

TENANT IMPROVEMENT SUBMITTAL CHECKLIST

Overview

If you are unsure about any potentially applicable submittal items, please email PermitTech@Sammamish.us or submit for Project Guidance.

Code References

Building Permit Required
SMC 16.20.195

Parking Space Calculations
SMC21.06.030.C

Adequacy of Public Facilities
and Services
SMC 21.06.040

Signage
SMC 21.06.050

Online Resources

Adopted Construction Codes
www.MyBuildingPermit.com

Project Guidance

Sammamish Property Tool

Applications & Forms

Questions?

PermitTech@sammamish.us

SUBMITTAL REQUIREMENTS

Getting permits to make changes to a commercial tenant space requires a variety of documents. Please include all the necessary documents to have a complete submittal package, to get you through the review process as quickly as possible.

A separate PDF of each document is required at time of submittal.

ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on www.MyBuildingPermit.com.
- 2 Select "Apply For Permit", then "Sammamish" as the jurisdiction.
- 3 Select the following:

| <u>Application Type</u> | <u>Project Type</u> | <u>Activity Type</u> |
|-------------------------|---------------------|----------------------|
| Building | Nonresidential | Tenant Improvement |
- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.

REQUIRED ITEMS

- Affidavit of Applicant Status & Acceptance of Financial Responsibility**
- Legal Description**
- Project Narrative**
- Fixture Counts**
- WSEC (Energy Calculations) Compliance Form**
- Historic Resources Affidavit**
Properties listed on the Historic Resources Inventory are mapped within the HistoricResources2020 layer on Sammamish Property Tool.
- Plan Set (see following page for details)**
- Transportation Trip Calculation Worksheet**

Plan Set (must be prepared and stamped by a qualified design professional):

- Sheet Index
- Building data:
 - applicable codes
 - new/existing building area
 - type of construction (IBC Chapter 6)
 - type of occupancy (IBC Chapter 3)
 - occupant load (IBC Chapter 10 Sec. 1004)
 - fire sprinkler and fire alarm systems
 - smoke control systems
 - fire-rating requirements
 - means of egress (IBC Chapter 10)
 - accessibility requirements (IBC Chapter 11, ICC A117.1)
 - energy efficiency requirements (WSEC-C Chapter 4)
- Complete description of work to be covered by permit
- Floor plan:
 - Arrangement of walls, with proposed use and dimensions of all areas
 - Stairs and elevators (if applicable)
 - Corridors
 - Restrooms
 - Accessibility ramps
- Windows and doors, including new, removed, and replaced openings, with direction of door swings
- Fixture locations, including exit signs, access symbols, fire extinguishers, fans, vents, smoke detectors, plumbing fixtures, mechanical equipment, etc.
- Accessibility compliance, including dimensions of ramp slopes, doorsills heights, hardware types, heights of accessory features, etc.
- Reflected ceiling plan
- Electrical plans (separate electrical permit required)
- Mechanical plans (if applicable, cannot be deferred)
- Plumbing plans (if applicable, cannot be deferred)

POTENTIAL APPLICABLE ITEMS

The following items may be required, as determined by the City of Sammamish. Project Guidance can help ascertain if any are relevant.

If any of the following were listed as necessary as part of a Project Guidance, Pre-Development Consultation, or Pre-Application Conference, it must be included with the initial submittal.

Upon review of an application, any of the following may be requested as part of a correction letter by the City.

 Structural Calculations

Structural calculations are required for:

- Any structural changes
 - New or replaced equipment on the roof
 - Equipment exceeding 400 pounds (must include engineering for seismic connections to structure)
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- *Equipment exceeding 75 pounds that is suspended or mounted more than four feet above the surface of the floor or roof*
 - *Anchorage of electrical equipment for emergency or standby power*
 - *Shelving/display cases with heights exceeding 5.75 ft above the floor or roof*
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Land Use Approval

Parking Analysis

Traffic Concurrency Certificate

Any change of use may require a Traffic Impact Analysis to determine if a Traffic Concurrency Certificate is required.
