

TENANT IMPROVEMENT (INTERIOR ONLY)

Submittal Checklist



A Tenant Improvement – Interior Only permit is intended for projects involving interior only alterations in an existing non-residential tenant space. An interior tenant improvement is an alteration to the interior of a building that does not increase the floor area of the overall building or modify the existing exterior walls or roof.

The following checklist sets the minimum requirements for a complete application. **If you are not providing an item, specify the reason for omission at the end of this document.** The submittal will be deemed incomplete if the submittal does not meet the minimum requirements of this checklist.

1	Building and Fire Prevention Permit Application	☐
2	Site Plan	☐
3	Construction Plans	☐
4	Structural Calculations	☐
5	Energy Code Compliance Worksheets	☐
6	Preliminary Plumbing Plan	☐
7	Preliminary Mechanical Plan	☐
8	Other Supporting Documents	☐

Upload PDF copies of the documents to the City's [Permit Portal](https://portal.cityofedgewood.org) (portal.cityofedgewood.org). Name each item exactly as identified in the table of documents. Include the name of the project and name and address of the applicant on every document. All documents must comply with our [Electronic Document Submittal Standards](#).

DOCUMENT COMPONENTS

1. **Building and Fire Prevention Permit Application** – A completed and signed [Building and Fire Prevention Application Form](#).
2. **Site Plan** – Showing the location of the entire building in relation to cross streets and the identifying the location of the tenant space within the building where the work is to occur. Aerial imaging from the City's GIS or Pierce County GIS is acceptable.

3. **Construction Plans** – Plans should include the following
- Building Code Compliance Information** including the building's type of construction, occupancy classification, calculated occupant load, fire sprinkler or fire alarm type (if present), means of egress components, etc.
 - Floor Plan(s)** include existing layout and proposed layouts. Proposed floor plans shall show location, 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.
 - ADA Compliance Information** such as location and dimensions of accessible routes, ramps, turning spaces, restrooms, etc.
 - Restrooms and Plumbing Fixtures** serving the tenant space shall be identified, whether existing or proposed.
 - Structural Modifications** shall be identified. When proposed mechanical equipment requires additional structural support, indicate the mechanical equipment location on plans.
 - Construction and Structural Details**, including cross sections of new or modified wall, partition, floor and ceiling assemblies.
 - Reflected Ceiling Plan** showing location of lighting, exit signage, ceiling grid, etc.
 - Energy Code Compliance** – Information shall be included on plans consistent with the submitted Energy Code Compliance Worksheets (see Item 5.)

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)
- Alteration of fire-rated construction
- 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

4. **Structural Calculations** – Structural calculations supporting the construction plan shall detail the prescriptive path or calculations for lateral and gravity structural design. Calculations performed by a WA State licensed design professional shall bear the stamp of the design professional. This includes but is not limited to any and all work performed by the engineer of record, the calculations and all plan sheets that contain structural information, such as design criteria, connection details, footing/foundations, framing, shearwalls and holdowns.
5. **Energy Code Compliance Worksheets** – Provide Energy Code Compliance Worksheets (such as interior lighting calculations or worksheets) in support of the construction design. See the WSEC Commercial Technical Support for Commercial Provisions and Compliance Forms.

6. **Preliminary Plumbing Plan** – Preliminary Plumbing plans should include the following:

- a. Fixture counts
- b. Isometric drawing
 - i. Pipe sizing
 - ii. Water supply
 - iii. Drainage systems

Plumbing work shall be applied for under a separate [Plumbing Permit](#)

7. **Preliminary Mechanical Plan** – Preliminary Mechanical plans should include the following:

- a. HVAC Equipment counts
- b. Isometric drawing
 - i. Duct sizing
 - ii. Registers
 - iii. Returns
 - iv. Supply
 - v. Appliance locations

Mechanical work shall be applied for under a separate [Mechanical Permit](#)

8. **Other Supporting Documents** – Other drawings or documents as required for specific projects to fully demonstrate the scope of work and how it complies with current adopted codes.

ADDITIONAL STEPS

- ☐ Electrical work shall be applied for under a separate [Electrical Permit](#).
- ☐ Plumbing work shall be applied for under a separate [Plumbing Permit](#)
- ☐ Mechanical work shall be applied for under a separate [Mechanical Permit](#)
- ☐ Fire Prevention work shall be applied for under a separate [Fire Prevention Permits](#) (Underground, Standpipes, Suppression, Sprinklers, Alarm, Tanks, etc)
- ☐ If full or partial demolition is to occur which would render the building uninhabitable, you must contact the [Puget Sound Clean Air Agency](#) whether there is asbestos or not. Call 1-800-552-3565 with questions or go to PSCAA website for instructions and regulations.
- ☐ If Fats, Oils & Grease (FOG) will be produced by this tenant, certain requirements must be met and will be required to be documented as part of the plumbing work. Contac Public Works at engineering@edgewoodwa.gov.

If any document is not provided with this application, please explain using the corresponding item number.

Item	Reason for Omission
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