



TENANT IMPROVEMENT APPLICATION

☐ New

☐ Remodel

Project Name: _____

Site Address: _____

Suite# _____

County: ☐ Pierce ☐ King

Brief Description of
work: _____

Parcel Number(s): _____

Valuation of
Project (\$): _____

Zoning/Land Use
Designation: _____

Occupancy

Classification: _____

Is the building
sprinklered: ☐ Yes ☐ No

Is the property
served by: ☐ Sewer ☐ Septic

Primary Contact:

Address: _____

Phone: _____

Email: _____

Property Owners:

(if different)

Phone: _____

Email: _____

Contractor:

Address: _____

Phone: _____

Email: _____

Contractor License: _____

Expiration Date: _____

UBI #:

Milton Business

License: ☐ Yes ☐ No

If owner performing work ☐ I certify that I am the legal owner and will be doing the work myself or act as my own general contractor and hire licensed sub-contractors. I certify that I will not lease or sell the property for 12 months from the final certificate of occupancy. (RCW18.27.090)

Please send

invoices to: ☐ Applicant ☐ Property Owner ☐ Contractor

DETAILS

Plumbing Permit	Number	Mechanical Permit	Number
Plumbing fixtures on one trap		Furnace	
Water heater and/or vent		Appliance Vents, ventilation fan	
Installation and/or repair of water piping (per fixture)		Addition and/or repair of heating appliances or other equipment	
Landscape Sprinkler System:		Piping System Outlets:	
Other items:		Other items:	

SUBMITTAL CHECKLIST

- ☐ Application
- ☐ Proof of Ownership
- ☐ Architectural Plans and Specifications
- ☐ Traffic impact and parking study for TIs over 5000 sf.
- ☐ Clearly identify deferred submittals
- ☐ Material Safety Data Sheets (MSDS) list and quantities, if requested

Other agency documents:

- ☐ Proof of Sewer Review (Pierce County or Lakehaven)
- ☐ Proof of Tacoma-Pierce County Health Department Review (grocery/food establishments)
- ☐ Asbestos Survey and Puget Sound Clean Air Agency Permit (for demos)

Final approval required prior to permit issuance

We prefer digital Submission: Send Application to permits@cityofmilton.net. Once received we will send you the link and instructions to upload submittals. Other items may be requested.

CERTIFICATION

I, the undersigned, hereby certify that this application has been made with the consent of the lawful property owner(s) and that all information submitted on or with this application is complete and correct. I understand that false statements, errors, and/or omissions may be sufficient cause for denial of any related applications. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of the permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction of the performance of construction.

RIGHT OF ENTRY: By signing this application the applicant grants unto the City and its agents the right to enter upon the premises for purpose of conducting all necessary inspection to determine compliance with applicable laws, codes and regulations. This right of entry shall continue until a certificate of occupancy is issued for the property.

Signature of Applicant: _____ Date _____

Signature of Owner(*or authorized agent*): _____ Date: _____