



COMMERCIAL TENANT IMPROVEMENT  
SUBMITTAL CHECKLIST

Project Address: \_\_\_\_\_

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.

1. Building Permit Application (required)

2. Two sets of plans clearly identifying the proposed work (also *may* require drawing an *existing* plan and a *proposed* plan to differentiate), and the following items:

• **Architectural floor plans:** (required). ***Initial all that apply.***

- \_\_\_\_\_ Label all rooms and uses (ex. office, retail area, storage, etc.)
- \_\_\_\_\_ Show ADA accessible features (ex. restrooms, parking, ramps, customer counter, etc.)
- \_\_\_\_\_ Show fixed equipment,
- \_\_\_\_\_ Show cabinets' counters (include notation of which counter will be a 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

• **Details:** cross sections for new work including walls, stairs, ramps, counters, etc.

3. Current City Business License updated to reflect proposed new address or completed application for new business.

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

- 4. Site/Floorplan: property lines, all buildings, streets, parking, North arrow (required)
  - One copy of a Floor plan (11"x17" size required) for addressing/suite numbering review. This Floor plan should show the building you are in with all the suites in that building labeled by address/suite number, with yours hatched or clouded, and some reference points (main building entrance identified, streets labeled, north arrow). Applicable for multi-tenant (2 or more) buildings. Examples: side by side or 1st, 2nd and or multiple floors.
- 5. Structural plans and details for projects involving structural building elements. See reverse for additional information regarding professional seals.
- 6. Energy code compliance information and forms for changes to the exterior building envelope and/or changes in size or type of heating equipment.
- 7. Location plan for construction staging areas and description of proposed exterior improvements or maintenance on the site/key plan when staging construction or conducting construction activity outside of buildings.
- 8. Parking calculations may be required for initial occupancy or change of occupancy applications.  
**(See item #6 on back page for more information)**

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

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# Format & Design Standards

## 1. Format

- All drawings must be original drawings in ink on white bond paper or photocopied reproductions.
- White out will not be accepted. 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. Therefore, plans marked "Not for Construction" or similar notations will not be accepted.
- Revisions must be clearly marked with a cloud and enumerated delta. A revision list with explanatory text for each delta is required.

## 2. Paper Size

- Drawings must be submitted on 11" x 17", 18" x 24", or 24" x 36" 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.

## 3. 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 be 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'.

## 4. Reproducibility

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

## 5. Architectural & Engineering Professional Seal(s)

- Commercial Construction: 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 with original seals and signatures (additional sets may be copies).
- Structural details shall not be hand-drawn or superimposed upon architectural floor plans prepared by others.
- Structural drawings shall be free of extraneous architectural details.
- 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.

## 6. New occupancy or change of occupancy

Proposed changes in use of a building or tenant space may require new parking calculation review. Please contact City of West Richland Planning department for parking requirements.

**Example:** A building that has been evaluated and approved as a warehouse is proposed to be converted to office or retail space. An additional parking evaluation and approval may be required prior to application acceptance because the new use would trigger different parking requirements per the West Richland Municipal Code.

## 7. Cross Connection Approval.

Change of occupancy may require cross connection approval from the City of West Richland Public Works dept. (Per WAC 246.290.490). For more information call 509-967-5434