Shell Building Overview
Bulletin #10

What is a Shell Building?
Shell buildings are constructed without specific tenants or improvements. Shell buildings are reviewed based on the anticipated uses and occupancies.

Each tenant that moves into a shell building is required to obtain a tenant improvement permit (see [Bulletin #7](#)).

Customer Meeting
A customer meeting is required for all new proposed shell building projects. At this meeting you will receive information regarding applicable code requirements for the proposed project. Complete a [customer meeting form](#) and apply for your meeting [online](#).

Required Permits
- Building Permit (and associated plumbing and mechanical)
- Fire alarm (may be deferred)
- Fire sprinkler (may be deferred)
- Other permits as necessary: septic review or sewer, pretreatment review, driveway, and/or site development. These will be identified at your customer meeting.

[Apply for your permit online](#). The following items are required for your shell permit:

<table>
<thead>
<tr>
<th>Forms</th>
<th>Submittal Documents</th>
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<tbody>
<tr>
<td>Commercial Application</td>
<td>• Site Plan</td>
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<tr>
<td>Fire Flow Worksheet</td>
<td>• Construction plans</td>
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<td>Special Inspections and Observation</td>
<td>• Engineering (design and calculations)</td>
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<td>• Underground plumbing plan</td>
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<td>• Mechanical layout (gas piping, unit heaters, etc.) as applicable</td>
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<td>• Energy code compliance documentation (if semi-heated)</td>
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Shell buildings typically do not include:
- Toilet rooms
- HVAC systems (other than units for freeze protection)
- Lighting (except for emergency or site lighting)
Assumed Design Information
The following information must be included in the code study for a shell building:

- Occupancy Classifications based on intended future tenants
- Construction type based on maximum allowable height and area
- Allowable area analysis (separated, non-separated, accessory, unlimited)
- Complete list of all items deferred to tenant improvement permit.

Washington State Energy Code Compliance
All buildings are required to provide energy compliance documentation according to the 2018 Washington State Energy Code.

Fees
Building Permit Fees are assessed using a valuation of 80% of a full build out structure (as calculated per Building Valuation Data from ICC). Tenant improvement permits are based on valuation.