



***Commercial Tenant  
Improvement Additions &  
Alterations***

**Applicant Services Center**  
700 Fifth Avenue, Suite 2000  
P. O. Box 34019  
Seattle, WA 98124-4019  
Phone: (206) 684-8850  
[www.seattle.gov/sdci](http://www.seattle.gov/sdci)

**Project Number:**

**Project/Site Address:**

This checklist has been provided to assist the applicant in preparing a complete application. It is the responsibility of the applicant to prepare a complete submittal. For further reference, please visit: [seattle.gov/sdci/permits/permits-we-issue-\(a-z\)/construction-permit---addition-or-alteration](http://seattle.gov/sdci/permits/permits-we-issue-(a-z)/construction-permit---addition-or-alteration), or [seattle.gov/sdci/permits/permits-we-issue-\(a-z\)/tenant-improvement-permit](http://seattle.gov/sdci/permits/permits-we-issue-(a-z)/tenant-improvement-permit) for Blanket Permits

**LAND USE CONSIDERATIONS** (check zoning and overlays and refer to Land Use Code for specific development standards):

Change of use from last permit  
Use allowed outright  
Use allowed as Conditional Use  
Does use exceed maximum size limit for zone

Project in Overlay District  
SEPA required (DR 17-2019)  
Project in Review District or Landmark  
Changes to façade transparencies  
Last permitted use

**CONSTRUCTION CONSIDERATIONS:**

Change of occupancy from last permit  
Project requires design Professional stamp  
Means of Egress/Exiting covered  
Accessibility/Barrier free design covered  
Height/Area/Type of construction covered  
Mixed construction type  
Project is a substantial alteration – Tip 314

Deep excavation at property line  
Demolition is required – Tip 337  
Pre-fab steel building – Tip 304  
Racks require engineering  
High Rise, Atrium or Mall – Tip 318  
High Pile Storage  
Group H, control areas  
Curtain Walls

**OTHER CONSIDERATIONS:**

In Shoreline  
In ECA

Stormwater, Grading & Drainage

**TYPE OF PLANS TO BE SUBMITTED:**

Grading Plan (if required )  
Drainage and Wastewater  
Control (DWC) Plan<sup>1</sup>

Construction Stormwater and Soil  
Amendment (CSC/SOIL) Plan<sup>1</sup>  
Survey (Topo survey with 2' contours  
if within 2" of height limit or using  
sloping lot height bonus)

1. Drainage Plans (DWC and CSC/SOIL Plans) are not required for projects with less than 750 sf of new plus replaced hard surface and/or 5,000 sf of land disturbing activity unless the project is in an environmentally critical area (ECA) or buffer. Preparation by a licensed civil engineer is required if there is 5,000 sf of more of new plus replaced hard surface.

**ARCHITECTURAL PLANS:**

Basic Plot plan (if change to site or parking)  
– Tip 103, 103A & 103B (if ECA site)  
Schematic Property/Tenant Plan (if no  
change to site)  
Building ID plan (if more than one building on  
site)  
Demolition Plan  
Architectural notes  
Land Use notes and documentation

Code Analysis (Land Use and Building)  
Means of Egress/Existing plan  
Floor plan(s)  
Roof plan  
Elevation views  
Building sections  
Reflected ceiling plan (if changes to  
ceiling)  
Construction details  
Door/window schedule  
Landscape plans DR 11- 2020

**STRUCTURAL PLANS** (if structural changes):

Structural notes  
Foundation plan(s)  
Floor framing plan(s)  
Roof framing plan(s)

Structural details  
Cross sections for all structural  
modifications  
New mezzanines, raised floor & other  
structural work

**MECHANICAL PLANS** (if Mechanical permit included Tip 415):

Project required design professional  
stamp  
Mechanical notes

Mechanical Plans (if Mechanical  
Permit or project includes Fume  
Hood)

**ADDITIONAL SUBMITTALS :**

Copy of Geotechnical Report  
Statement of Financial Responsibility Form  
Agent's Letter of Authorization from owner  
Structural calculations, stamped (if structural  
work or new or replaced mechanical equip.)  
Target UA calculations  
Cooling and heating calculations (if  
Mechanical Permit included with this permit)

Kitchen Hood Worksheet for restaurant  
(if hood included with in permit)  
Acoustical Study – Tip 118  
Parking Covenant (Site Plan for covenant  
parking location required)  
Documentation for Established use for the  
Records – see Tip 217  
Certificate of Approval from Special  
Review District or Landmark  
Copy of Pre-submittal minutes  
Salvage Assessment  
King County Sewage Treatment Capacity  
Charge Certification Form