



COMMERCIAL TENANT IMPROVEMENT PERMIT APPLICATION

OFFICIAL USE ONLY

Date: _____ Permit #: _____ Received by: _____
 For Staff Use Only: OFD ELEC Planning

SITE LOCATION

Site Address: _____
 Tax Parcel Number: _____

TYPE OF WORK

Building Use Classification: _____

COMMERCIAL/MULTI-FAMILY BUILDING PERMIT INFORMATION

Description of work to be done (be specific): _____

Project Name: _____ Value of Construction* (\$): _____
 Tenant Number/Name (Location/Bldg/Unit/Floor/Suite Designation): _____
 Gross Building Square Footage of Project: _____

PROPERTY OWNER

Owner Name: _____ Phone: _____
 Mailing Address: _____

GENERAL CONTRACTOR INFORMATION

Company Name: _____ Contact Person: _____
 Mailing Address: _____ Phone: _____
 Email Address: _____ Fax: _____
 State Contractor's License #: _____ Expiration Date: _____ City Business License #: _____

DESIGN PROFESSIONAL (Architect/Engineer)

Company Name: _____ Contact Person: _____
 Mailing Address: _____ Phone: _____
 Email Address: _____ Fax: _____

CONTACT PERSON (This person is designated to receive all project communications)

Name: _____ Phone: _____ Fax: _____
 Mailing Address: _____ Email Address: _____

BUILDING INFORMATION

Change of Building Code Use? Yes No

If Yes, State Existing Use(s): _____ Proposed Use(s): _____

Automatic sprinkler required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hazardous materials	<input type="checkbox"/> Yes <input type="checkbox"/> No
Automatic sprinkler provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	Basement	<input type="checkbox"/> Yes <input type="checkbox"/> No
Alarm	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Area	<input type="checkbox"/> Yes <input type="checkbox"/> No

BUILDING INFORMATION (Provide all building areas in square footage below)

Value of Construction: The value of construction shall include the prevailing fair market value of all labor, materials and equipment, whether actually paid or not, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems, automatic sprinkler systems, other mechanical systems and other permanent work or permanent equipment, not including furnishings. The Building Official shall make the final determination of the value of construction as specified in Section 108.3 of the International Building Code.

Floor Level of Work	Type of Occupancy per IBC	Type of Construction per IBC	New	Addition to Existing Structure	Interior Remodel	Occupant Load	Non-Separated (Y/N)
____ Floor							

For additional floors, please include details on a separate sheet and attach.

MINIMUM INFORMATION REQUIRED – ARCHITECTURAL PLANS

<input type="checkbox"/>	The scales used
<input type="checkbox"/>	North arrow
<input type="checkbox"/>	Existing space and what is proposed
<input type="checkbox"/>	Floor plans including entrances, exits, windows, partitions, fixed equipment, fixtures
<input type="checkbox"/>	Uses of all areas labeled (also include the use of adjacent tenant spaces)
<input type="checkbox"/>	Room and door finish schedules
<input type="checkbox"/>	Details and/or cross sections of walls and ceilings
<input type="checkbox"/>	Demonstrate barrier-free accessibility to and within the tenant space
<input type="checkbox"/>	Specify if any storage in excess of 12 feet in height is to be used
<input type="checkbox"/>	Identify any flammable, combustible liquids use, storage and hazardous materials or processes
<input type="checkbox"/>	Demonstrate compliance with current Washington State Energy Code where any changes are being made to the thermal envelope of the building

Expiration of Plan Review: Applications for which no permit is issued within 180 days following the date of application or approval date shall expire and all fees paid shall be forfeited. Upon written request of the applicant, the Building Official may grant a 90-day extension to the Plan Review time as specified in Section 105.3.2 of the International Building Code. No application shall be extended for a period of more than 90 days.

BUILDING OWNER OR AUTHORIZED AGENT

I hereby certify that I have read and examined this application and know the same to be true and correct, and I am authorized to apply for this permit.

Signature

Print Name

Date

This form has been approved for use by the Olympia Community Planning and Development (CPD) Department.



10/16/2017

Keith Stahley, Director,
Community Planning and Development

Date



COMMERCIAL TENANT IMPROVEMENT CHECKLIST

What is a Certificate of Occupancy and when are you required to have one?

