



# COMMERCIAL / INDUSTRIAL TENANT IMPROVEMENTS

NUMBER REQUIRED	DESCRIPTION OF REQUIRED DOCUMENTS	SUBMITTAL	
		OPT	REQ
1	TENANT IMPROVEMENT APPLICATION FORM		X
1	PLAN REVIEW FEE <i>(Due at Submittal)</i>		X
1	ZONING CERTIFICATION FEE <i>(Due at Submittal)</i>		X
3	SITE PLANS <i>(See CDD Handout #7) min drawing on 11"x17"</i>		X
3	BUILDING PLANS/STRUCTURAL PLANS <i>min drawing on 11"x17"</i>		X
1	OPERATIONAL CHARACTERISTICS DESCRIPTION <i>(See CDD Handout #6)</i>		
1	DETAILED LIST OF ALL OTHER USES IN THE BUILDING AND THE TOTAL SQUARE FOOTAGE OF EACH TENANT SPACE		X
1	WATER AVAILABILITY (FIRE FLOW INFO)- <b>LAKWOOD WATER</b>		X
1	ENERGY FORMS (NREC)/ HEAT LOSS CALCULATIONS	X	
1	SEWER PERMIT/SEWER PRE-TREATMENT <i>(Permit Required BEFORE ISSUANCE) - Pierce County Sewer</i>		X
1	HEALTH DEPT APPROVAL <i>(Food Service Only)- Pierce County Health</i>		

## COMMUNITY DEVELOPMENT DEPARTMENT APPLICATION REQUIREMENTS

The City of Lakewood Building Division enforces the 2009 series International Building Code, International Mechanical Code, International Fuel Gas Code, Uniform Plumbing Code, 2009 Washington State Energy Code and the 2009 Washington State Ventilation and Indoor Quality Code as adopted by City of Lakewood Ordinance. These codes set forth the minimum standards for sound construction and fire-life-safety issues.

### PERMITS

A permit is required to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish any building. (Section 105, IBC) Permits can be obtained at the Community Development Department permit counter.

### PLANS

Three complete sets of plans (copies made on substantial paper) must be filed at the time application is made for a permit. Plan sets shall be clear and legible, stapled together, in order, with each page numbered consecutively.

All submitted construction documents must be of sufficient detail to show clearly the project in its entirety with emphasis on the following:

- Structural integrity
- Life safety
- Accessibility
- Compliance with applicable codes
- Scope of work
- Deferred submittal information

Plan sets must include the following:

- Cover Sheet
- Site Plan ( per Planning guidelines )
- Foundation Plan
- Floor Plan ( for each floor )
- Floor Framing Plan ( for each floor )
- Roof Framing Plan
- Elevations ( front side and back views )
- Complete construction details including material, sizes, connection details and any details of special features.

**Plan sheets that are cut, pasted, taped or that have been altered by any means (pen, pencil, marking pen, etc.) WILL NOT be accepted for plan check. NO PENCIL DRAWINGS WILL BE ACCEPTED.**

## **INFORMATION REQUIRED ON PLANS**

Engineering – shall be prepared by an engineer licensed in the State of Washington. Structural calculations are required to be separated from the structural drawings. The cover sheet of the calculations and each sheet of structural drawings prepared by a licensed professional shall be ‘wet’ stamped.

**A registered Architect or Engineer must stamp buildings, which are over 4000 square feet in area. Buildings less than 4000 square feet in area may also require a stamp.**

### Cover Sheet

- Project identification.
- Project address, legal description, location map and tax parcel number.
- Design professionals involved in the project, to include addresses and telephone numbers.
- Project point of interest.
- Design criteria list:
- Occupancy group
- Type construction
- Seismic zone
- Square footage and allowable areas
- Fire sprinkler requirements
- Height and number of stories
- Occupant loading
- Land use zone
- Parking requirements
- Design loads ( roof, floor, wind, codes, seismic zones and factors )
- Index of drawings

Foundation Plans – scale ¼” = 1’-0” This plan only if footprint of building is changing. Clearly indicate the difference between new and existing construction.

- Plan view of foundation – show the size and shape with a dashed line for the footing. Show size and locations of all under floor support footing pads.
- Slab on grade – if applicable, indicate which areas are slab on grade and method of insulation.
- Crawl space vents – call out ventilation area required per IBC Section 1203.3.
- Crawl space access – call out location and size of opening.
- Ground cover – describe type proposed. ( 6 mil black polyethylene minimum )
- Carports, patios, breezeways, decks, etc. – show extent and location and sizes of all slabs, foundations and footings.

Floor Plans – scale ¼”=1’-0” Plans must clearly delineate new, existing, demolished and relocated construction.

