



## Commercial Tenant Improvement Submittal Checklist

Community Development Department

3100 Belmont Blvd. Suite 104, West Richland WA.99353

(509) 967-5902 email: [permits@westrichland.org](mailto:permits@westrichland.org)

Please include this checklist with your submittal to confirm that you have included all of the required information for a complete plan review. Additional information may be required based on the scope and complexity of each individual project. See reverse for format and design standards required on all plans.

**Initial** each box under the Applicant heading on this checklist to confirm that items are included in your submittal. The building dept. will check off each box under staff when the item is confirmed as included in the submittal package.

**Property Address:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

Staff Initials	Applicant Initials	Documents Required
		Completed and signed Building Permit Application
		Site plan: <b>See Site Plan Requirements Checklist</b>
		Submit 2 full plan sets (24"x36") (May also require drawing an existing plan and a proposed plan to differentiate)
		Label all rooms and uses (i.e. office, retail, storage, etc.)
		Show ADA accessible features (i.e. restrooms, parking, ramps, customer counter, etc.)
		Show fixed equipment
		Show cabinets and counters (include notation of which counter will be cashier/service counter if applicable)
		Show location of shelving (including heights and fixtures)
		Show all windows and doors with dimensions
		Show all mechanical, plumbing and electrical systems
		Include fixture schedules for areas like kitchens or mechanical rooms
		Show cross section details for new work, including walls, stairs, ramps, counters, etc.
		Current City of West Richland Business License. To apply visit <a href="https://bls.dor.wa.gov/">https://bls.dor.wa.gov/</a>

I acknowledge that all items designated on this page are included as part of this application.

Print: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Applicant)

**When applicable, the following additional information must be provided:**

1. Site/Floor plan: see site plan checklist, include all building/suites, streets and parking.
2. Structural plans and details for projects involving structural building elements.
3. Energy code compliance information and forms for changes to the exterior building envelope and/or changes in size or type of heating equipment. Please visit <https://wseccompliancedocuments.com/> to find the forms.
4. Location plan for construction staging areas and description of proposed exterior improvements for maintenance on the site/key plan when staging construction or conducting construction activity outside of buildings.
5. Proposed changes in use of building or tenant space may require new parking calculation review. Please contact the City of West Richland Community Development Department for parking requirements.

## **Format & Design Standards**

### **Format**

- All drawings must be original drawings in ink on white bond paper or photocopied reproductions.
- Changes must be clearly made with a strike out and correction dated and initialed by the person making the change. If drawings cannot clearly be corrected using this method, they must be redrawn.
- Plans submitted to be reviewed and approved will be the plans used for construction. Plans marked “Not for Construction” or similar notations will not be accepted.
- Revisions must be clouded and include a list of the revisions.

### **Paper Size**

- Drawings must be submitted on 8.5”x11”, 11”x17”, 18”x24”, or 24”x36” sheets (dependent on complexity of project).
- All sheets in a drawing set, including the site plan and engineering drawings, must be the same size and sequentially labeled and dated.

### **Scale**

- All scale sizes must be standard architectural or engineering scales.
- Site plans must be drawn at 1”=20’ or larger scale.
- Floor plans, elevations and sections shall be drawn at not less than 1/8”=1’ scale and must show dimensions.
- Details must be drawn at a scale large enough to clearly illustrate the particular detail, with a minimum scale of 3/4”=1’.

### **Reproducibility**

- All drawings must be clear, accurate, legible and high-contrast. Contrast must be sufficient to permit archival photographic or digital reproduction.

### **Architectural & Engineering Professional Seal(s)**

- Alterations or additions to structures larger than 4,000 square feet and multi-family buildings with five or more units are required to be designed by a licensed professional architect, per RCW 18.08.410.
- Drawings and structural calculations prepared by a professional architect or engineer licensed to practice in the State of Washington must be signed and sealed by the architect or engineer, per WAC 196-23-020.
- Submittals prepared by design professionals must include at least one set of plans prepared by others.
- Structural details shall not be hand-drawn or superimposed upon architectural floor plans prepared by others.
- Structural details presented elsewhere in the drawings or on documents other than structural drawings shall be reviewed by the design professional and corrected or revised as necessary to eliminate inconsistent or contradictory information, specifications or details.
- One set of structural calculations supporting the plans and details shown in the structural floor plans must include an original seal and signature.

### **Cross Connection Approval**

- Change of occupancy may require cross connection approval from the City of West Richland Public Works Department (Per WAC 246.290.460). For more information call (509)967-5434.

### **Traffic Impact Fee**

- Change of occupancy/use may require additional traffic impact fee analysis.