



CITY OF NEWCASTLE
Community Development
Department

Tenant Improvement
Submittal Requirements

SUBMITTAL REQUIREMENTS

1. **Building Permit Application**
2. **Plan Review Fee**
3. **Site Plan**
4. **Sewer/Water Availability ([Coal Creek Utility District](#))**
5. **Architectural Drawings**
 - a. State law requires drawings for buildings over 4,000 square feet to be stamped and signed by an architect licensed in the state of WA State engineer or architect. RCW 18.08.410 exempts alterations to any occupancy up to a total building size of four thousand square feet from this requirement. Alterations in an existing building where the project size is not greater than four thousand square feet are also exempted when the work does not affect the life safety or structural systems of the building. See also WAC 308-12-340. For additional information: <http://www.dol.wa.gov/business/designproguidelines/architects.html>.
 - b. The name and address of the person responsible for the drawings and the address of the project, should be included on the plans.
 - c. Indicate if the building has fire sprinklers.
 - d. Provide a drawing of the entire floor of the building where the tenant improvement is located and note the total floor area in your code analysis.
 - e. Identify adjacent tenants and occupancy groups.
 - f. Verify that the building is within the allowable area with the new tenant improvement. Provide an allowable area calculation showing compliance with current building code requirements.
 - g. Show locations of exits and exit signs for your tenant space.
 - h. Indicate accessible parking stalls and accessible paths of travel from parking to the main entrance.
 - i. Show path of travel from all exits to the street or safe dispersal area.
 - j. Show locations of any adjacent fire barriers* or demising walls.
 - k. Show locations of existing fire walls* in the building.
 - l. Show locations of all shear walls in the tenant space.
 - m. Provide a detailed, scaled floor plan of the new or remodeled area. Include a verbal description of the tenant improvement work.
 - n. Identify the use of all rooms and spaces, identify all corridors (indicate if rated corridors exist or are being modified), and identify all exits.
 - o. Clearly identify any structural elements to be removed or altered. Provide separate structural drawings and calculations if structural modifications are proposed.
 - p. Provide details showing wall and ceiling construction (include seismic bracing detail for suspended ceiling).
 - q. Provide details for accessible features such as bathroom fixtures, grab bars, maneuvering clearances at doors, sinks, door hardware, customer service counters, etc.
 - r. Include reflected ceiling plans showing locations of exit pathway lighting, exit signs, smoke alarms, and existing and proposed new light fixtures.
 - s. Provide exterior elevations if any exterior improvements are proposed; include all openings and mechanical equipment screening.
 - t. Show compliance with all energy code requirements if modifying the exterior envelope, including new windows or storefront systems.
 - u. Include applicable [WSEC Compliance Forms](#) particularly if there are lighting changes or revised mechanical equipment.

*Fire barrier, fire walls and shear walls are specific terms used in the International Building Code.

6. Mechanical Drawings

- a. Mechanical plans must be submitted with all applications and may not be a deferred submittal
- b. Mechanical plans are required for any of the following conditions:
 - All commercial kitchens
 - Type I and Type II hoods
 - All rooftop or floor mounted units over 400 lbs. (structural details and sliding and overturning calculations are required)
 - Tenant improvements over 1,000 s.f.
- c. Reference the applicable codes on the plans including edition (IMC, WSEC).
- d. Drawings for commercial projects over 4,000 square feet or containing Type I hoods must be stamped and signed by an engineer licensed in the State of Washington. The name and address of the person responsible for the drawings and the address of the project should be included on the plans.
- e. Include [WSEC Compliance form for Mechanical](#) on the drawings.
- f. Provide equipment schedules with complete information including weight of each unit.
- g. Verify that structural drawings address support of equipment; include applicable calculations.
- h. Show locations of all HVAC ducts and include size, gauge, and register locations.
- i. Indicate location and R-value of duct insulation.
- j. Drawing underlays must coordinate with current architectural plans and show the location of all rated fire-resistive assemblies.
- k. All fire/smoke dampers must be clearly shown at all locations; where applying the provisions of any exceptions where fire/smoke dampers are typically required, justify condition without fire/smoke damper.
- l. Provide make-up air for all exhaust system.
- m. Detail rated enclosures for grease ducts.
- n. If intending to address through- and membrane-penetration firestop systems as a deferred submittal, this must be specifically noted on the Cover Sheet.

7. Plumbing Drawings

- a. Plumbing plans must be submitted with all applications and may not be a deferred submittal.
- b. Plumbing plans are required for:
 - Commercial projects with over 10 fixtures
 - All commercial kitchens for food service (does not include office lunchrooms)
 - Gravity grease interceptors, hydro-mechanical grease interceptors, and oil-water separators
 - Septic systems or private sewer or water lines (septic systems require King County Department of Health approval)
- c. Drawings for commercial projects over 4,000 square feet must be stamped and signed by an engineer licensed in the State of Washington. The name and address of the person responsible for the drawings and the address of the project should be included on the plans.
- d. Grease interceptors are required to be sized per UPC requirements and designed and stamped by a licensed mechanical engineer.
- e. Reference the applicable codes on the plans including edition (UPC).
- f. Show the size and location of gravity grease interceptors on the site plan or location of hydro-mechanical grease interceptors on the floor.
- g. Isometric drawings are required for buildings over 3 stories, commercial kitchens and grocery stores.
- h. Line drawings must show all piping (water, gas, waste and vent) materials, sizes and lengths, water source and entry, shut-off isolating valves, and backflow prevention device(s).
- i. A fixture schedule showing the number, types, and locations of all fixtures must be provided.
- j. Details must show construction of interceptors, piping support, firestop penetration systems, etc.
- k. Calculations must be provided for water meter sizing and DWV fixture units for building drain.
- l. If intending to address through- and membrane-penetration firestop systems as a deferred submittal, this must be specifically noted on the Cover Sheet.

8. Electrical Drawings

- a. Electrical plans must be submitted with all applications and may not be a deferred submittal.
- b. Electrical plans are required for:
 - Tenant improvements over 1,000 s.f.
 - Other projects where necessary to provide required information
- c. Where electrical plans are not required or provided, the items in this section must be provided on other sheets in the building permit submittal.
- d. Reference the applicable codes on the plans including edition (NEC, WSEC).
- e. Plans shall be of sufficient clarity to indicate the location, nature and extent of the work proposed; however, a separate permit through Labor & Industries is required for your electrical permit.
- f. Include [WSEC Compliance form for Lighting](#) on the drawings and indicate method of compliance.
- g. Electrical drawings must include:
 - Location of exit signs and directional exit signs
 - Lighting plans showing regular and emergency lighting
 - Smoke alarms and carbon monoxide detectors
 - Information on any standby or emergency power systems
 - Specialty electrical equipment required for building code compliance
 - Fixture schedules identifying watts per fixture for both interior and exterior lighting that coordinates with your WSEC Compliance form for Lighting
 - Schematic of light switching
 - Lighting controls, daylight zones, time-switch controls, light-reduction controls, dimmers, toplight daylight zones, etc.
 - Locations of all occupancy sensors
 - Controlled receptacles in all locations required by the WSEC
- h. Provide an exterior lighting plan showing exterior lighting controls, where part of the scope of the permit.

The items listed above must be provided in order to apply for a building permit. Plans and application will not be reviewed if information is incomplete. The building official may require additional information or materials when necessary to augment a permit application. Please contact the Permit Center at 425-649-4444 for more information.

Please see our [Electronic Document Submittal Requirements](#). It is important that your plan set is flattened and that each sheet is bookmarked with sheet number and title.