



Tenant Improvement/Alteration

Submittal Guidelines

Rev.20250710

A Change of Occupancy/Use submittal must contain the following components to be considered a complete submittal. Please review the [EDR Electronic File Standards](#) for document parameters and naming conventions.

Have Questions? Permit Team Hotline: (509) 625-6999 or email: PermitTeam@SpokaneCity.org

| REQUIREMENT | DETAILS |
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| APPLICATION | The Commercial Building Permit Application . |
| THRESHOLDS | <ol style="list-style-type: none"> 1. Simple Route (1-3 Business Days) <ul style="list-style-type: none"> • Very limited scope of work in select occupancies. (See Criteria Here) • Review Group: Building only. • Scope Limitations: <ul style="list-style-type: none"> ◊ No changes to occupancy classification, occupant load, or egress paths. ◊ No structural alterations. ◊ No mechanical, plumbing, or electrical work beyond minor fixture replacements. ◊ No site work or exterior modifications. 2. Standard Tenant Improvement (2 Weeks) <ul style="list-style-type: none"> • Work exceeding the Simple Route but still limited in scope. • Review Groups: <ul style="list-style-type: none"> ◊ Building, Fire, Planning, Engineering (in-house). ◊ Water (external). • Scope Limitations: <ul style="list-style-type: none"> ◊ No new utility services (water, sewer, electrical, or gas). ◊ No increase in occupant load. ◊ No major egress changes. ◊ May include minor site work (e.g., minor parking or landscaping changes). 3. Complex Tenant Improvement (4 Weeks) <ul style="list-style-type: none"> • Work exceeding Level 2, requiring extensive review. • Review Groups: <ul style="list-style-type: none"> ◊ Multiple in-house and external departments (e.g., Transportation, Health, Solid Waste, etc.). • Scope Considerations: <ul style="list-style-type: none"> ◊ Major site work or new utility service connections. ◊ Significant changes to occupant load. ◊ Reconfiguration of more than 50% of a building story. ◊ Substantial alterations affecting egress, fire safety, or accessibility. ◊ Structural modifications beyond minor repairs. |
| COVERSHEET | <ol style="list-style-type: none"> 1. Must include project title, address, scope of work, applicable codes, and contact information. 2. Occupancy Information <ul style="list-style-type: none"> • Calculated occupant loads for the building or spaces based on proposed use per International Building Code Table 1004.5. 3. Construction Type of Building <ul style="list-style-type: none"> • If unknown, identify construction materials of exterior walls and interior structural framing members. |
| ARCHITECTURAL PLANS | A licensed Washington State Architect is required to design and stamp plans when: <ul style="list-style-type: none"> • Life safety of the building is altered. |

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| | <ul style="list-style-type: none"> • Alterations affect over 4000 square feet. <ol style="list-style-type: none"> 1. Existing Floor Plan. <ul style="list-style-type: none"> • Demo plan identifying all building components to be removed. 2. Proposed Floor Plan <ul style="list-style-type: none"> • Include every level of the building that contains work area including the exit path from the work area to the exit discharge of the building. • Dimensions for all new construction areas • Locations and ratings of all fire resistance rated construction in the work area. • New Fixed furniture layouts & elevations (e.g., counters, shelving, partitions). 3. Occupancy classification and occupant load calculations. 4. Egress paths, exits, and accessibility compliance. 5. New or Altered Openings <ul style="list-style-type: none"> • Locations and sizes of doors and windows. • Swing direction, hardware, and fire-rating of doors. 6. Fire and Life Safety Features <ul style="list-style-type: none"> • Identify existing fire sprinklers and fire alarm coverage areas. |
| STRUCTURAL PLANS | <ol style="list-style-type: none"> 1. Required for modification affecting load-bearing elements <ul style="list-style-type: none"> • New Beams, Floor or Roof Systems, Headers, load bearing walls. 2. Application of additional loads <ul style="list-style-type: none"> • New HVAC loads, • New live loads |
| MECHANICAL PLANS | <ol style="list-style-type: none"> 1. Existing HVAC Equipment Locations <ul style="list-style-type: none"> • Boilers, furnaces, and heating equipment. • Air Conditioners. • Air handlers, exhaust fans, kitchen hoods, and ventilation equipment. 2. Where the new occupancy is subject to: <ul style="list-style-type: none"> ◇ Different kitchen exhaust requirements ◇ OR. Increased mechanical ventilation requirements, Provide: <ul style="list-style-type: none"> • Documentation that the existing mechanical systems comply with current International Mechanical Code (IMC) provisions for the new occupancy. <ul style="list-style-type: none"> ◇ Letter from a licensed mechanical contractor or mechanical engineer verifying the mechanical system has been evaluated and is compliant with IMC provisions for the new occupancy. ◇ OR. Plans documenting that the existing mechanical system is compliant with IMC provisions for the new occupancy. • OR. Plans and calculations for bringing the mechanical system into compliance. |
| ELECTRICAL PLANS | <ol style="list-style-type: none"> 1. Existing Electrical Equipment Locations <ul style="list-style-type: none"> • Electrical meters, distribution equipment, switch gear. • Electrical panels, feeder panels. 2. Where the new occupancy is a special occupancy per NFPA 70, Provide: <ul style="list-style-type: none"> • Documentation that the existing electrical systems comply with current National Electrical Code (NFPA 70) provisions for the new occupancy. <ul style="list-style-type: none"> ◇ Letter from a licensed electrical contractor or electrical engineer verifying the electrical system has been evaluated and is compliant with NFPA 70 provisions for the new occupancy. ◇ OR. Plans documenting that the existing electrical system is compliant with NFPA 70 provisions for the new occupancy. • OR. Plans and calculations for bringing the electrical system into compliance. |