- Label the use of each room.
- Openings – show and size all wall openings (door and window). Indicate if fixed or operable. Label all safety-glazed openings. Call out on the plans the size and location of the attic access and any other openings in the floor or ceiling such as laundry chutes, dumbwaiters, etc.
- Doors – call out sizes and show direction of swing. Show sliding door locations. If a pocket door is proposed, show the entire pocket area. Provide a door hardware schedule.
- Stairs – show direction of travel (up or down).
- Plumbing fixtures – show locations of all fixtures, water heater, pressure tanks and expansion tanks. Indicate the installation of seismic straps on the water heater.
- Furnace – show location and energy source.
- Indicate all fire walls, fire barriers, fire partitions, smoke barriers, smoke partitions and their related assemblies.

Framing Plans – Floor – This plan only if floor system is being modified. Plans must clearly delineate new, existing, demolished and relocated construction.

- Layout – show the layout direction of all floor joists, indicating any cantilevered areas. Show sizes and direction of under floor supporting beams. Clearly indicate deck areas and the requirement for treated materials.
- Materials and species – show floor and deck framing including size, species, grade and spacing.
- Connectors – beam to beam, post to beam and joist hangers. Call out size and locations.
- Miscellaneous structural components – show doubled joists, blocking, headers, bearing points, etc.
- Stairs – show locations of rough openings, headers, double joists, etc.

Framing Plans – Roof – This plan only if roof system is being changed. Plans must clearly delineate new, existing, demolished and relocated construction.

- Layout – show direction of layout for ceiling joists, rafters and trusses.
- Roof members – call out size, spacing, species, grade and all headers and beams. Show and label hip masters, hip jacks, end jacks, girder trusses, common trusses, hangers, bearing areas, etc.
- Indicate locations of roof mounted equipment.
- Connectors – call out sizes and locations.
- Ridges, hips and valleys – call out size and species of ridge board, hip rafter, valley rafter and purlins.
- Skylights – call out sizes and locations.

- Indicate locations of draft stops.

Reflected Ceiling Plan – Plan must clearly delineate new, existing, demolished and relocated construction.

- Show light fixture locations. Indicate wattage of fixture.
- Indicate locations of exit signs and emergency lighting fixtures.
- Indicate HVAC diffuser supply and return air locations.

Interior elevations – Provide elevations of bathrooms indicating mounting heights of all accessible equipment installations with vertical height dimensions shown.

Elevations – scale  $\frac{1}{4}''=1'-0''$  These plans only if exterior is being changed and must clearly show new and existing construction.

- Exterior elevations – show all four-elevation views of the exterior of the building. Indicate the locations of all windows and doors.
- Exterior finishes – siding type, roofing type, veneers, etc.
- Vertical dimensions – show the height of each story.
- Existing and finish grade.

Cross Sections and Details- scale  $\frac{3}{4}''=1'-0''$  Show sections of the structure that clarify in detail the typical conditions and describe otherwise hidden conditions.

- Provide a section cut through the entire building. This is usually through the most complicated portion of the structure. Indicate areas that are detailed. This can be drawn to a scale of  $\frac{1}{4}''=1'-0''$ .
- Foundation footings and walls – show footing and wall sizes, required structural steel, anchor bolts and required (6) inch separation between wood and soil at exterior grade. Show required clearances in the crawl space area.
- Floor – call out the proposed floor system. Show size and type floor sheathing, joists and joist spacing, and insulation.
- Wall – call out the wall system. Show siding, wind infiltration barrier, sheathing, stud size and spacing, insulation type, vapor barrier and inside wall covering. Indicate minimum seven-foot ceiling height.
- Truss to wall – show connections of trusses to wall plate, blocking, venting, insulation and insulation baffle, roof sheathing, type roofing, and overhang and roof pitch.
- Stairs – show stair rise, run, handrails, landing and headroom dimensions. Indicate fire blocking in walls when area under stairs is not finished. Show one-hour fire protection in areas under stairs that are finished.
- Patios and decks – call out materials. Indicate height of finished floor from grade.
- Guards and handrails – show heights and spacing of pickets.
- Fire resistive elements
- Show that building elements comply with fire-resistive requirements of the IBC.
- Provide details for rated walls complying with the IBC or specify the UL Design Number or the Gypsum Association File Number for all rated assemblies.
- Provide details of fire assemblies protecting penetrations through fire-resistive elements.
- Show sections for required parapet walls.
- Provide detail / ICC report for rated suspended ceilings. Include UL approved detail for tenting of light fixtures.

### Energy Code Compliance

- Completed set of Non-Residential Energy Code Compliance (NREC) documents.
- Include heat loss calculations and lighting budget.



