



CITY OF TUKWILA
**Department of Community
 Development**
 6300 Southcenter BLVD, Ste. 100
 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. All plans shall state compliance with **2018 IBC** and **be stamped** by either a registered architect or professional engineer. If stamped by an engineer, the stamp must be dated. Washington State **Non-Residential Energy Code** data shall be noted on the construction drawings.

All files must be **flattened PDF**.

Please ensure your files conform to [City of Tukwila’s electronic submittal standards](#) prior to upload.

| REQUIRED DOCUMENTS | Attachment File Name |
|---|---|
| 1. Certificate of Fire Flow from Servicing Agency or Utility District. | Water/Fire Flow availability |
| 2.Metro: Non-Residential Sewer Use Certification if there is a change in the number of plumbing fixtures. | Metro Sewer Use certification |
| 3.Washington State Department of Labor and Industries valid contractor’s license or owner affidavit . | Contractor license or Owner Affidavit |
| 4. Current City of Tukwila business license. | Business license |
| PLANS – Below is a minimal guideline, more specific details may be required. | |
| Cover Sheet a. Index to drawings (list all drawings and sheet numbers). 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 *Combine all sections into one file. |
| 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. Location and gross floor area of existing structure with dimensions and setbacks. d. Lowest finished floor elevation (if in flood control zone). | |

| REQUIRED DOCUMENTS | Attachment File Name |
|---|----------------------|
| <p>e. Parking analysis of existing and proposed capacity; proposed stalls with dimensions.</p> <p>f. Location of driveways, parking, loading and service areas.</p> <p>g. Limits of clearing/grading with existing and proposed topography at 2' intervals extending 5' beyond the property boundary.</p> <p>h. Recycle collection location and area calculations. Location and screening of outdoor storage (change of use only).</p> <p>i. Identify location of sensitive area slopes 15% or greater, wetlands, water courses and their buffers (change of use only).</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: Provide a complete description.</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 Puget Sound Regional Fire Authority.</p> | |
| <p>Landscape plan with irrigation and location and size of existing trees. Identify those that are to be saved and those to be removed by size and species. Identify trees located in sensitive areas and buffer (TMC 18.45.040). (Exterior changes or change of use only - separate Land Use permit required).</p> | |
| ADDITIONAL DOCUMENTS MAY BE REQUIRED | |
| <p>Food service establishments. Approval of plans and final acceptance of the permit from the King County Department of Public Health is a requirement after final inspection approval of the associated permits issued by the City.</p> | |
| ADDITIONAL PERMITS MAY BE REQUIRED | |
| <p>Electrical, Mechanical, Plumbing, Fire, Public Works Land Use, SEPA Checklist: If intensification of use (check with Planning Department for thresholds).</p> | |

NOTE: Only a change of use will require a new Certificate of Occupancy (COO) to be generated. A copy of the inspection report may be obtained by emailing DCDRecordsRequest@TukwilaWA.GOV.