

Tenant Improvement Information

Tenant improvement permits are required when:

- A new business moves into an existing tenant space.
- A new business moves into a new building after completion of shell.
- An existing business changes or modifies its use and/or expands within the existing building.

Any work in commercial buildings requires a permit. Permits for minor work to existing tenant spaces may be obtained over the counter.

Submittal requirements

- Identify and describe the work to be covered by the permit for which application is being made.
- Describe the land on which the proposed work is to be done by street address or similar description that will readily identify and locate the proposed building and area of work.
- Indicate the use or occupancy of the proposed work. If the occupancy is other than that approved under the original shell permit or the previous T.I. permit provide a site plan at a scale large enough to show the tenant spaces, labeling the occupancies within the building. Provide the square footage of each space and distances to property lines and to other buildings.
- Three copies of all submittals are required. Provide a scaled floor plan showing the scope of work. Distinguish between new and existing. Label the use of all areas. Provide sections, details, and interior elevations to fully describe the construction and to show code compliance.
- State the valuation of remodeling or alteration to an existing building.
- Plans and other required documents for tenant improvements within buildings over 4000 square feet in size must be prepared, stamped, and signed by a Washington State registered architect or engineer.

Additional information may be required depending upon the scope of work.

- Plumbing plans required when substantial plumbing work is proposed.
- Food service requires Public Health approval prior to issuance of the building permit.
- Apply at Public Health for their plan review.
- Where oil separator/grease trap is required, obtain sewer provider approval for type/size proposed.
- For new construction, or when replacing light fixtures, provide Washington State Energy Code compliance form for lighting.

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 Phone: (360) 397-2375 Fax: (360) 397-2011
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

- When providing new or replacing existing heating or cooling units, provide Washington State Energy Code compliance form for mechanical.
- Show compliance with the Washington State Ventilation and Indoor Air Quality Code.