



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:

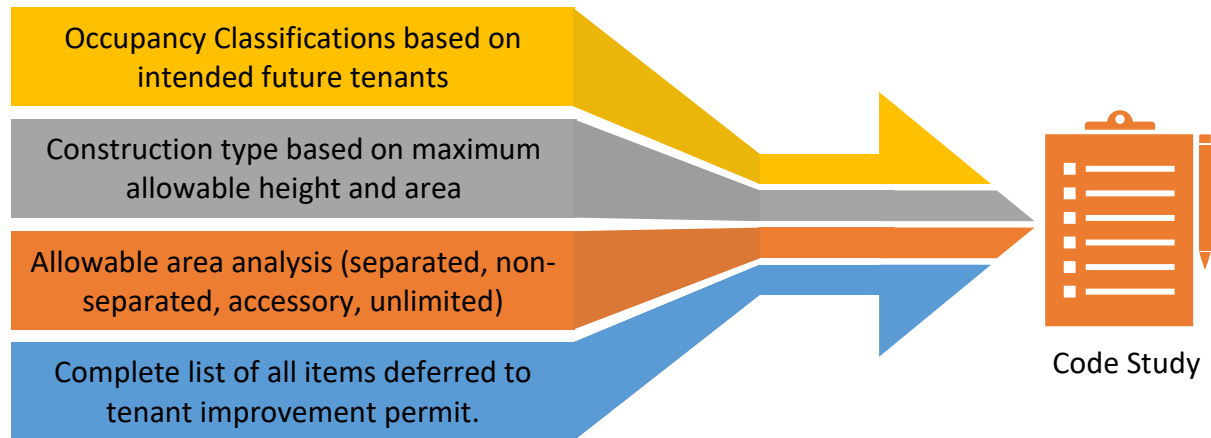
<p>Forms</p> <ul style="list-style-type: none"> • Commercial Application • Fire Flow Worksheet • Special Inspections and Observation 	<p>Submittal Documents</p> <ul style="list-style-type: none"> • Site Plan • Construction plans • Engineering (design and calculations) • Underground plumbing plan • Mechanical layout (gas piping, unit heaters, etc.) as applicable • Energy code compliance documentation (if semi-heated)
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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:



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.