



**Applicant Services Center**  
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**COMMERCIAL TENANT IMPROVEMENT ADDITIONS & ALTERATIONS**

**Record Number:**

**Date:**

**Record Site Address:**

**Applicant Name:**

**Tip 106 General Standards**

**Other Tips:**

**Tip 102 Small Business: Getting Your Use and Building Permit**

**LU Screener (please initial):**

**OS Screener (please initial):**

This checklist has been provided to assist the applicant in preparing a complete application. The requirements apply to all projects unless not appropriate for the type of project. It is the responsibility of the applicant to complete the checklist for the appropriate requirements. Refer to the associated SCREENING STANDARDS for further clarification.

**~ Please refer to our standards for further clarification ~**

<b>LAND USE CONSIDERATIONS</b> (check zoning and overlays and refer to Land Use Code for specific development standards):			
Yes	No	Yes	No
	Change of use from last permit		Project in Overlay District <i>(specify below)</i>
	Use allowed outright		SEPA required (DR 23-2000)
	Use allowed as Conditional Use		Project in Review District or Landmark
	Does use exceed maximum size limit for zone		Changes to façade transparencies
	Project requires parking calculations – Tip 241		Last permitted use #

<b>CONSTRUCTION CONSIDERATIONS:</b>	
Change of occupancy from last permit	Deep excavation at property line
Project requires design Professional stamp	Demolition is required – Tip 337
Means of Egress/Exiting covered	Pre-fab steel building – Tip 304
Accessibility/Barrier free design covered	Racks require engineering
Height/Area/Type of construction covered	High Rise, Atrium or Mall – Tip 318
Mixed construction type	High Pile Storage
Project is a substantial alteration – Tip 314	H Occupancies, control areas
	Curtain Walls

<b>OTHER CONSIDERATIONS:</b>	
Req	Prov
In Shoreline – see Index 15 In ECA – see Index 13	Stormwater, Grading & Drainage – see Index 14
<b>TYPE OF PLANS TO BE SUBMITTED</b>	
Civil drawings or CSC Plan	Survey (Topo survey with 2' contours if within 2' of height limit or using sloping lot height bonus)
<b>ARCHITECTURAL PLANS:</b>	
Basic Plot plan ( <b>if</b> change to site or parking) – Tip 103, 103A & 103B (if ECA site) Schematic Property/Tenant Plan ( <b>if</b> no change to site) Building ID plan (if more than one building on site) Demolition Plan Architectural notes Land Use notes and documentation Parking Information – Tip 241	Code Analysis (Land Use and Building) Means of Egress/Exiting plan Floor plan(s) Roof plan Elevation Views Building Sections Reflected ceiling plan ( <b>if</b> changes to ceiling) Construction details Door/window schedule Landscape plans – DR 13-92
<b>STRUCTURAL PLANS</b> (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
<b>MECHANICAL PLANS</b> (if Mechanical permit included Tip 415)	
Project required design professional stamp Mechanical notes	Mechanical Plans ( <b>if</b> Mechanical Permit or project includes Fume Hood)
<b>ADDITIONAL SUBMITTALS:</b>	
Copy of Soils Report Statement of Financial Responsibility Form Agent's Letter of Authorization from owner Structural calculations, stamped ( <b>if</b> structural work or new or replaced mechanical equip.) Target UA calculations Cooling and heating calculations ( <b>if</b> Mechanical Permit included with this permit)	Kitchen Hood Worksheet for restaurant ( <b>if</b> 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