

Expedited Tenant Improvement Packet

For minor work not requiring structural review



Redmond
WASHINGTON

redmond.gov/BuildingPermits

EXPEDITED PERMIT QUALIFICATION CHECKLIST

If the answer to any of the following questions is **YES**, the work does **NOT** qualify for an expedited permit*.

*Expedited review times are subject to staffing availability and workloads.

- ☐ Yes ☐ No 1. Are structural changes being made?
- ☐ Yes ☐ No 2. Are corridors, occupancy separation walls or exits being built or altered?
- ☐ Yes ☐ No 3. Are access control devices being used to prevent free egress?
- ☐ Yes ☐ No 4. Does the scope of work include high pile storage (more than 12 feet in height)?
- ☐ Yes ☐ No 5. Is the current use being changed per the Redmond Zoning Code?
- ☐ Yes ☐ No 6. Is the current occupancy H, I or E per Chapter 3 of the IBC?
- ☐ Yes ☐ No 7. Will hazardous materials be used or stored on site for the scope of work?
- ☐ Yes ☐ No 8. Is the project area greater than 5,000 square feet?

100% of all fees will be collected at intake.
No refunds will be issued.

[Link to current International, Washington State Amendment and City of Redmond building codes](#)

City of Redmond Business License: Contractors are required to obtain a City of Redmond business license prior to working in the City. Get a Redmond City business license here: [WA State DOR](#)

For questions, contact the business license office at 425-556-2193 or businesslicense@redmond.gov

Apply Online: Submit a request for a permit through the [PRO \(Plan Review Online\) portal](#). Once your permit request is processed, you will receive detailed instruction about how to upload the submittal documents.

Application forms and information can be found here: [Development Services Center | Redmond, WA](#)

Electronic Plan Standards:

Files that are improperly named or formatted incorrectly may be rejected at intake. Paper plans, incomplete applications and applications delivered by courier will not be accepted and will result in the application being deemed incomplete.

- All plans must be drawn **to scale** and have scale noted on each sheet
- All documents must be uploaded as a **PDF**
- All plans must be uploaded in **landscape** orientation (horizontal position)
- All plans must be named accordingly per the submittal requirements in **BOLD**
- All plans must be **flattened and reduced**

EXPEDITED PERMIT EXAMPLES

For an expedited permit, the area of construction must be under 5,000 sq. ft.

- Adding, moving, or replacing doors on the interior
- Removing walls to create a larger room
- Interior demolition only
- Adding, moving, or replacing supporting grid for suspended acoustical ceiling tile
- Replacing sheetrock on an interior wall in the same location

SUBMITTAL CHECKLIST - APPLICATIONS WILL NOT BE ACCEPTED AS EXPEDITED WITHOUT THE FOLLOWING INFORMATION

- The named Contractor must have valid licenses, including a City of Redmond Business License.
- The template provided on [Code-Summary-Template](#) must be part of the plan set.
- A Planner must determine that a *plan check is not required* for the permit to be considered expedited.

APPLICATION FORM

TEMPLATE INFORMATION

- See [Code-Summary-Template](#) for a template containing the information required on the front page of over-the-counter and expedited permits.
- The Existing Building Information section must be completed prior to application submittal. Find the Building History form here: [Building History](#)
If one is not available online, please submit a public records request: [Service Request Login Page \(govqa.us\)](#)

ARCHITECTURAL PLANS

- Plans marked *preliminary* or *not for construction*, have red lines or cut and paste details, or those that have been altered after the design professional has signed the plans will not be accepted.
- Location, vicinity map, zoning, address, & model code information.
- Construction type.
- Number of stories and total height in feet. Building square footage (per floor and total).
- IBC Occupancy Type (show all types by floor and total) and occupancy load. List work to be performed under this permit.
- Note IEBC compliance method– IEBC Section 301.3
- Provide occupancies classifications for neighboring tenant spaces.
- Accessibility information: If the building is up to the 2017 ICC/ANSI standards, note that on the plans. If not, provide 20% of the value of construction in accessibility upgrades. In existing buildings, provide compliance path from the IEBC.

Design Team Information

- Design Professional information: Architects, Structural Engineers, Civil Engineers, Landscape Architects, Owners, Developers

Site Plan - May be included as part of the Architectural Drawing Cover Sheet. Provide information for accessible parking, number of parking spaces and route of travel.

- Show building outline and exterior improvements.
- Show building set backs, property lines, easements, street access locations and address. Indicate north direction.
- Flood hazard areas, floodways, and design flood elevations as applicable.

SUBMITTAL CHECKLIST - CONTINUED

Code Summary Floor Plan – See Building Code summary worksheet for additional required information.

