



#B011

COMMERCIAL TENANT IMPROVEMENT

PERMIT GUIDELINES

What is a Tenant Improvement Permit?

A tenant improvement permit is a permit that is required for completing, remodeling, or altering a space within an existing building. This may also include a change of use. A change of use from one occupancy group (see below) to another may require the entire building or portion of the building under permit to comply with all current code requirements.

BASIC INFORMATION

A complete, accurate application will greatly enhance your application experience. The following information and completed forms are necessary for processing your application and must be provided upon permit application submittal:

Assessor's Parcel Tax Account Number

See your tax statement or contact the Kitsap County Assessor's Office at 360-337-7160.

Owner's Information

Provide owner's name, address, phone, and E-mail address.

Builder/Contractor

Provide builder/contractor name, address, phone, E-mail address and Contractor License number.

Address & Suite Number

To obtain a permit, the applicant shall first file an application therefore in writing on a form furnished by the department of building safety for that purpose. Such application shall include street address or similar description such as suite number.

Scope of Work

A scope of work is a written description identifying and describing all work to be covered by the permit for which application is received.

Business Description

A detailed description of what the business is, what are the plans for the space of the Tenant Improvement.

Valuation

The valuation is the total value of all work for which the permit is issued, including electrical, plumbing, mechanical, fire-protection systems, finish work, elevators and any other permanent equipment. This value will be used for computing permit fees.

Contractor

A copy of the contractor's current registration is required, in addition to a city business license.

Occupancy Classification & Change of Use

Every building must have its use classified into the occupancy group it most closely resembles in the 2012 IBC. Any change of use or character of a building must comply with the type of construction. Example: A dwelling unit (Group R Division 3 Occupancy) converted to an office (Group B Occupancy) would be required to comply with current applicable codes for a Group B Occupancy.

Type of Construction

The five various types of construction outlined in the 2012 IBC represent varying degrees of public safety and resistance to fire. Certain occupancies will not be allowed in the less restrictive types of construction.

Square Footage/Occupant Load

The square footage of all areas must be shown to determine the occupant load, which will determine the exiting requirements for the building or space.

Food Service

Depending on menu, a Type I range hood with fire-suppression will be required (for grease laden vapors). Indirect wastes and grease traps/interceptors will be required for food and beverage equipment, etc. A floor plan and plumbing plan will be required. The plans will be reviewed by the building, fire and local health department for compliance.

Non-Residential Energy Code (NREC) Compliance Worksheets

Alterations subject to the NREC shall comply with the International Energy Conservation Code as amended by Washington State. In some cases, additions and alterations may not require full compliance with the NREC when full compliance is physically impossible and/or economically impractical in the opinion of the building official. In no case shall the energy efficiency be decreased by any alteration to an existing building. For prescriptive compliance worksheets visit <http://www.neec.net/energy-codes>.

SITE PLAN INFORMATION

Vicinity Map

Provide directions from City Hall by use of map or written instruction how to locate the job site.

Site Plan/Parking Plan

A site plan must clearly depict the building in relationship to all property lines. All parking should be shown on the site plan. Any existing wheelchair accessible parking must be identified.

CONSTRUCTION DRAWINGS

Architect/Engineer

State law requires plans for commercial projects larger than 4,000 square feet in floor area be signed and sealed by a licensed architect or engineer. Depending on the scope and complexity of the work, the building official has the authority to request stamped plans on smaller projects as deemed necessary.

Plans legible, dimensioned and to scale

Plans shall be of sufficient clarity to indicate the location, nature and the extent of the work proposed and show in detail that it will conform to all applicable codes and regulations.

Floor Plan

The floor plan shall show existing conditions as well as the changes you intend to make. Show existing walls that are to remain, existing walls to be removed, and new walls. Label all spaces by their intended use. Give stair rise and run & ramp slopes. Show rated corridors, exit signs and emergency lighting. Include window, door and hardware schedules. Show barrier-free accessibility (see below).