The building code classifies all buildings by type of “occupancy” or “use.” There are many classifications, but they all fall into ten general categories: A = Assembly, B = Business, E = Educational, F = Factory and Industrial, H = Hazardous, I = Institutional, M = Mercantile, R = Residential, S = Storage, U = Utility.

A Certificate of occupancy is issued indicating that a building or individual tenant space has been inspected by the building official and no code violations have been found. Note: Issuance of a Certificate of Occupancy cannot be construed as approval of a violation of the provisions of the building codes and/or other ordinances and regulations of the City of Olympia.

For new commercial or industrial construction, a separate Certificate of Occupancy or Certificate of Completion is issued after the building passes final inspection. In multiple tenant buildings a Certificate of Occupancy is required for each tenant space with the exception of R-1 (apartment) occupancies.

Many building are constructed without specific tenants or their improvements. These are shell buildings. A Certificate of Completion is issued upon inspection and approval of all required work related to the shell permit.

Separate Tenant Improvement Permits are required for all spaces in a shell building. No tenant can be approved for occupancy unless the shell has had a final inspection and has a Certificate of Completion issued.

Modification of a Shell Building

In order to change an element of the shell building that may not be related to any specific tenant, a commercial building permit is required. Examples of this are a new fascia, structural changes to the building, or redesign of a stair system.

This type of permit does not result in a Certificate of Occupancy or grant approval for a new tenant.

New or Remodeling a Tenant Space

A Tenant Improvement Permit is needed for the creation of a new tenant, space, or the remodel / alteration of a space within an existing building. Plans are submitted and reviewed for applicable code requirements, a permit is then issued to do the work shown on the plans, and when the work has been completed and inspected a Certificate of Occupancy is issued for the tenant.

Change of Use and Building Additions

If you are changing the “use” of a building or tenant space, or adding onto a building, there are requirements that go beyond the scope of this bulletin. For example, changing the “use” from office to mercantile may require changes to the number of parking spaces that are required and changes to the building construction, exits and accessibility features to meet additional building and fire code requirements. Call the Community Planning and Development Department at 753-8314 for information.

Other Submittal Requirements for Building Permits

A copy of the contractor's current registration. The plan review fee is due at time of application and the remainder when the permit is issued.

Other Considerations Permits and/or Reviews

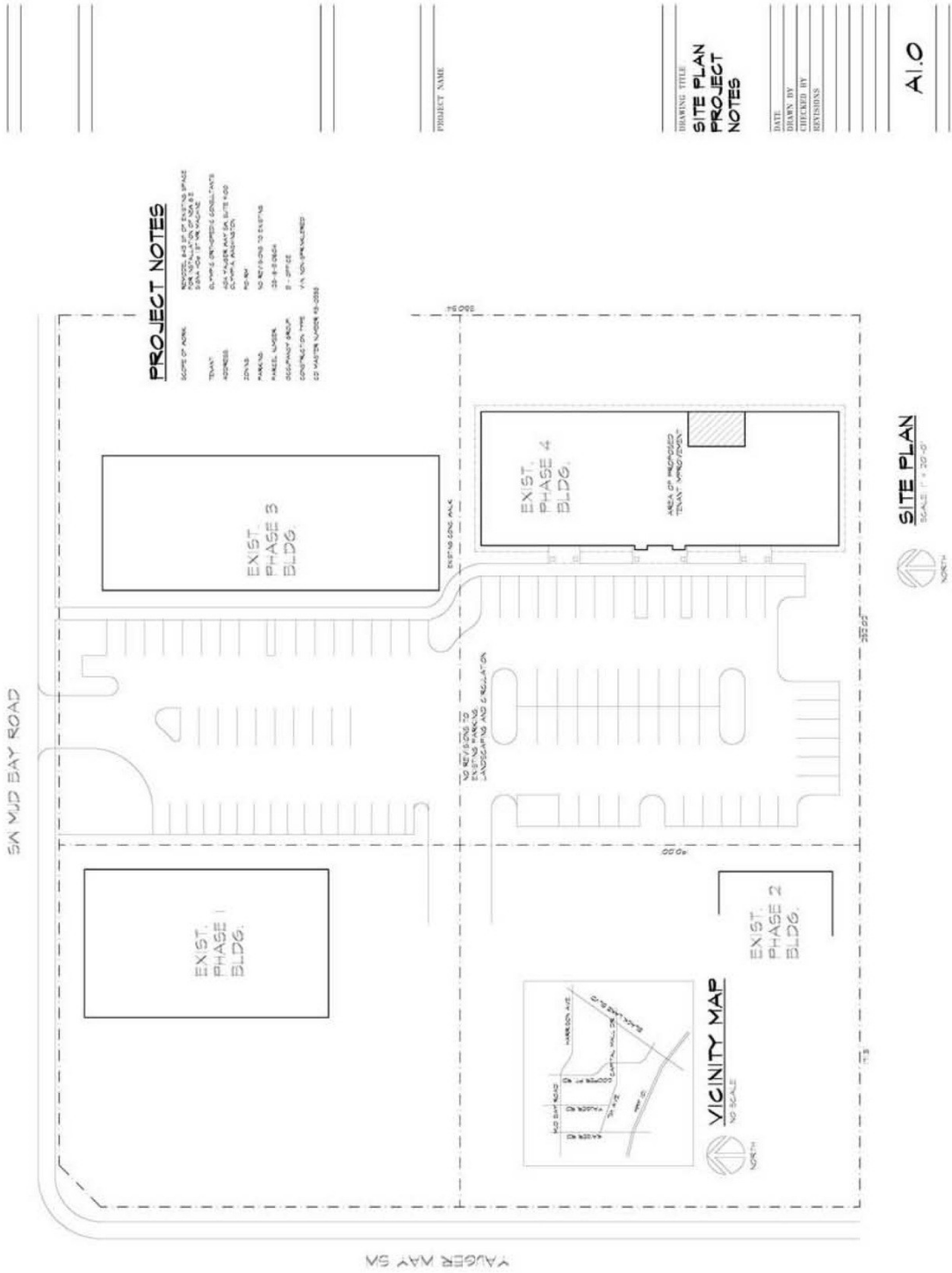
If you are a new tenant, check to see if the use you are proposing is allowed in the land use zone where you want to locate. You may call (360) 753-8314.

