



Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

Note: A Tenant Improvement Permit is required for the completion or remodel/alteration of a space within an existing building. A Shell Modification Permit is obtained to change some elements of the structure. Examples include: new fascia, structural changes to the building, or redesign of a stair system.

Permit Application

Submittal Fee: Based on valuation and hourly rate (\$204.00/hour).

Mechanical/Plumbing Application. For heating and cooling equipment as well as water piping/plumbing fixtures. (May be submitted as a separate permit)

Mechanical / Plumbing Plans – two (2) copies (may be submitted as a separate permit). This information is required to check compliance with the International Mechanical and Plumbing Code. See the Mechanical/Plumbing Permit Submittal Checklist for a more complete description of the requirements and permit fees.

- All types of heating systems, fireplaces and/or stoves on building plans.
- All air handling equipment: heating, ventilating, air conditioning, and exhaust systems, including duct system layout, registers, diffusers, grill sizes, and air quantities.
- Fire and smoke dampers with the equipment listing.
- Shaft construction and listing number of testing agency for fire rating.

Transportation Impact Fee Estimation Form

Park Impact Fee Estimation Form

Fire Impact Fee Estimation Form

Certificate of Sewer Availability

- Ronald Wastewater (deferred to permit review)

TENANT IMPROVEMENT & SHELL MODIFICATION SUBMITTAL CHECKLIST

- The Highlands (206) 362-2100

Additional Information

- If you are applying for a Shell Modification or if your Tenant Improvement includes structural work, the plans shall reflect sufficient structural details. Engineering calculations must also be submitted for the proposed work.
- Any food handling establishment including schools, churches, restaurants, groceries, mini-markets, hospitals, taverns, and nursing homes should check with the Seattle-King County Health Department for their requirements at (206) 296-4932 or (206) 296-4787. An approval letter is required from them before a building permit can be issued.

Scope of Work – State the scope of work of the project, including information about the structures, the building uses, and site work.

Site Plans – three (3 minimum size 11" x 17") copies drawn to an engineering scale (e.g. 1" = 20'). Permit applications for co-locations only may not require as detailed of a site plan.

- Name, address, and phone number of the person who prepared the drawing.
- Graphic scale and north arrow.
- Location, identification, and dimensions of all proposed and existing buildings and their uses.
- Note structure height. The structure height must be calculated based on the average existing grade. The calculation is to be illustrated on the elevations.
- Dimensions of all property lines.
- Building/structure setbacks from front, side, and rear property lines.
- Buildings within 50' of the proposed structure.
- Easements, including utility, drainage, access, and open space. Include the King County recording number for existing easements.

Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily

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- Location of existing parking spaces, include traffic flow and all internal walkways.

Construction Drawings –three (3) copies

drawn to architectural scale.

- All buildings with more than 4,000 square feet or multi-family buildings with more than four (4) units must have plans and calculations stamped and signed by a licensed architect or engineer.
- State which edition was used for each of the International Building, Fire and Mechanical Codes, Washington Energy Code, and Uniform Plumbing Code.

Non-Structural

- Proposed uses of the building(s) i.e.: retail, wholesale, office, multi-family dwellings, etc.
- Sprinklers and/or fire alarms.
- International Building Code (IBC) Occupancy Group and Type of Construction of existing and proposed buildings.
- Detailed breakdown of use and square footage by floor level for each individual building on site. Show the occupant load and/or number of employees in each space.
- Existing floor plan for each floor. Show walls, doors, windows, and other items that will be removed. Specify previous use of each room or space.
- Proposed floor plans of each floor. Identify scale, dimensions, and uses of each area. Show equipment and layout for all areas of the building, stock storage height, and list of types and quantity of materials stored.
- Elevations – all sides of structure.
- Building and wall sections.
- Fire-rated assemblies and penetrations with details and listings.

- Fire and smoke dampers.
- Method of heating – electrical, gas, etc.

Structural

- Structural framing for all floors and roofs.
- Construction details with detail cuts so they can be located on the plans.

- Completed Washington State Energy Code Compliance Forms – two (2) copies.** For envelope, mechanical, and lighting.

Energy

- U-values for all doors and window glazing.
- Lighting and switching plans for all spaces.
- Quality Assurance Plan for seismic maintenance where required by International Building Code Section 1705.

Documentation

- Engineering calculations for gravity and lateral loads (wind and/or seismic) and special connections. The plans and calculations must specify all design parameters as listed in the International Building Code Section 1603.

- Waste Diversion Plan and Salvage Assessment** required for tenant improvements greater than 2,500 square feet of gross floor area (may be deferred to permit issuance). When demolition is proposed a Salvage Assessment must be prepared by a third party. A Waste Diversion Report, including tip receipts or signed salvage affidavits and photo documentation, are required prior to permit finalization.

Fees effective 1/2020

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

The Development Code (Title 20) is located at CodePublishing.com

OTHER PERMITS:

- Fire Alarm
- Fire Sprinkler
- Sign Permit
- Gas Piping
- Electrical
- Boilers