Clearly label the following:

- Space/room use (i.e. office, sales, conference, kitchen, manufacturing, etc.)
- IBC Occupancy classifications, Square footage, Occupant load square footage factor used to determine occupant load.
- Clearly show a complete Means of Egress Path, including exits, exit passageways, exit enclosures, separation of exits, exit signs, exit width, common path of travel, travel distance and diagonal distance.
- Note type of sprinklers used.
- Clearly show all actual and assumed property lines. Graphically show the extent and rating of all rated assemblies both vertical and horizontal, include the rating of any required opening protection.
- Indicate any doors that are provided with panic hardware and/or magnetic hold-opens. Provide non-separated use calculations and/or mixed use ratio calculations.
- Provide accessible information of site and all parts of the building.

Reflected Ceiling Plan (If Applicable)

- Plan view 1/8-inch minimum scale. Details a minimum of 1/4-inch scale. Provide ceiling construction details.
- Provide suspended ceiling details including seismic bracing per IBC 808.1.1.1 and ASTM 635-636 and expansion joint layout.
- Show the location of all emergency lighting, exit signage and provide a lighting fixture schedule.

Floor Plan Sheet - Details must be a minimum of 1/4-inch scale.

- Specify the use of each room/area, including shafts, electrical/mechanical rooms and elevators.
- Show **ALL** exits on the plans; include new, existing or eliminated.
- Show all Barrier-Free information on the drawings. Provide door and door hardware schedules.
- Specify each wall type, door type, and glazing requirements. Provide details and assembly numbers for fire resistive assemblies.
- Indicate on the plans all rated walls, doors, windows and penetrations.

Framing Plans/Details

- Specify the size, spacing, height, anchorage, rated listings, wood species or metal gauge for all stud walls. Indicate all wall, beam, floor connections and ceiling.
- Detail the seismic bracing for all walls.
- Include a stair section showing rise, run, landings, headroom, handrail and guardrail dimensions. Show size, anchorage and spacing for stringers.

ENERGY CODE COMPLIANCE

- Lighting, mechanical, and building envelope forms can be found at: https://www.waenergycodes.com/compliance_forms.php
- Applicable forms are required to be submitted with the building permit. No deferred submittals are allowed.

FIRE DEPARTMENT

A separate fire installation permit may be required for items that are checked YES.

For questions, contact: FireDevelopmentServices@redmond.gov or 425-556-2237

Fire Item	YES	NO
Flammable/Combustible Liquids		
Hazardous Materials		
High Piled Storage		
HPM Facilities		
LP Gas Store/Handle/Use/Dispense		
Places of Assembly		
Refrigeration Equipment for Heating and Cooling		
Spraying & Dipping		
Battery Systems		
Compressed Gases		
Cryogenics		
Industrial Ovens		
Private Fire Hydrants		
Smoke Control Systems/Stair Pressurization		
If yes, Item and Description:		

PLANNING DEPARTMENT

For questions, contact: PlannerOnCall@redmond.gov or 425-556-2494

Planning Item	YES	NO
Exterior modifications to building?		
Change of Land Use? (zoning) i.e. warehouse to gym*		
Sensitive areas on or near site?		
Is permit a PRD/MPRD/PCD/MPCD?		
Building generates noise above 35dBA		
Tree removal proposed?		
Additional building square footage proposed?		
Change in number of existing parking stalls?		
Reducing landscaping square footage proposed?		
Reroofing?		
If yes, Item and Description:		

* When there is a change of land use, a Traffic Trip Generation Study may be required.

For questions, contact: DevelopmentEngineering@redmond.gov or 425-556-2876



Applies to permit applications submitted on or after May 1, 2025

Building Permits: Waste Reporting Requirements



Reporting Site

Waste from construction projects must be reported on our online platform. See our [reporting guide](#).



Waste Plan

Once your building permit is approved, set up the project on our [online waste tracking platform](#). It will walk you through creating a waste plan.

The project's waste plan will identify:

- how much waste you expect to generate,
- what materials you plan to dispose or recycle,
- and where you plan to take construction waste.

redmond.wastetracking.com



Waste Reporting

Throughout construction, report waste and upload waste tickets on our [online platform](#).

There is no requirement for recycling or salvage. Construction debris must be taken to designated facilities ([see list](#)).

Waste reporting must be completed before the permit can receive final inspection approval and a Certificate of Occupancy can be issued.

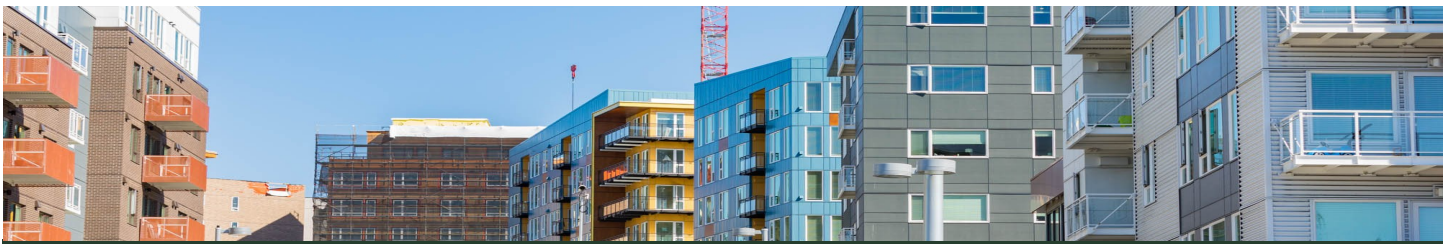


More information at redmond.gov/cdwaste



Redmond
WASHINGTON

Notice of nondiscrimination is available at redmond.gov/TitleVI
无歧视声明可在本市的网址 redmond.gov/TitleVI 上查阅
El aviso contra la discriminación está disponible en redmond.gov/TitleVI



