

# Building Permit Submittal Checklist

## Tenant Improvement

Planning & Community Development  
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Shoreline, WA 98133  
206-801-2500  
pcd@shorelinewa.gov



This checklist covers submittal requirements for tenant improvements to existing spaces and shell modification permits. It does not include commercial building additions.

Name \_\_\_\_\_ City Staff \_\_\_\_\_

Date \_\_\_\_\_ Zone District \_\_\_\_\_

Address(es) or Tax Parcel ID(s) \_\_\_\_\_

Project Description \_\_\_\_\_

The following information is needed to submit an application for review. Read each item carefully and provide all applicable information. Submittal items may vary based on your scope of work and property characteristics.

- Please review the City's [Construction Permit FAQs handout](#), read through the 2021 IBC with Washington State Amendments or speak with a **commercial plans examiner** to learn more about building permits and building code requirements.
- Review Shoreline Municipal Code (SMC) 20.50 or get in touch with a **planner** to learn about zoning requirements, such as dimensional standards, design standards, landscaping, parking, and tree preservation requirements that may apply to your project.

To access this  
checklist online  
visit [shorelinewa.gov/checklists](http://shorelinewa.gov/checklists)



If you have questions about required items, or if you're not certain if a permit is required for your project, please email [pcd@shorelinewa.gov](mailto:pcd@shorelinewa.gov) to connect with a **commercial plans examiner** who can walk you through the requirements.

Applications not meeting the below listed standards, and/or incomplete submittals will not be accepted for review.

### Submittal Standards

To submit online, please review the City's [Electronic Permitting handout](#) to find out how to set up an account, submit applications, submit revisions, check on your permit status and more. Electronic submittals are preferred, but if submitting on paper, two (2) copies of all documents are required.

When submitting online, all forms and plans must be in Portable Document Format (PDF). PDFs shall be printed or plotted to PDF, not scans of an image. All PDF plans shall be plotted to scale and include a graphic scale bar. PDFs shall be flattened and unlocked to allow for document mark-up. A 2-inch tall by 3-inch-wide space must be left blank on the cover sheet of all plans to allow for City stamps.

Drawings must be clear, and information must be legible. Documents must be named in accordance with the [City's naming conventions](#). Each document listed below must be uploaded as its own PDF file and may not be combined with other documents.

## Required Documents

- Applications
  - [Permit Application and Critical Area Worksheet](#)
  - See *Additional Permits*, below, for additional permit applications and materials that may be required to accompany your Building Permit application.
- Submittal Fee
  - Please reference the [City's fee schedule](#) for current application fees.
- Construction Documents
  - Please review the City's [Construction Documents handout](#).
  - Exterior elevations are only required for projects adding or changing external or rooftop equipment, for projects with any exterior components, or projects that will result in changes to the exterior façade of the existing building.
- Energy Code Compliance Forms
  - Demonstrate compliance with 2018 Shoreline Commercial Energy Code.
  - For practical purposes, the [2018 City of Seattle Energy Code](#) and [Forms](#) can be used.
- Impact Fee Estimation Forms
  - [Fire Impact Fee Estimation Form](#).
  - [Park Impact Fee Estimation Form](#).
  - [Transportation Impact Fee Estimation Form](#).
- Sewer Use Form
  - A certification form must be provided from the treatment plant that will serve the property. Please email [pcd@shorelinewa.gov](mailto:pcd@shorelinewa.gov) to speak with a **development review engineer** to confirm which treatment plant serves the property currently.
    - [King County Non-Residential](#).
    - [Edmonds \(ULID #2\) Non-Residential](#).
- Site Plan(s)
  - Please review the City's [Site Plan handout](#).
  - Must show adequate parking stalls for the proposed use.
- Water Availability Certificate
  - Obtain this form from your water provider:
    - [City of Seattle Public Utilities](#)
    - [North City Water District](#)

## Additional Documents (Possibly Required)

- