CITY OF MERCER ISLAND
COMMUNITY DEVELOPMENT & PLANNING
9611 SE 36TH STREET | MERCER ISLAND, WA 98040
PHONE: 206.275.7605 | www.mercergov.org
Inspection Requests: Online: www.mybuildingpermit.com VM: 206.275.7730

TENANT IMPROVEMENT APPLICATION REQUIREMENTS

This information lists the minimum requirements for a complete tenant improvement permit application. Additional documentation may be required depending on the scope of your project. The target review times for the initial review of Tenant Improvement submittals is 10 working days. Permits will not be issued until verification of health department approval is received for food service establishments.

REQUIRED INFORMATION FOR PERMIT SUBMITTAL

1. **BUILDING PERMIT APPLICATION.** This can be found at mercergov.org/buildingforms.
2. **PLOT PLAN.** Show the lot size, adjacent streets, setbacks from property lines, location of other buildings, parking layout including location of accessible stalls, accessible path of travel from public way, north arrow, and scale. Note on the drawings the areas, occupancy classifications, type of construction, and if the building is fully sprinklered.
3. **FLOOR PLAN.** Show walls, partitions, doors, windows, dimensions, detail and section references, and room uses of new and adjacent rooms. Scale: 1/4 inch = 1 foot minimum.
4. **REFLECTED CEILING PLAN.** Show new and existing lights, vents, sprinkler heads, exit signs, etc.
5. **LEGEND.** Show the existing walls to be removed and proposed new walls. Provide a complete description of the proposed construction.
6. **BUILDING CODE COMPLIANCE INFORMATION.** Include the type of construction, occupancy classification, occupant load, fire sprinkler or fire alarm information, etc.
7. **DETAILS.** Show construction of walls, ceilings, and other information necessary to fully describe the scope of the project. Wall section(s) shall be provided that show the heights; ceiling construction and attachment to partition; support, bracing and attachments; stud size, gauge, manufacturer, and model number; fire-resistive assemblies (i.e., ICC-ES report number); wall covering material; etc. Scale: 1 inch = 1 foot minimum.
8. **ACCESSIBILITY FOR PERSONS WITH DISABILITIES.** If the scope of work is an alteration, addition or structural repair to an existing facility, the following will apply:
   A. Accessibility shall comply with the International Existing Building Code (IEBC) based on the Level of Alteration. All new construction shall not reduce the accessibility of the facility.
   B. A “path of travel” from the arrival site to the remodeled area must comply if the alteration is to an area of primary function. This includes the access from the public sidewalk and the parking space(s).
   C. Telephones, bathrooms and drinking fountains serving the remodeled area must comply. This includes the access from the remodeled area to these locations. This requirement will apply unless you can justify that the cost of the alteration would exceed 20% of the cost of construction, inclusive of the cost of eliminating barriers, within a 36-month period per IEBC Section 410.7 Exception 1.
9. **ENERGY CODE COMPLIANCE**
   A. If there are any modifications to the exterior envelope, indicate space heat type and show compliance with either the prescriptive, component performance, or systems analysis option.
   B. If HVAC units are new or altered, or if the occupancy load has increased, heat load and outdoor air calculations are required. Show locations of all new and existing mechanical equipment, supply, return and exhaust registers and other information that fully describes the scope of the work.
   C. If the lighting is new, or if it is being replaced or altered, submit lighting calculations. Show location of all lighting and switching on the reflected ceiling plan.

10. **PREPARATION OF PLANS**
   A. All plans must be prepared by a Washington State licensed professional where required by State law per RCW18.08.410
   B. All plans must be submitted electronically unless approved as an over-the-counter (OTC) submission. Electronic plans must be in Personal Digital Format (PDF). Your plans:
       1. Shall be exported from their source in vector format, i.e. the submittal shall not be rasterized. Scanned files will not be accepted without prior approval;
       2. Shall be oriented so the top of the page is always at the top of the computer screen and set to landscape orientation;
       3. Shall have all pages bookmarked in the format “Sheet Number”—“Sheet Description” (i.e. A1.1—Site Plan). Bookmarks must correlate to the appropriate sheet.

### OTHER CONSIDERATIONS

1. Electrical, mechanical, plumbing, and fire permits along with associated documentation shall be applied for and submitted within seven days of the building permit application. It is strongly recommended for all applicable permit applications to be submitted at the same time. **The building permit review process will be on hold until all the appropriate applications have been submitted.** Each of the applications will be processed concurrently.
   2. Exterior signage must undergo a design review. For more information, see the Design Review – Signs tip sheet, found at mercergov.org/landuseforms.
   3. Exterior changes to the building may require design review. For more information, please contact the City Planners at 206.275.7729.
   4. If the proposed use of the space is different than the currently approved use, please contact the City Planners at 206.275.7729.

### WHEN READY TO SUBMIT

All commercial permits are submitted through our online portal, MiePlan. Information on how to submit your information and how to use our plan review system can be found on our website under “Electronic Plan Review”.

### QUESTIONS

If you have any questions or concerns, please contact Community Planning & Development’s Customer Service Team at 206.275.7605 or email epermittech@mercergov.org.