



## COMMERCIAL TENANT IMPROVEMENT PERMIT ELECTRONIC SUBMITTAL CHECKLIST

7/17/2023

### I. APPLICATION DOCUMENTS AND/OR INFORMATION

This checklist has been designed to provide a brief overview of the City's submittal requirements for all written documentation. For a comprehensive list of requirements, please review the remainder of this guide. Please note that applications missing one or more of the items listed are considered incomplete and may delay the permit review process. **Initial** each box under the Applicant heading on this checklist to confirm that items are included in your submittal. The building dept. will check off each box under staff when the item is confirmed as included in the submittal package.

APPLICATION DOCUMENTS			
Staff	Applicant	Qty	Documents Required
		1	Completed and signed Building Permit Application
		1	Submit electronic site plan <b>See Section II for more info</b> (if applicable)
		1	Submit all documents in electronic format. <b>See Section II for more info</b>
		1	Architect/Engineer of Record stamp Architect/Engineer ALL SHEETS or calculations shall be stamped
		1	Structural Calculations (gravity & lateral required)
		1	Truss Engineering (specifications)
		1	Manufactured beam calculations (if using)
		1	Manufactured floor joist layout (if using)
		1	Energy Code Compliance forms ( <b>all required non-residential forms &amp; calculations</b> )
		1	Copy of Washington State Contractor's License
		1	Completed "Flood Plain Development" application <u>if project located within SFHA (Special Flood Hazard Area)</u> per City of North Bend Flood Prevention Ordinance 14.12
		1	Flood certification base on construction documents ( <b>If in SFHA</b> )
		-	* Plan review fees are due at time of submittal, remaining fees at permit issuance

PLEASE REFER TO THE INTERNATIONAL BUILDING CODE, NORTH BEND MUNICIPAL CODE

Additional documents may be required if deemed necessary by the Planning Director or Building Official. If you have any questions regarding your application submittal please contact the Community and Economic Development at 425-888-7641.

NOTE: Sign, fire sprinkler & alarm permits must be obtained separately from the City. Electrical permits must be obtained from the State Department of Labor and Industries.

Prior to opening for business, a City business license must be obtained. Please contact City Hall at 425-888-7628 for more information.

Please include this checklist with your submittal to confirm that you have included all of the required information for a complete plan review. Additional information may be required based on the scope and complexity of each individual project. See below for format and design standards required on all plans.

- **Architectural floor plans:** (required)

- \_\_\_\_ Label all rooms and uses (ex. office, retail area, storage, etc.),
- \_\_\_\_ Show accessible features (ex. restrooms, parking, ramps, customer counter, dressing rooms)
- \_\_\_\_ Show fixed equipment,
- \_\_\_\_ Show cabinets and counters (included notation of which counter will be a cashier/service counter if applicable)
- \_\_\_\_ Show location of shelving (including heights) and fixtures
- \_\_\_\_ Show all windows and doors with dimensions
- \_\_\_\_ Show all mechanical, plumbing and electrical systems
- \_\_\_\_ Include fixture schedules for areas like kitchens or mechanical rooms

- **Details:** cross sections for new work including walls, stairs, ramps, counters, etc.

**When applicable, the following additional information must be provided:**

Site/key plan: property lines, all buildings, streets, parking, North arrow (required)

- A key plan for addressing/suite numbering review.  
This key plan should show the building you are in with all the suites in that building labeled by address/suite number, with yours hatched or clouded, and some reference points (main building entrance identified, streets labeled, north arrow). Applicable for multi-tenant (2 or more) buildings. Examples: side by side or 1st, 2nd and or multiple floors.

Structural plans and details for projects involving structural building elements. See below for additional information regarding professional seals.

Location plan for construction staging areas and description of proposed exterior improvements or maintenance on the site/key plan when staging construction or conducting construction activity outside of buildings.

Parking calculations may be required for initial occupancy or change of occupancy applications. (See item #6 below for more information)

## **Format & Design Standards**

### **1. Format**

- All drawings must be submitted in electronic format.
- Changes must be clearly made with a strike out and correction, dated and initialed by the person making the change. If drawings cannot clearly be corrected using this method, they must be redrawn.
- Plans submitted to be reviewed and approved will be the plans used for construction. Therefore, plans marked "Not for Construction" or similar notations will not be accepted.
- Revisions must be clearly marked with a cloud and enumerated delta. A revision list with explanatory text for each delta is required.

## 2. Scale

- All scale sizes must be standard architectural or engineering scales.
- Site plans must be drawn at 1" = 20' or larger scale.
- Floor plans, elevations and sections shall be drawn at not less than 1/8" = 1' scale and must be dimensioned.
- Details must be drawn at a scale large enough to clearly illustrate the particular detail, with a minimum scale of 3/4" = 1'.

## 3. Reproducibility

- All drawings must be clear, accurate, legible and high-contrast. Contrast must be sufficient to permit archival photographic or digital reproduction.

## 4. Architectural & Engineering Professional Seal(s)

- Commercial Construction: Alterations or additions to structures larger than 4,000 square feet and multi-family buildings with five or more units are required to be designed by a licensed professional architect, per RCW 18.08.410.
- Drawings and structural calculations prepared by a professional architect or engineer licensed to practice in the State of Washington must be signed and sealed by the architect or engineer, per WAC 196-23-020.
- Structural details shall not be hand-drawn or superimposed upon architectural floor plans prepared by others.
- Structural drawings shall be free of extraneous architectural details.
- Structural details presented elsewhere in the drawings or on documents other than structural drawings shall be reviewed by the design professional and corrected or revised as necessary to eliminate inconsistent or contradictory information, specifications or details.
- Structural calculations supporting the plans and details shown in the structural floor plans must include an original seal and signature.

## 5. New occupancy or change of occupancy

Proposed changes in use of a building or tenant space may require new parking calculation review. Concurrency certificates state the specific use for which the building has been evaluated and approved. Please contact city of North Bend Planning department for parking requirements. **Example:** A building that has been evaluated and approved as a warehouse is proposed to be converted to office or retail space. An additional parking evaluation and approval may be required prior to application acceptance because the new use would trigger different parking requirements per the North Bend Municipal Code.