If any food service/preparation or sales is involved, check with the Thurston County Health Department at (360) 786- 5490 for their requirements.

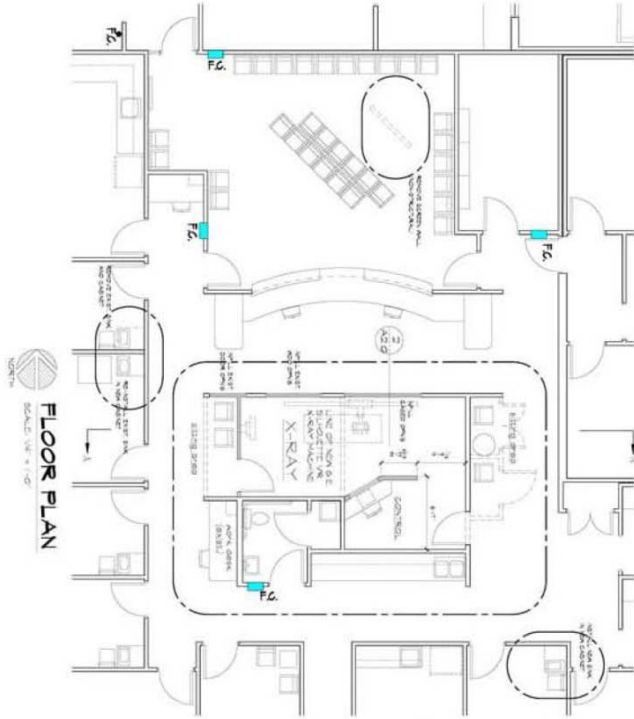
Other Permits May Be Required

- **Mechanical Permit:** Energy and ventilation code compliance information shall be included in the mechanical permit information submittal.
- **Plumbing Permit:** Plumbing riser diagrams are required for all food service tenants and tenants with banks of fixtures. Tenants with plumbing serving only a restroom group (two) need not provide a riser diagram.
- **Sprinkler System** - Install / revise.
- **Fire Alarm System** - Install / revise.
- **Type I Hood Permits** including their fire suppression system. (These are frequently installed in food service uses.)
- **Sign and Awning Permit**
- **Electrical Permits** are obtained / required from the City of Olympia.

