



City of Bothell

TENANT IMPROVEMENT

Submit your application online at www.MyBuildingPermit.com.

4

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:

- | | | | |
|--------------------------|--|--------------------------|--------------------------|
| | Applicant | | Staff |
| <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"/> |
| <input type="checkbox"/> | For first time tenants (initial build out of a new tenant space) and/or change of use in an existing tenant space submit a Bill To Form (Development Review Billing Form D) | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Completed Building Code Summary Worksheet Form 11b (existing building code construction).....
Note: Worksheet 11b is not required for racking systems or interior demolition only of existing suites. If 11b is not applicable to your submittal, please upload pdf which states form 11b does not apply and why. | <input type="checkbox"/> | <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"/> |
| <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"/> |
| <input type="checkbox"/> | Lighting Code Summary Form (and Envelope Summary if applicable) | <input type="checkbox"/> | <input type="checkbox"/> |

Construction 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") in plan view indicating: | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | North arrow and bar scale | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Property and/or legal description of the site..... | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Vicinity map showing the location of the entire building in relation to cross streets | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Indicate location of tenant improvement in relation to the total building | <input type="checkbox"/> | <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"/> |
| <input type="checkbox"/> | Plans must be prepared by a licensed architect or engineer if the project includes <i>any</i> of the following: | <input type="checkbox"/> | <input type="checkbox"/> |
| | <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 | | |

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

Construction Plan Set (continued):

Applicant

Staff

- Building Code Compliance information including the building's type of construction, occupancy classification(s), calculated occupant load, fire sprinkler or fire alarm type (if present), means of egress components, etc.
- Floor Plan(s) of entire story showing location of work, square footage of tenant improvement, size and use of rooms, hallways, corridors, doors, walls and windows. Required fire walls and doors shall be identified, as well as other required fire-rated assemblies. Any demolition work to be done shall be identified, with a clear distinction between demolition and new construction. Recommended scale 1/4" = 1'
- Indication of existing and proposed room usage within the tenant space 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 permanently installed equipment such as restrooms, plumbing fixtures, water heaters, furnaces, appliances.
- Cross-Section Plans of new or modified walls showing all details.....
- Stairways and handrails (if multi-story).....
- Reflected Ceiling Plan showing existing and proposed location of lighting, exit signage, ceiling grid, etc.
- Location of Fire Extinguishers

Mechanical and Plumbing Permits:

If plumbing and/or mechanical plans are included in the submittal, please indicate this on the submittal questionnaire during application. These applications will be reviewed concurrently with the building permit application, and are subject to the standard plan review time. Permits for plumbing and mechanical will be issued at the time of building permit issuance.

If plumbing/mechanical should NOT be reviewed with the tenant improvement submittal, please remove all P and M sheets from the plan set.

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