# TENANT IMPROVEMENT PERMIT APPLICATION

PERMIT #: \_\_\_\_\_  
(FOR OFFICE USE)

SITE ADDRESS: \_\_\_\_\_

PARCEL #: \_\_\_\_\_

### PERMIT SUBMITTAL REQUIREMENTS:

- \_\_\_ 1) The completed original application form, making sure that all of the required signatures have been obtained.
- \_\_\_ 2) A check made out to the City of Lakewood for the plan review and zoning certification fee (due at the time of submittal).
- \_\_\_ 3) Three (3) copies of a commercial site plan in accordance with Community Development Department Handout #1.
- \_\_\_ 4) Three (3) copies of building/structural plans.
- \_\_\_ 5) One (1) copy of operational characteristics description (See CDD Handout #6).
- \_\_\_ 6) A detailed list of ALL OTHER USES in the building and the total square footage of each tenant space.
- \_\_\_ 7) Certificate of Water Availability (which includes Fire Flow Information) – Lakewood Water
- \_\_\_ 8) Energy forms (NREC)/ heat loss calculations
- \_\_\_ 9) Sewer Permit – Pierce County Sewer
- \_\_\_ 10) Health Department Approval (Food Services only) – Pierce County Health

All above items must be submitted at the time of application in order for the application to be accepted as complete. Handouts and application forms may be revised without notice.

### BUILDING/PROPERTY OWNER: (mandatory if different from tenant)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

### APPLICANT: (mandatory)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### Will the applicant be the contact person?    YES    NO    If other, please specify below:

Contact person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### CONTRACTOR: (mandatory)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ License No.: \_\_\_\_\_

Email: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

City Business License #: \_\_\_\_\_

**TENANT: (mandatory)**

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

City Business License #: \_\_\_\_\_

**Description of the proposed improvements to the tenant space:** \_\_\_\_\_

\_\_\_\_\_

**Estimated cost of construction:** \_\_\_\_\_

**Proposed use of tenant space:** \_\_\_\_\_

\_\_\_\_\_

**Previous use of tenant space:** \_\_\_\_\_

**Area of tenant space (sq. ft.)** \_\_\_\_\_ **Area of building (sq. ft.)** \_\_\_\_\_

**Area of building addition (sq. ft.)** \_\_\_\_\_

**Dimensions of existing parking stalls:** \_\_\_\_\_

**# of parking spaces:** \_\_\_\_\_

Parking area paved and striped: YES NO      Landscaping existing on site: YES NO

**AUTHORIZED AGENT/OWNER SIGNATURE:**

By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge and that I am the owner of the premises where the work is to be performed, or I am acting as the owner's authorized agent. I further agree to hold harmless the City of Lakewood as to any claim (including costs, expenses and attorney's fees incurred in investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Lakewood, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.

\_\_\_\_\_  
Signature of Authorized Agent/Owner

\_\_\_\_\_  
Date

**OFFICE USE ONLY:**

PERMIT #: \_\_\_\_\_ BUSINESS LICENSE #: \_\_\_\_\_

TITLE: \_\_\_\_\_ BIN #: \_\_\_\_\_

ZONE: \_\_\_\_\_ ZONING USE TYPE: \_\_\_\_\_

DATE PERMIT APPLICATION RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_



9. Traffic (vehicular trips to and from site per day) generated by the use, including deliveries and client-related trips (i.e. any proposed shipping and receiving activities, projected employee trip generation, projected customer trip generation).
10. Total square footage of the floor area of the tenant space.
11. Proposed type of equipment/machinery to be used by the business or stored on site (i.e., office equipment, manufacturing equipment, construction equipment).
12. Proposed use of outdoor space on lot (i.e., outdoor storage, outdoor display and sales of merchandise, parking/open space, recreation space).
13. If more than one tenant on the site, provide the square footage of each tenant space, business names of tenants, and type of business

Space #	Type of Business	Tenant Name	Area

14. Previous use of property.
15. Existing number of parking spaces.
16. Surrounding uses and businesses next to proposed business/project site.
17. Operational characteristics or functions that create emission of gasses, dust, odors, vibration, electrical interference, smoke, noise, air pollution, light, glare, odor or dust in a manner likely to cause offense or irritation to neighboring residents.
18. Site and building design features that minimize land use impacts, such as traffic, aesthetics, etc. or environmental impacts such as noise, vibration, dust or air pollution, glare, odor and dust, etc.
19. Storage, distribution, production and/or operations that involve the use of toxic or flammable materials.