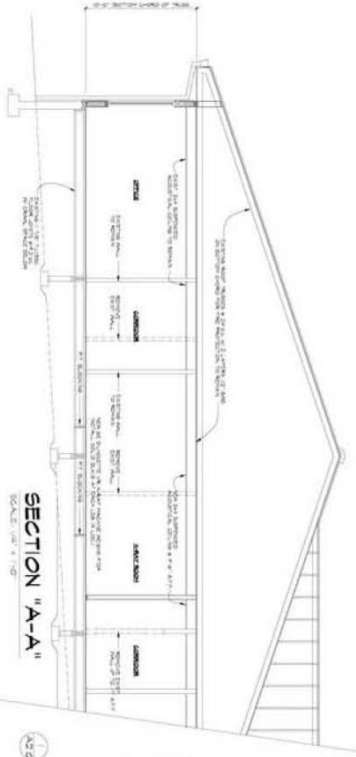
Sample Site Plan



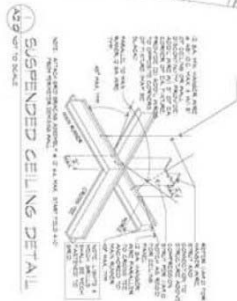
Sample Building Plans



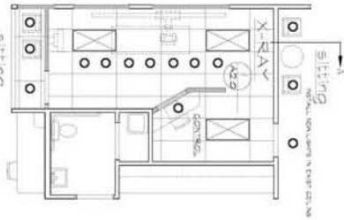
FLOOR PLAN
SCALE: 1/8" = 1'-0"



SECTION "A-A"
SCALE: 1/8" = 1'-0"



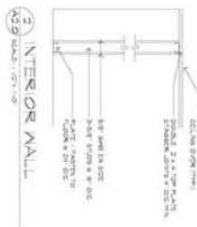
SUSPENDED CEILING DETAIL
SCALE: 1/4" = 1'-0"



REFLECTED CEILING PLAN
SCALE: 1/8" = 1'-0"



MALL LEGEND



INTERIOR WALL
SCALE: 1/4" = 1'-0"



BUILDING KEY PLAN
SCALE: 1/8" = 1'-0"

DRAWING TITLE	FLOOR PLAN, CEILING PLAN, SECTION, DETAILS
DATE SUBMITTED	11/20/2024
DESIGNED BY	ADAM J. BROWN
CHECKED BY	ADAM J. BROWN
PROJECT NAME	
PROJECT NUMBER	
SCALE	A2.0

I. General

- A. Complete building permit application form. Complete the occupancy type, building type of construction, and occupant loads.
- B. Provide three (3) sets of plans. Plan size 36"x24", plus digital copy of the submittal. For plan submittal requirements see PDF Document Submission Standards.
- C. Complete applicable sub-permit form(s): mechanical, electrical, plumbing, gas piping scopes of work.
- D. Building code summary sheet with web site address.
- E. Are there any changes affecting the exterior look of the building?

II. Architectural

- A. Provide complete floor plan(s) of the floor the tenant improvement is on and specific floor plan of the tenant improvement proposal. Clearly indicate new work and existing construction to remain. More documents may be requested, especially for multi-story buildings on a case-by-case basis. All drawings are to be to scale.
- B. Provide wall section of types of wall constructions to be installed and existing to remain.
 - 1. If applicable, provide fire-resistive listing and details. Show location on plans.
 - 2. Provide on plans partition framing type, height, stud size, grade, spacing, gauge (if metal), connections to floor and ceiling, or existing stud size.
 - 3. Provide partition wall sheathing and finish materials: deflection track detailing header sizes and grades or gauge. Provide finish material flame spread listing information.
 - 4. Bracing/anchorage detailing for walls and suspended ceiling installations.
 - 5. Provide re-lite elevations above finish floor. Glazing type, size, rating, and dimension to doors.
 - 6. If a rated corridor is required, so indicate on the plans and provide complete fire-resistive corridor detailing, including section drawing (s). Show extent and limits of complete envelope. Provide listing information of all fire-resistive assemblies and mechanical duct penetration protections required.
- C. Provide ceiling system design/details pursuant to standards or manufacturer's listing information (2 copies).
- D. Provide room finish schedule for floors, walls, ceilings.
 - 1. Restroom self-covered base requirement.
 - 2. If toilet rooms not accessible to the public, indicate on the plans.
- E. Provide door schedule (if added or changed).
 - 1. Include fire/smoke ratings if required
 - 2. Include glazing type, size, and elevation above finished floor.
- F. Provide hardware schedule (if added or changed).
 - 1. Include accessible hardware.
 - 2. Include panic or emergency egress hardware.
- G. Provide re-lite schedule.
 - 1. In walls: type, size, elevation above finished floor.
 - 2. Near doors: Type, size, elevation above finished floor.

