



City of Bothell

TENANT IMPROVEMENT

Submit your application online at www.MyBuildingPermit.com.
Online application is required for tenant improvements 4,000 sq ft. or over.

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This intake checklist is to be fully completed prior to submittal and identifies minimum application elements necessary for the Department of Community Development and Public Works to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter.

Applicant: Insert the Plan Sheet Number next to each item on the checklist (when applicable) and check off each box under the *Applicant* heading to confirm the item is included in your submittal. A Permit Technician will check off each box under *Staff* when the item is confirmed to be included in the submittal package.

Plan sets required:

- First Time Tenant Improvement or Change of Use:** **6 complete plan sets to scale**
 *Note: Traffic Impact Fees may apply. **See Impact Fees**
- Minor Tenant Improvement (established space/same use):** **2 complete plan sets to scale**

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
<input type="checkbox"/> A completed & signed Permit Application form	<input type="checkbox"/>
<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 = Plan Check fee + Fire Plan Check fee + Planning Review fee + 5% Tech Fee Change of Use = Plan Check fee + Fire Plan Check 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 - 2 copies (bld,eng)	<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"/>

Additional requirements:

Other items may be required to be submitted for an application in order to ensure that the application is consistent with the Bothell Municipal Code.

Plan sheet Number	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"/>	Existing exit pattern of building with relation to the proposed tenant improvement	<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"/>

Construction Plan requirements:

- Plans must be prepared by a licensed architect or engineer** if the project includes *any* of the following:
- 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

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

Floor Plan of each floor and basement showing:

Plan sheet Number	Applicant		Staff
_____	<input type="checkbox"/>	Location of all walls and partitions	<input type="checkbox"/>
_____	<input type="checkbox"/>	Door sizes, and window sizes	<input type="checkbox"/>
_____	<input type="checkbox"/>	Location of all permanently installed equipment such as plumbing fixtures, water heaters, furnaces, appliances	<input type="checkbox"/>
_____	<input type="checkbox"/>	Direction, size, and spacing of all floor and ceiling framing members	<input type="checkbox"/>
_____	<input type="checkbox"/>	Cross-Section Plans of wall showing all details	<input type="checkbox"/>
_____	<input type="checkbox"/>	Stairways and handrails (if multi-story).....	<input type="checkbox"/>
_____	<input type="checkbox"/>	Square footage of tenant improvement and proposed uses (office, lab, warehouse, assembly, etc.)	<input type="checkbox"/>

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Plan sheet
Number

Applicant

Staff

- | | | | |
|-------|--------------------------|--|--------------------------|
| _____ | <input type="checkbox"/> | Floor plan for entire story and indication of current uses | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Indication of room usage including a detailed description of processes to be performed within area (office, conference, chemical laboratory, machining, etc.). If laboratory, chemical or other hazardous materials usage, provide a list of chemicals, quantities, hazard classifications, and hazardous processes (e.g. dispensing, distillation, etc.), indicate type and height of storage method, and provide a Hazardous Materials Inventory Statement (see Appendix H of the International Fire Code for required HMIS format). | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Existing fire detection system and existing sprinkler system..... | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Reflected Ceiling Plan showing: | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Location of light fixtures | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Location of Fire Extinguishers | <input type="checkbox"/> |

Mechanical and Plumbing Permit Applications (separate application form required):

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | 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 : | <input type="checkbox"/> |
| <input type="checkbox"/> | 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. | <input type="checkbox"/> |

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) \$ _____
(Enter valuation)

	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"/>			

Pre-application meetings are mandatory for Type II and higher applications. Additionally, the City will conduct pre-application meetings for projects below the mandatory threshold if requested by the applicant. The fee for a non-mandatory pre-application meeting will be determined based on the staff time to prepare and attend the pre-application meeting.