



CITY OF DES MOINES

BUILDING DIVISION

TENANT IMPROVEMENT INFORMATION I-003

21630 11th Avenue South, Ste D • Des Moines, Washington 98198 • Tel: (206) 870-7576 Fax: (206) 870-6544

TENANT IMPROVEMENT PERMITS GENERAL REQUIREMENTS

Tenant improvement permits are issued for work done within existing commercial buildings. They can range from minor non-structural alterations to extensive reconfigurations of large spaces. Some tenant improvements will include structural changes; others will not.

1. How do I apply for a tenant improvement permit?

Submit required construction drawings as directed in **Tenant Improvement Submittal Requirements** to the Building Division. Neat, complete, legible plans that clearly show the scope of work to be performed are essential. The following guidelines describe in more detail what is expected.

Key Plan: A key plan identifying the location of your project is required if you are located within a shopping center, mall or other large building.

Site Plan: The site plan should show buildings, property lines, building setbacks, easements, parking facilities, trash containers, utilities and similar site features.

Floor Plan: The floor plan should show existing conditions as well as the changes you intend to make. Show existing walls that are to remain, existing walls to be removed, and new walls. Label all spaces by their intended use. Give stair rise and run & ramp slopes. Show rated corridors, exit signs and emergency lighting. Show barrier-free accessibility features. Include window, door and hardware schedules. List IBC type of construction and occupancy.

Cross Section: Show new walls, floors and ceilings and connections between new and existing building elements. If trusses are to be added, removed or altered then engineered designs will be necessary

Additional drawings may be required depending on the scope and nature of work you are intending to undertake. Please discuss your specific project's requirements with the Building Division and with Planning, and Public Works staff.

2. What forms are necessary?

Building Permit Application. Be complete and accurate.

Washington State Energy Code. Fill out the appropriate form if you are planning to make changes to the building's lighting or mechanical systems, or if you intend to modify the roof or exterior walls.

3. Will other permits be required?

Yes, if your project involves electrical work, changes to plumbing or mechanical systems, sewer/water improvements, automatic fire-extinguishing systems or fire alarm systems. Please ask about your specific project's requirements.

4. Who reviews my application?

Your permit will need to be reviewed initially by (1) Planning for compliance with the City's land use ordinances, (2) by Public Works (both Transportation and Surface Water Management), and (3) by the Fire Department for compliance with the International Fire Code. These pre-screening approvals should be obtained **before** submitting the plans to the Building Division for intake.

The King County Health Department will also review your application if you intend to serve food to the public. You will need to make a separate application with the Health Department.

5. How long will the plan review take?

Plan review time will vary depending upon the complexity of the project, staff workload, and the season of the year. Our goal is to have your permit ready as quickly as possible. You can help us achieve this by providing us with complete, detailed, and legible application materials when you first apply.

6. Do the drawings for my project need to be prepared by an architect or engineer?

Not necessarily, depending upon the scope and complexity of the work as well as if any fire and life safety elements are being added or altered. However, state law does require that plans for commercial projects larger than 4000 square feet in floor area be signed and sealed by a licensed design professional.

7. How much will my permit cost?

Fees are established through an ordinance adopted by the City Council and are based on the valuation of your project. A valuation guideline is available if you would like to estimate your fees in advance, although actual fees may be different depending on the final valuation. Additional fees may be charged by the Planning, Public Works, Fire or King County Health departments. You will need to be prepared to pay these fees when submitting your plans for review to the various divisions.

8. Who should I talk to if I have questions concerning my application?

During regular "drop in" hours (9-11am, M-F), a representative from the various divisions will be available to answer questions at the counter or over the telephone. They are not available at other times except by appointment.