Commercial Building Permit Application

☐ Commercial ☐ Multi-Family ☐ Mixed Use ☐ Change of Occupancy



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TYPE OF WORK

☐ New ☐ Accessory Structure ☐ Addition ☐ Garage ☐ Modular ☐ Portable ☐ Reroof
☐ TI ☐ Exterior Alteration ☐ Rack Storage ☐ Awning ☐ Dock ☐ Fence ☐ Pool

SITE LOCATION

VALUE OF CONSTRUCTION & KING COUNTY ASSESSORS IMPROVEMENT VALUE*

Site address: _____

Suite/FLR/RM: _____

Tax parcel number: _____

Project name/Tenant: _____

Plat name/Lot number: _____

Property owner: _____

Mailing address: _____

City _____ State: _____ Zip: _____

Value of Construction: \$ _____

The value of construction shall be based on the value of the work that is being performed. The total value of work shall include materials and labor but does not include the value of trade permits.

Value calculations for new square footage are based on the type of construction and occupancy. [Development Service Fees page](#)

Taxable Improvements Value: \$ _____

Find this value here: [King County Department of Assessments: eReal Property](#). Search for your property, then click on the "Property Detail" tab. Scroll down to find the "Taxable Imps Value" for the current year.

DETAILED DESCRIPTION OF WORK

APPLICANT

Contact Person: _____

Company Name: _____

Phone: _____

Email: _____

Mailing address: _____

City _____ State: _____ Zip: _____

DESIGNED BY

☐ ARCHITECT

☐ ENGINEER

Contact Person: _____

Company Name: _____

Phone: _____

Email: _____

Mailing address: _____

City _____ State: _____ Zip: _____

CONTRACTOR

Company name: _____

Phone: _____

Email: _____

Mailing address: _____

City _____ State: _____ Zip: _____

UBI # _____

State contractor's license #: _____

Contractor has a City of Redmond Business License? ☐ Yes

GREEN CERTIFICATION LEVEL

Built Green: ☐ 4 star ☐ 5 star

LEED for Homes: ☐ Silver ☐ Gold ☐ Platinum

LENDER INFORMATION

☐ N/A

Lender Name: _____

Phone _____ Email _____

Mailing address: _____

City _____ State: _____ Zip: _____

BUILDING INFORMATION

Automatic Sprinkler Required ___ Yes ___ No
 Automatic Sprinkler Provided ___ Yes ___ No
 Quick Response Throughout ___ Yes ___ No
 Quick Response per Occupant ___ Yes ___ No
 Number of Stories _____
 Special Conditions * ___ Yes ___ No

*If Yes, please explain _____

Alarm ___ Yes ___ No
 Hazardous Materials ___ Yes ___ No
 Basement ___ Yes ___ No
 Change of Occupancy ___ Yes ___ No
 Certificate of Occupancy Required ___ Yes ___ No
 Smoke Control * ___ Yes ___ No

* If Yes, the design and construction documents shall be submitted as a separate Fire Installation permit in conjunction with Building Permit Application.

BUILDING INFORMATION FOR PROPOSED WORK - PER IBC

Location *	Interior Remodel (SF)	New/Added (SF)	Type of Construction	Proposed Occupancy	# of occupants	Non-separated use?
Total						

* Enter location by occupancy type (i.e. B, S-1, E, M, etc.) and by floor or suite number.

EXISTING BUILDING INFORMATION

Locate the building history form here <http://gis.redmond.gov/pv/#/MapView> and enter the information below. If a form is not available, the information will be verified during plan review.

GIS #	Construction Type	Occupancy	Square Footage	Code Year

ADDITIONAL APPLICANTS THAT NEED ACCESS TO THE PERMIT

Name: _____ Company: _____

Name: _____ Company: _____

Name: _____ Company: _____

Applicants must be registered in the City of Redmond REPS system: [Civic Access \(redmond.gov\)](http://CivicAccess.redmond.gov)

BUILDING OWNER OR AUTHORIZED AGENT

Expiration of Permit: Per RMC 15.08 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 365 days after the date of filing unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 365 days each. The extension shall be requested in writing and justifiable cause demonstrated.

I hereby certify that I have read and examined this application and know the same to be true and correct, and I am authorized to apply for this permit.

Print Name: _____ Date: _____

Signature: _____