



*Commercial Tenant
Improvement Additions &
Alterations*

Applicant Services Center
700 Fifth Avenue, Suite 2000
P. O. Box 34019
Seattle, WA 98124-4019
Phone: (206) 684-8850
www.seattle.gov/sdci

Project Number:
Project/Site Address:

This checklist has been provided to assist the applicant in preparing a complete application. It is the responsibility of the applicant to prepare a complete submittal. For further reference, please visit: [seattle.gov/sdci/permits/permits-we-issue-\(a-z\)/construction-permit---addition-or-alteration](http://seattle.gov/sdci/permits/permits-we-issue-(a-z)/construction-permit---addition-or-alteration), or [seattle.gov/sdci/permits/permits-we-issue-\(a-z\)/tenant-improvement-permit](http://seattle.gov/sdci/permits/permits-we-issue-(a-z)/tenant-improvement-permit) for Blanket Permits

LAND USE CONSIDERATIONS (check zoning and overlays and refer to Land Use Code for specific development standards):	
<ul style="list-style-type: none"> Change of use from last permit Use allowed outright Use allowed as Conditional Use Does use exceed maximum size limit for zone 	<ul style="list-style-type: none"> Project in Overlay District SEPA required (DR 17-2019) Project in Review District or Landmark Changes to façade transparencies Last permitted use
CONSTRUCTION CONSIDERATIONS:	
<ul style="list-style-type: none"> Change of occupancy from last permit Project requires design Professional stamp Means of Egress/Exiting covered Accessibility/Barrier free design covered Height/Area/Type of construction covered Mixed construction type Project is a substantial alteration – Tip 314 	<ul style="list-style-type: none"> Deep excavation at property line Demolition is required – Tip 337 Pre-fab steel building – Tip 304 Racks require engineering High Rise, Atrium or Mall – Tip 318 High Pile Storage Group H, control areas Curtain Walls
OTHER CONSIDERATIONS:	
<ul style="list-style-type: none"> In Shoreline In ECA 	<ul style="list-style-type: none"> Stormwater, Grading & Drainage
TYPE OF PLANS TO BE SUBMITTED:	
<ul style="list-style-type: none"> Grading Plan (if required) Drainage and Wastewater Control (DWC) Plan¹ 	<ul style="list-style-type: none"> Construction Stormwater and Soil Amendment (CSC/SOIL) Plan¹ Survey (Topo survey with 2' contours if within 2" of height limit or using sloping lot height bonus)

1. Drainage Plans (DWC and CSC/SOIL Plans) are not required for projects with less than 750 sf of new plus replaced hard surface and/or 5,000 sf of land disturbing activity unless the project is in an environmentally critical area (ECA) or buffer. Preparation by a licensed civil engineer is required if there is 5,000 sf of more of new plus replaced hard surface.

ARCHITECTURAL PLANS:

Basic Plot plan (if change to site or parking)
 – Tip 103, 103A & 103B (if ECA site)
 Schematic Property/Tenant Plan (if no
 change to site)
 Building ID plan (if more than one building on
 site)
 Demolition Plan
 Architectural notes
 Land Use notes and documentation

Code Analysis (Land Use and Building)
 Means of Egress/Existing plan
 Floor plan(s)
 Roof plan
 Elevation views
 Building sections
 Reflected ceiling plan (if changes to
 ceiling)
 Construction details
 Door/window schedule
 Landscape plans DR 11- 2020

STRUCTURAL PLANS (if structural changes):

Structural notes
 Foundation plan(s)
 Floor framing plan(s)
 Roof framing plan(s)

Structural details
 Cross sections for all structural
 modifications
 New mezzanines, raised floor & other
 structural work

MECHANICAL PLANS (if Mechanical permit included Tip 415):

Project required design professional
 stamp
 Mechanical notes

Mechanical Plans (if Mechanical
 Permit or project includes Fume
 Hood)

ADDITIONAL SUBMITTALS :

Copy of Geotechnical Report
 Statement of Financial Responsibility Form
 Agent’s Letter of Authorization from owner
 Structural calculations, stamped (if structural
 work or new or replaced mechanical equip.)
 Target UA calculations
 Cooling and heating calculations (if
 Mechanical Permit included with this permit)

Kitchen Hood Worksheet for restaurant
 (if hood included with in permit)
 Acoustical Study – Tip 118
 Parking Covenant (Site Plan for covenant
 parking location required)
 Documentation for Established use for the
 Records – see Tip 217
 Certificate of Approval from Special
 Review District or Landmark
 Copy of Pre-submittal minutes
 Salvage Assessment
 King County Sewage Treatment Capacity
 Charge Certification Form