct pre-application meetings for projects below the mandatory threshold if requested by the applicant. Interior tenant improvement applications do not require a pre-application meeting.