



CITY OF SEQUIM
152 W. CEDAR STREET
SEQUIM, WA 98382
360-683-4908

TENANT IMPROVEMENT SUBMITTAL CHECKLIST

TWO SETS OF SCALED DRAWINGS WITH THE FOLLOWING INFORMATION:

1. Completed [Building Permit Application](#) and completed [Mechanical](#) and [Plumbing Permit](#) Applications if applicable.
2. [Site Plan](#) – Show building location (vicinity map) and legal address (Assessor's Parcel Number).
3. Accessibility Access – show how area of renovation/improvement complies with accessibility requirements. Show accessible path of travel from public sidewalk and/or parking space to tenant space. Paths of travel features include restrooms, drinking fountains and public telephones serving the area of alteration.
4. Floor plan – Show overall floor plan of the building and indicate use(s) of adjacent tenant spaces, side yards, parking areas, etc.
5. Occupancy – Indicate type of occupancy and describe the proposed use of the improved area (i.e. retail sales, woodshop, office, etc.) and indicated the number of employees on the largest shift.
6. Types of Construction – Indicate type of construction of the existing building (i.e., Type III-B, wood frame, concrete tilt-up, masonry, etc.).
7. Detailing – Show and identify all existing and proposed walls. Also provide wall section details showing stud size and type, method of attachment at floor and ceiling or roof, etc.
8. Doors – Show all door locations, fire rating (if applicable), direction of swing, self closing mechanisms, required exit signage and lighting, etc.
9. [Plumbing](#) – Provide plumbing plans if any new plumbing is being proposed.
10. Electrical – Provide electrical single line diagram indicating illuminate egress lighting packs, emergency lights and illuminate exit sign locations. Provide completed [Non-Residential Energy Code \(NREC\) light compliance forms](#).
11. [Mechanical](#) – Provide mechanical drawings showing location of existing and proposed registers, location of HVAC equipment and duct locations and size. Provide [NREC mechanical compliance forms](#).
12. [NREC building envelope forms](#) for new conditioned space within a shell building.
13. Plans to be wet stamped and signed by a Washington State licensed Architect / engineer when the cumulative square footage of the building exceeds 4,000 square feet.
14. Additional requirements may be required at time of plan review.