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| <p>PLUMBING PLANS</p> | <ol style="list-style-type: none"> 1. Existing Plumbing Fixture Locations <ul style="list-style-type: none"> • Hot water tanks, boilers, service water heating equipment. • Restrooms fixtures. <ul style="list-style-type: none"> ◊ Water closets, lavatories. • Kitchens fixtures. <ul style="list-style-type: none"> ◊ Sinks, prep sinks, floor sinks, dishwashers, oil-water separators. • Floor drains, cleanouts, and other critical infrastructure. 2. Where the new occupancy is subject to increased or different plumbing fixture requirements or increased water supply, Provide: <ul style="list-style-type: none"> • Plumbing fixture calculations for the new occupancy. |
| <p>SITE/CIVIL PLANS</p> <p>REQUIRED IF SITE IMPROVEMENTS ARE PROPOSED</p> | <ol style="list-style-type: none"> 1. Site Identification <ul style="list-style-type: none"> • Property address. • Names and location of adjacent streets and alleys. • Property line locations and dimensions. 2. Building Details <ul style="list-style-type: none"> • Location and dimensions for all structures on site. • Dimensions from buildings to property lines and adjacent buildings on site. 3. Site Features <ul style="list-style-type: none"> • Location and size of water service • Location and size of sewer service • Location and dimensions of all striped parking stalls. • Location and dimensions of accessible parking stall(s) and access aisle(s). • Location of accessible routes from accessible parking and ROW to building. • Location of any stormwater features on site. |
| <p>BUILDING ALTERATIONS</p> <p>GENERAL</p> | <ol style="list-style-type: none"> 1. If any building alterations will be made as part of the change of use process, please detail all construction work that will be occurring. Provide at a minimum: <ul style="list-style-type: none"> • Demo plan (existing layout). • Finished floor plan (proposed layout). • Mechanical, Electrical and Plumbing (MEP) scoping plans identifying alterations to the existing systems. • Construction details for new partitions: <ul style="list-style-type: none"> ◊ Stud material, spacing, and height ◊ Wall finish materials ◊ Wall attachment details/callouts at floor and ceiling 2. A licensed Washington State Architect may be required to design and stamp plans when: <ul style="list-style-type: none"> • Life safety of the building is altered. • Alterations affect over 4000 square feet. |

2 Tenant Improvement/Alteration - Submittal Guidelines Continued

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| <p>BUILDING ALTERATIONS</p> <p>ENERGY</p> | <ol style="list-style-type: none"> 1. Washington State Energy Code Review is triggered based on the following alteration thresholds: <ul style="list-style-type: none"> • HVAC equipment is added or replaced. • The building thermal envelope is altered. • More than 20% of the lighting is altered/replaced in a space. 2. If Triggered Provide: <ul style="list-style-type: none"> • Energy code review contract letter at time of permit submittal. • NREC form signed by the certified third-party energy code review agent certifying that the project complies with energy code provisions prior to plan review approval. |
| <p>BUILDING ALTERATIONS</p> <p>ACCESSIBILITY</p> | <ol style="list-style-type: none"> 1. Accessibility improvements are triggered when a primary function area in a building is altered. 2. If Triggered: <ul style="list-style-type: none"> • The route to the primary function area shall be accessible. • Toilet rooms and drinking fountains serving the primary function area shall be accessible. • Accessible improvements are required up to full accessibility compliance EXCEPT: <ul style="list-style-type: none"> ◊ Accessibility improvements are not required to exceed 20% of the job value. 3. Where Triggered Provide: <ul style="list-style-type: none"> • Itemized list of accessibility improvements. • Identify the improvements on the plan set. |
| <p>ADDITIONAL SUBMITTAL REQUIREMENTS AND PROCESS</p> | <ol style="list-style-type: none"> 1. All documents must be formatted in PDF file format. 2. All documents must be in compliance with EDR Electronic File Standards. 3. Submittal will be made digitally to erabdsadmin@spokanecity.org to be scheduled for intake. |