



Tenant Improvement Projects

Bulletin #7

For 2018 International Codes

This bulletin is designed to provide information for the following commercial applications.

New tenants to an existing commercial tenant space, **with a Change of Occupancy**, including the first tenant in a new building.

New tenants with no change to occupancy, **with a name change ONLY** on the Certificate of Occupancy.

Existing tenant remodels with changes to floor plan only.

*Applications are reviewed under the current International Building Code (IBC), Commercial WA State Energy Code (WSEC), Uniform Plumbing Code (UPC), International Mechanical Code (IMC) and ICC A117.1 for accessibility. **All WA State Amendments apply.***

New tenants with a Change of Occupancy:

It is recommended that you complete a Submittal Standard prior to application. This determines the specific requirements for your project. See Bulletin 72 for more information. A Customer Meeting may also be required depending on your scope of work.

Application materials:

1. Commercial Building Application form
2. Site Plan
3. Floor Plan:
 - Show “before/existing” and “after/proposed”. List the previous tenant, if known and the neighboring tenants if applicable.
 - Clearly identify any new or demoed walls. Notate fire walls, load bearing etc. Include new wall sections that show details from sill plate through top plate or ceiling attachment.
 - Show all new ceiling details (dropped, acoustic or otherwise).
 - Include radiuses for bathrooms to meet ICC A117.1 (ADA).
 - Show all other bath or toilet facility measurements that may pertain to Accessibility.
 - Show path of egress and travel distance to exists.
 - A lighting layout to meet the Washington State Energy Code if lighting is changing.
 - Provide a code study from the current IBC, including at minimum:
 - Construction type
 - Occupancy group
 - Occupant load
4. WA State Commercial Energy Forms, as they pertain to your scope of work.
5. Plumbing: All new or altered plumbing requires a separate plumbing permit.
 - Plumbing Plans:
 - Show the floor plan with the plumbing for both ‘water in’ and ‘drainage out’. This should also include new and/or existing water heater size and locations.
 - This must include a complete riser diagram with all new piping, drains and vents with pipe size and slope and all connections to existing drainage.
 - Plumbing Code Study with the location of the restrooms, drinking fountains, fire sprinklers.
6. Mechanical: All new or altered mechanical elements require a separate mechanical permit. This includes, but is not limited to: New or altered HVAC, ducting, ventilation, air handlers etc. See “Fixture Count” on the Commercial Building Application for a list.

- Mechanical Plans
 - This requires a floor plan showing the location of the new heating elements, related ducting, supply and return, duct sizes etc.
 - Engineering may be required depending on the scope of work.

Existing tenant remodel or expansion

To apply for this, the current tenant must have been permitted and received a Certificate of Occupancy from this agency. The following are examples of a commercial remodel:

- Remodeling of an interior of a permitted tenant space.
- Existing floor area is being added or altered.
- Remodeling or renovation of the tenant space, including energy upgrades, new plumbing, mechanical, moving or adding walls etc.

Application Materials:

1. Commercial Building Application form
2. Site Plan
3. Full construction plans including floor plan of “before” and “after”.
4. Any other related permits (plumbing, mechanical, site development, fire etc.) required.