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.

**New tenants with name change ONLY:**
This application is for new businesses moving into an existing space where the previous tenant was legally established/permitted as the same business type and no construction is being done. (example: permitted bank moves out and new bank moves in).

**Applications Materials:**
1. Commercial Building Application form
2. Floor plan of unit space IF the county does not already have one on record.

**Note:** Sign changes do require additional permits.

**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.