Barrier-Free Compliance

A change of use will be subject to the requirements of WAC 51-40-1100, Accessibility. No alteration shall

reduce accessibility of the facility. When the alteration is to an area of primary function, the area shall be made accessible to the maximum extent feasible. When required, additional toilet facilities must conform to current requirements.

Framing Plan

Provide a cross sectional drawing showing new walls, floors and ceilings and connections between new and existing building elements.

Electrical Plan

Exit illumination and signage must be shown on an electrical plan or the floor plan. The exit paths are required to be illuminated the entire time the building is occupied. Additionally, illuminated exit signs are required when more than one exit is necessary due to occupant load.

Electrical Permits are handled thru the State Department of Labor & Industries at 360.415.4000

Plumbing Plan

For larger projects and for projects including food services, plumbing plans will be required. Typically this means schematics for DWV and potable water systems, including pipe sizing. When required, provide a fixture schedule and show all fixtures on the floor plan.

Cross-Connection: Means of cross-connection control to be determined by city.

Grease Trap/Interceptor: Sized in accordance with usage (commercial kitchens).

Mechanical Plan

Plans are not typically required for minor alterations to heating duct systems. Plans and specifications will be required for kitchen hoods and equipment and most larger projects. NREC compliance may be required.

ADDITIONAL PERMITS AND REQUIREMENTS

Demolition Permit

A Demolition Permit is required before demolition of any building. A site plan and fee are required at time of submittal.

Electrical Permit

An Electrical Permit for electrical work must be obtained from Washington State Department of Labor and Industries (L&I) (360-415-4000). L&I performs all electrical inspections.

Fire Sprinkler Permits

When buildings require, or are provided with automatic sprinkler systems, a separate sprinkler system permit must be obtained.

Water/Sewer Availability Request

Provide proof that a COBI Public Works Department (206.842.2016) Water/Sewer Availability Request form has been filled out and turned in.

Sewer Connection Analysis

Provide proof that a COBI Public Works Department (206.842.2016) Sewer Connection Analysis form has been filled out and turned in.

Kitsap County Health District

Approval from or proof that application has been submitted to Kitsap County Health District.(360.337.5285).

FEES

Payment of fees can be made using a company or personal check, cashier's check, cash, Discover, Visa, or MasterCard. A convenience fee of 3% will be assessed to each credit/debit card transaction. A \$3.00 fee is assessed for transactions under \$100.

COMMON MYTHS ABOUT TENANT IMPROVEMENTS

Myth: *"I'm just replacing sheetrock!"*

Fact: Even replacing sheetrock needs a permit. The Building Division needs to check the Fire Separation between you and the other tenants.

Myth: *"All we're doing is putting in new sinks and a toilet!"*

Fact: Any new fixtures require inspection for correct installation, traps and venting. The City of Bainbridge Island is also tasked with making sure that a person with a physical disability can independently go to, enter, and use a facility or building according to the Americans with Disabilities Act. The City also needs to make sure that we're not overloading the capacity of our water system.

Myth: *"We're only adding a non-bearing/non-structural wall."*

Fact: Even non-bearing walls must be checked for correct framing; making sure that they don't cause a "Fire Trap"; that any fire sprinkler heads aren't covered or end up to close to a wall.

Myth: *"It's not a Bar, it's a counter top with storage cabinets below."*

Fact: If it's on **wheels** i.e. portable, its exempt from a permit, but furnishings attached to the floor require a permit.

Myth: *"I don't need a permit to replace my old windows with new, better ones!"*

Fact: Yes you DO! According to the International Code Council & Washington State Building Code Council the Moisture Barrier/Flashing needs to be inspected for correct installation to prevent moisture from entering the wall.

Myth: *Cabinets & Short Walls don't need a permit.*

Fact: Cabinets that are **NOT affixed** to the floor and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1753 mm) in height as long as they don't block the accessible means of egress don't need a permit. If affixed to the floor, it NEEDS a permit.

Myth: *"I'm only changing the Floor!"*

Fact: Painting, papering, tiling, carpeting, and similar finish work does NOT require a permit, but if you're changing the subflooring it needs a permit.