

# SUBMITTAL CHECKLIST

## Commercial Tenant Improvement



**Development and  
Permitting Services**  
333 S. Meridian  
Puyallup, WA 98371  
253-864-4165  
www.cityofpuyallup.org

This application type is to be used for commercial interior remodels and when converting unconditioned space to conditioned space. If you are **only** changing the use (or occupancy) and making no alterations to the space, you will need to apply for a Change of Use permit. If you have any questions, please contact the Permit Center at (253) 864-4165 option 1.

**This completed check list must be submitted with the completed application form, if not submitted or incomplete the application may only be considered for STANDARD REVIEW.**

**NOTE: This list may not address all project or site conditions.** This application checklist is the Submittal Checklist and may not provide direction for all circumstances of code or applicable standards.



### Permit review types: Standard & Expedited

#### Submittal Instructions

- 1** Create an account on the Customer [Permitting Portal](#)
- 2** Select "Apply for Building Permit"
- 3** Select "Commercial – Tenant Improvement/Remodel" from drop down list. Fill out all sections of the online form and upload all required documents. Failure to upload all the required documents will delay the processing of your application.

**Note: Puyallup uses a consolidated concurrent review process; building, mechanical and plumbing are submitted, reviewed, and issued as a single permit submittal**

To be Completed by Applicant	<b>EXPEDITED REVIEW REQUEST</b> <b>Complete this section by checking all that apply if you are requesting expedited review</b> <b>If unsure about any of the items noted below, please contact the Permit Center at (253) 864-4165 option 1</b>	
<input type="checkbox"/>	Business (B) Occupancy or Mercantile/Retail (M) Occupancy	Expedited review eligible
<input type="checkbox"/>	Project area/building is under 6,000 SF	Expedited review eligible
<input type="checkbox"/>	Project includes frontage improvements, substantial improvements, utility connections, or grease interceptor modifications.	Standard review
<input type="checkbox"/>	Lot is located in a Floodplain	Standard review
<input type="checkbox"/>	Change of use or a change in use intensity that requires Land Use approval which is not an outright approved use for the site.	Standard review
<input type="checkbox"/>	Changing the exterior elevation	Standard review
<input type="checkbox"/>	Building is Designated Historic Property	Standard review
<input type="checkbox"/>	Complete application as detailed in the list below	Subject to review – Standard Review

To be Completed by Applicant	<p style="text-align: center;"><b>Application Checklist (Expedited and Standard Review)</b></p>	<p style="text-align: center;">An “X” in the box means this item must be submitted for a complete application</p>
	<b><u>Complete Permit Application</u></b>	<b>X</b>
	<p><b>Construction Plan Set</b> (shall be dimensioned, to scale and include Architectural, Mechanical, Electrical, Plumbing, and Structural plans.) Plans must be sufficiently detailed to demonstrate minimum code compliance and include specific and complete details for the following as applicable to the scope of work.</p> <ul style="list-style-type: none"> <li>• Foundation Plan – details foundation, footing, depth, dimensions, reinforcement, anchor bolts, hold-downs, ventilation, flood-venting, etc. for construction</li> <li>• Framing Plan, details &amp; dimensions, framing, soffits, headers, beams, joists, rafters and trusses and all connections. Gravity load paths – including blocking, piers, posts, columns, etc.</li> <li>• Braced walls – location construction details and materials</li> <li>• Egress Plan – detail exit lighting, emergency exit lighting, lighting at exterior exit doors, exit distance, exit access to the public way. Occupant load calculations and exiting, including exit width calculations Egress- details doors, hardware, signage, illumination, emergency power</li> <li>• Floor Plan, rooms identified, dimensions for code details, lighting, stairs, landings, windows, doors, and proposed AND existing floor plan must be provided. Demolished walls, existing walls to remain, and proposed walls (with legend)</li> <li>• Roof Plan, framing, rafters, trusses, and engineering elements</li> <li>• Building Cross Sections, Show all typical sections of the structure, footing, foundation, framing, roof headers, beams, girders, ceiling heights, clearance, etc.</li> <li>• Elevations – Each building face and adjoining grades</li> <li>• Accessibility access – Submittals shall include all necessary details for construction.</li> <li>• Plumbing Plans - (fixtures, locations, pipe size, layout – plan view) cross connection protection. Must specify the required devices and locate on the plans.</li> <li>• Mechanical Plans - (equipment make/model, location, ducting). Provide manufacturer details for fire, smoke, and radiant rated dampers as applicable <ul style="list-style-type: none"> <li>○ Gas pipe: provide sizing calculations, location, and details to include support</li> <li>○ <b>Special attention</b> is required by the applicant to demonstrate compliance with the International mechanical Code and the State energy code for outdoor air ventilation, Dedicated Outside Air System), energy code equipment efficiency, exhaust, and insulation standards for added cooling.</li> <li>○ Rooftop equipment: Detail clearance of all vents and inlets for compliance with the International Mechanical Code - provide engineered structural design for equipment that increase the load by 5% on any structural element or new loads over 400 lbs.</li> </ul> </li> </ul> <p>Architectural design – if project area/building exceeds 4000 square feet, Architectural design is required.</p> <p>Restrooms Facilities - Changes in occupancy may require additional restrooms or drinking fountains</p>	<b>X</b>

<input type="checkbox"/>	<b>Structural Calculations</b> (Sealed by engineer of record)	<b>Required per building codes and State of Washington</b>
<input checked="" type="checkbox"/>	<b>Energy Code Worksheet (include the energy credits on the forms, insulation values, insulation type and shown in elevation details)</b> – More information can be found <a href="#">here</a>  <b>Electrical:</b> The city plans need to show compliance with the energy code and efficiency requirements. Washington State Labor and Industries permits and inspects electrical.	<b>Required if conditioned space (mechanical - envelope work)</b>
<input checked="" type="checkbox"/>	<b>Plumbing Fixture Worksheet for Commercial, Industrial, and Multi Family Project</b>	<b>X</b>
<input type="checkbox"/>	<b><a href="#">TPCHD</a> Approval for Septic System</b>	<b>Required if site is served by private septic system</b>
<input type="checkbox"/>	<b>Water Availability</b>	<b>Required if Purveyor is not City of Puyallup</b>