

# Tenant Improvement Checklist

Applicant Signature:		Plans Examiner Approval:
Date:		Date:
Occupancy:	Construction Type:	Height:

## PROJECT INFORMATION

Project name:		Date:	
Address:	City:	State:	Zip:
Scope of work:			
Activity/Application no.:		Tax Lot/Parcel no.:	
Contact person:		Company:	
Phone:		Fax:	
Cellular phone:		E-mail:	

## NOTES AND INSTRUCTIONS

- The purpose of this checklist is to help define a complete submittal package for the scope of work. Plan review will not take place until a complete package is submitted. Deferred submittal is accepted.
- This checklist can be used for all commercial construction projects, including new construction, additions, alterations, and tenant improvements.
- For complex projects, applicants should use the “location” space to note the item’s location and page number from the plans or the specification book.
- It is not necessary to duplicate submittal information, even if it is asked for in multiple sections.
- In the checklist, “Required” means that the applicant shall provide this information for plan review.
- In the checklist, “PR” means the information is required by the plans reviewer.
- In the checklist, “P” means the information is provided for the plan review.
- In the checklist, “NA” means that the information does not apply.
- Choose only those sections of the checklist that apply to your scope of work. Section 1.0, “General Project Data,” must be included with each project submitted.

## PRE-SUBMITTAL PROCESS

An applicant shall request a pre-submittal meeting with Building Safety staff. The meeting may take place during the conceptual stage, schematic stage, or when applicant has completed plans for submittal.

Plans may not be submitted without the required pre-submittal meeting to review the application checklist to verify completeness of proposed plans related to the project’s scope.

Revised 6/1/11



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[www.clark.wa.gov/development](http://www.clark.wa.gov/development)



For an alternate format, contact the Clark County ADA Compliance Office.  
 Phone: (360) 397-2322  
 Relay: 711 or (800) 833-6384  
 E-mail: [ADA@clark.wa.gov](mailto:ADA@clark.wa.gov)

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**SECTION 1.0 — GENERAL PROJECT DATA**

**Construction documents**

				<i>Sheet # or (see attached)</i>
1.1	<input checked="" type="checkbox"/>	Required	Three sets of plans and two sets of specifications _____	_____
1.2	<input checked="" type="checkbox"/>	Required	Cover sheet title block	_____
1.3	<input checked="" type="checkbox"/>	Required	Cover sheet vicinity map	_____
1.4	<input checked="" type="checkbox"/>	Required	Cover sheet plan index	_____
1.5	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Code summary	_____
1.6	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Deferred submittal summary	_____
1.7	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Professional stamp and signature*	_____
1.8	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Fire and life-safety plan	_____

**Supporting documents**

1.9	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Material safety data sheets (MSDS)	_____
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**SECTION 2.0 — CIVIL DATA**

**Construction documents**

2.1	<input checked="" type="checkbox"/>	Required	Site plan (full size)	<i>Sheet # or (see attached)</i>
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**SECTION 3.0 — ARCHITECTURAL DATA**

**Construction documents \***

				<i>Sheet # or (see attached)</i>
3.1	<input checked="" type="checkbox"/>	Required	Floor plan(s)	_____
3.2	<input checked="" type="checkbox"/>	Required	Transverse and longitudinal cross sections	_____
3.3	<input checked="" type="checkbox"/>	Required	Chapter 11/ANSI A117.1-2003 accessibility requirements	_____
3.4	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Interior elevations	_____
3.5	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Exterior elevations	_____
3.6	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Roof plans (including draft stops and draft curtains)	_____
3.8	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Reflected ceiling plan(s) mfg. instructions req'd	_____
3.9	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Fire-rated construction details and listings	_____
3.10	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Energy code compliant construction details and specifications	_____
3.11	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Door schedule	_____
3.12	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Fixtures, counters, and racks	_____

**Supporting documents**

3.13	<input checked="" type="checkbox"/>	Required	Energy code compliance forms/calculations	_____
3.14	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Material safety data sheets (MSDS)	_____
3.15	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Hazardous materials inventory statement (HMIS)	_____
3.16	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Hazardous materials management plan (HMMP)	_____
3.17	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Written fire and life-safety evacuation plan for area of rescue assistance	_____

\*RCW 18.08.410 requires Washington State licensed architect or engineer.

