



CITY OF TUKWILA
**Department of Community
 Development**

6300 Southcenter Boulevard, Tukwila, WA
 98188
 Telephone: (206) 431-3670

**COMMERCIAL TENANT
 IMPROVEMENT**

Type of Permit: Development

- Subtype:** COMM_WHS
 IND_MFG
 MIXED USE
 DUPLEX
 MULTI-FAMILY
 SCHOOL
 INSTITUTION
 PARKING GARAGE
 HOTEL_MOTEL
 OTHER

The materials listed below must be submitted at the time of your application.

Please ensure your files conform to **City of Tukwila’s electronic submittal standards** prior to upload.

	ATTACHMENTS REQUIRED	Attachment File Name
	DOCUMENTS	
	1.Metro: Non-Residential Sewer Use Certification if there is a change in the number of plumbing fixtures.	Metro Sewer Use certification
	2.Washington State Department of Labor and Industries valid contractor’s license or owner affidavit.	Contractor license or owner affidavit
	3. Current City of Tukwila business license	Business license
	PLANS	
	Cover Sheet a. Index to drawings (list all drawings and sheet number) b. Site address and parcel number (if previously assigned) c. Project description. d. Occupancy classification per International Building Code. e. Building area (square footage of all floors and area of work) f. Vicinity map showing location of site	Plans
	Site Plan (Building site plan and utility plans are to be combined) a. North arrow. b. Property lines, dimensions, setbacks, name of adjacent roads and any proposed or existing easements. c. Parking analysis of existing and proposed capacity; proposed stalls with dimensions. d. Location of driveways, parking, loading and service areas. e. Recycle collection location and area calculations. Location and screening of outdoor storage (change of use only) f. Limits of clearing/grading with existing and proposed topography at 2’ intervals extending 5’ beyond the property boundary. g. Identify location of sensitive area slopes 15% or greater, wetlands, watercourses and their buffers (change of use only).	

	ATTACHMENTS REQUIRED	Attachment File Name
	<p>h. Identify location and size of existing trees that are located in sensitive areas and buffer (TMC 18.45.040), of those,</p> <p>i. Identify by size and species, which are to be removed and saved.</p> <p>j. Landscape plan with irrigation and existing trees to be saved by size and species (exterior changes or change of use only).</p> <p>k. Location and gross floor area of existing structure with dimensions and setback.</p> <p>l. Lowest finished floor elevation (if in flood control zone).</p>	
	<p>Floor Plan: show location of tenant space with proposed use of each room labeled. Indicate proposed construction of tenant space or addition and walls being demolished.</p>	
	<p>Overall building floor plans with adjacent tenant use; identify tenant space use and location of storage of any hazardous materials; dimensions of proposed tenant space.</p>	
	<p>Rack Storage: If adding new racks or altering existing rack storage, provide a floor plan identifying rack layout and all exit doors. Show dimensions of aisle ways, include dimensions of height, length and width of racks. Structural calculations are required for rack storage eight (8) feet and higher. NOTE: a separate rack permit is required.</p>	
	<p>Construction details</p>	
	<p>Sprinkler details: details of sprinkler hangers, specifically penetrations in structure (i.e. roof); size of water supply to sprinkler vault with documentation from contractor stating supply line will meet or exceed sprinkler system design criteria as identified by the Tukwila Fire Department.</p>	
	<p>*****Additional Information*****</p>	
	<p>All drawings and structural calculations shall be prepared and stamped by a registered architect or professional engineer licensed in the State of Washington</p> <p>Washington State Non-Residential Energy Code Data: shall be noted on the construction drawings.</p> <p>SEPA Checklist: if intensification of use (check with Planning Department for thresholds).</p>	

NOTE: All files must be PDF