- H. Provide complete restroom plans: elevations, details, accessibility detailing, finish of ceiling/walls/floors, ventilation (sometimes plumbing riser diagram). Slip-resistant floor finish, floor drain (FD) if two or more water closets, lever hardware, flush controls, toilet paper holder location/dimensions, etc.
- I. Provide complete plans and elevations; detailing (with dimensions) for all accessible features including door swing, door clearances, and minimum 36-inch aisles.
 - 1. Break room sinks
 - 2. Drinking fountains.
 - 3. Phone, communication, thermostat, power and light switch installations with elevations above finish floor.
 - 4. Customers, service windows: height above finish floor, size, length, width.
- J. Show on plans new and existing emergency lighting to remain. Indicate source of power for emergency system.
- K. ADA accessible - show changes as required. If changes are not applicable, show existing conformance.

III. Structural

- A. Walls/partitions/guards/handrails: provide detailing and structural calculations.
- B. HVAC - Provide structural review of existing structure and load checks: provide design, details, calculations for any upgrades or fixes required to support new equipment loads.

IV. Mechanical

- A. Completed Mechanical Application, including complete scope of work.
- B. Indicate how outside air (OSA) is provided to all usable spaces altered or new.
- C. Balance report.
- D. Exhaust ventilation from appropriate sources.
- E. If gas-fired equipment, show venting and combustion air sources, sizes, and insulation.
- F. If trunk line work, a one-line plan or isometric required with specifications. Seismic bracing of ducts noted on plans.
- G. Boot and branch line checks in field.
- H. Smoke detector shutdown indicated when applicable.
- I. Specialized equipment and exhaust fan instructions indicated on plans.
- J. Fire/smoke damper locations indicated on plans if applicable (existing to remain and new installations).
- I. Natural gas piping installations (show new and existing to remain). Indicate pressure on system L, M, and H. Indicate exterior piping must be painted. Support piping pursuant to code.

V. Washington State Energy Code

- A. Provide completed Non-Residential Energy Code (NREC) forms for applicable work.
 - 1. Heated/cooled envelope changes.
 - 2. HVAC system equipment changes, upgrades, or new work and energy efficiency manufacturer's cut sheets for equipment changes. Efficiency and operational information required on NREC forms.
 - 3. Lighting/switching and control(s) - new or alteration work.

VI. Plumbing

- A. Completed Plumbing Application, including complete scope of work.
- B. Show all fixtures and drains on plans.
- C. If fire-resistive building or a building requiring piping in shafts, provide detailing and fire-stopping information.
- D. Provide water conservation notes for fixtures on plans.
- E. Specifications of water/DWV piping systems.
- F. Indicate water heater type, size, and location on plans.
 - 1. If gas, show combustion air source, exhaust venting, and seismic bracing of tank and piping.
 - 2. If electrical, note R-10 base pad. Show detail of seismic bracing of tank and piping.
 - 3. Show location of T&P valve relief vent and show location.
- G. Sewer service line: show sewer building drain line backflow prevention location and device used.
- H. Water service line: show backflow protection device and location, elevation of device, and drain for testing location.

VII. Electrical

- A. Completed Electrical Application, including completed scope of work.
- B. Lighting calculations on Non-Residential Energy Code forms.
- C. Accessibility elevation notes on plans for electrical, communication outlets and switches.
- D. Exit sign; emergency illumination locations.
 - 1. Show on plans new exit signage and emergency illumination.
 - 2. Show on plans existing exit signage and emergency illumination to remain.
- E. Seismic clips or bracing for fixtures note(s) on plans. Slack wire noted on plans.

VIII. Exclusion List

Tenant improvement application not accepted for projects requiring:

- A. Addition(s) to building's square footage, roof area, or storage and non-use areas to occupied space.
- B. If you have a pending permit or building under construction (i.e., shell, foundation).

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10/16/2017

Keith Stahley, Director,
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Date