SECTION 4.0 — STRUCTURAL DATA				<i>Sheet # or (see attached)</i>
<b>Construction documents</b>				
4.1	<input checked="" type="checkbox"/>	Required	Structural cover sheet	_____
4.2	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Foundation plan	_____
4.3	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Floor framing plan	_____
4.4	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Roof framing plan	_____
4.5	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Structural elevations	_____
4.6	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Structural details and cross sections	_____
4.7	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Plumbing and mechanical seismic supports	_____
4.8	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Storage Racks Seismic Design	_____
<b>Supporting documents</b>				
4.9	<input checked="" type="checkbox"/>	Required	Two sets of structural calculations	_____
4.10	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Design narrative	_____
4.11	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Special insp. and quality assurance per Ch. 17 IBC	_____
4.12	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Special inspector/structural observation matrix	_____
SECTION 5.0 — MECHANICAL DATA (New construction, tenant improvement, gas piping permits)				<i>Sheet # or (see attached)</i>
<b>Construction documents</b>				
5.1	<input checked="" type="checkbox"/>	Required	Floor plan	_____
5.2	<input checked="" type="checkbox"/>	Required	Equipment schedule	_____
5.3	<input checked="" type="checkbox"/>	Required	Outside Air (OSA) Table	_____
5.5	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Under-slab mechanical plan	_____
5.6	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Roof plan	_____
5.7	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Fuel gas piping plan	_____
5.8	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		HVAC equipment and duct plan(s)	_____
5.9	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Roof access details	_____
5.10	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Duct smoke detector plans	_____
5.11	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Fire/smoke damper locations	_____
5.12	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Smoke control plan	_____
5.13	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Refrigeration equipment and piping plan	_____
5.14	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Kitchen equipment plan	_____
5.15	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Type I and/or Type II kitchen hood plan (see Section 7.0 — Mechanical Data)	_____
5.16	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Fume/vapor hood plan	_____
5.17	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Process piping/product and/or exhaust-conveying duct plan	_____
5.18	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Fire-rated construction details	_____
5.19	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Equipment hanger/fastener details	_____
<b>Supporting documents</b>				
5.20	<input checked="" type="checkbox"/>	Required	Structural calculations for vertical loads and lateral loads for equipment weighing over 400lb	_____
5.21	<input checked="" type="checkbox"/>	Required	Outside air (OSA) calculations	_____
5.22	<input checked="" type="checkbox"/>	Required	Energy code compliance forms	_____
5.23	<input type="checkbox"/> PR <input type="checkbox"/> P <input type="checkbox"/> NA		Equipment manufacturers' catalog "cut sheets" or specifications	_____

5.25	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Combustion air calculations	_____
5.26	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Fuel gas piping sizing calculations	_____
<b>SECTION 6.0 – PLUMBING DATA</b>					
					<i>Sheet # or (see attached)</i>
<b>Construction documents</b>					
6.1	<input checked="" type="checkbox"/>	Required		Floor plan(s)	_____
6.2	<input checked="" type="checkbox"/>	Required		Piping and material schedule	_____
6.3	<input checked="" type="checkbox"/>	Required		Equipment layout plan	_____
6.4	<input checked="" type="checkbox"/>	Required		Fixture schedule & trap/interceptors	_____
6.5	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Site utility plan	_____
6.6	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Riser diagrams(Isometric Drawings)	_____
6.7	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Roof plan	_____
6.8	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Back flow prevention location	_____
6.9	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Fire-rated construction details	_____
6.10	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Under-slab plumbing plan	_____
<b>Supporting documents</b>					
6.11	<input checked="" type="checkbox"/>	Required		Structural calculations for vertical loads and lateral loads for equipment weighing over 400 pounds	_____
6.12	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Equipment manufacturers' catalog "cut sheets" or specifications	_____
6.13	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Water supply calculations	_____
6.14	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Sanitary system calculations	_____
<b>SECTION 7.0 – ELECTRICAL DATA</b>					
					<i>Sheet # or (see attached)</i>
<b>Construction documents</b>					
7.1	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Floor plan(s)	_____
7.2	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Fire-rated construction details	_____
7.3	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Lighting plan	_____
7.4	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Emergency power system and lighting plan	_____
<b>Supporting documents</b>					
7.5	<input checked="" type="checkbox"/>	Required		Structural calculations for vertical loads and lateral loads for equipment weighing over 400 pounds	_____
7.6	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Energy code compliance forms and calculations for lighting	_____
7.7	<input type="checkbox"/> PR	<input type="checkbox"/> P	<input type="checkbox"/> NA	Emergency power system specifications	_____