**Handouts and application forms may be revised without notice.**



**CITY OF LAKEWOOD  
COMMUNITY DEVELOPMENT DEPARTMENT  
HANDOUT # 7**

## **SITE PLAN REQUIREMENTS FOR TENANT IMPROVEMENTS AND MINOR ADDITIONS TO COMMERCIAL AND INDUSTRIAL DEVELOPMENT**

A detailed site plan shall be drawn to scale. The site plans must include the following information to be considered complete:

1. Site address
2. Property lines.
3. North arrow and decimal engineering scale (ie. 1"=20'; **not** 1/8"=1' architectural scale).
4. Pierce County tax parcel number.
5. Lot dimensions and total square footage.
6. All existing and proposed public and private roads, driveway accesses and road right-of-ways with dimensions and road names, including curbs and gutters, sidewalks and/or edges of pavement. Include all existing driveways within 200 feet of the subject property on both sides of all streets, in both directions along public street frontages.
7. All easements (access, utility, railroad, storm water, etc.). Indicate type and dimensions of easement.
8. All major manmade or natural features (slope, shorelines, riparian areas, railroad tracks, bridges, etc.).
9. Proposed and existing building locations.
10. Dimensions and square foot area of all existing and proposed new structures on the site.
11. Dimensions and square foot area of all structures or pavement expected to be removed.
12. Building floor plan and total square footage per use/occupancy (office, manufacturing, warehouse, retail, etc.)
13. Dimensions of all setbacks (distance from the wall of all existing and proposed structures to property lines).
14. Location of all fire hydrants within 300 feet of the site.
15. Fire access road/drive within 150 feet of all portions of the exterior first floor of all structures.
16. Location, dimensions and square foot area of all parking areas.
17. Vehicle loading and unloading areas, including dimensions of truck loading and maneuvering areas and total square footage.
18. Location of all paved areas.
19. Location of required landscape areas (include dimensions inside of curbing and square footage inside curbing).
20. Location of other proposed landscape areas (include dimensions inside of curbing and square footage inside curbing).
21. Existing and proposed fences or retaining walls (specify type and height of fence or wall).
22. Location and dimensions of any free-standing signs.
23. Location and type of any existing or proposed exterior lighting to be placed on the site
24. Areas of future development.
25. Location of outside storage areas (include dimensions and total square footage).
26. Location of trash dumpster(s).
27. Adjacent uses (undeveloped, single family, commercial, etc.) and the location of any structures within 5 feet of the property line on all abutting property.
28. Location of water and sewer mains nearest the site, including line size and other utility connections.

29. Water features or wetlands, including but not limited to, lakes, ponds, saltwater, year-round or seasonal streams, creeks, wetlands, gully or natural drainage way, drainage ditches, etc.
30. Critical areas, such as slopes, wetlands, shorelines and wildlife habitat.
31. Contours at two-foot intervals if the parcel(s) or access road(s) contain slopes of greater than 10%.
32. Sight distance triangles for all driveway locations and across the corners of properties at street intersections. Show the location and type of potential sight obstructions including height of vegetation.
33. Vehicle maneuvering diagrams for all multi-family, commercial and industrial developments.
34. Data required to be listed on the site plan:
  - a. Type of construction per UBC.
  - b. Occupancy classifications per UBC Chapter 3.
  - c. Area per occupancy (office, manufacturing, warehouse, retail, etc.).
  - d. Building height and number of stories.
  - e. Zoning and overlay districts.
  - f. Sprinklered or non-sprinklered.
  - g. Total building area with area breakdown by levels (ie. 1<sup>st</sup> floor, mezzanine).
  - h. Allowable area calculations per UBC Chapter 5.
  - i. Percent of site coverage by structures.
  - j. Percent of site coverage by impervious surface.
  - k. The number of compact and handicapped parking spaces provided.
  - l. Total number of parking stalls, including compact and handicapped spaces.
  - m. Total square footage of parking, drive aisles, loading zones and maneuvering area.
  - n. Total square footage of paved area.
  - o. Total square footage of required landscaping areas.
  - p. Percentage of parcel in open space (multi-family housing and zero lot line development only).
  - q. The location of hazardous materials and waste shall be indicated on the site plan.
35. Data required in addition to the site plan:
  - a. A Hazardous Material Inventory Statement listing all hazardous materials and waste, including their form (liquid, gas, solid), the quantity size (ie. 5 gallon bucket), cumulative totals for each form of hazardous material or waste on site.
  - b. A Hazardous Materials Management Plan shall be provided, if required by the Fire Marshal.

Additional information may be required based on the specific project and/or site. All large maps must be folded to fit into an 10 x 13-inch envelope with the application name of the plan showing.

**Handouts and application forms may be revised without notice.**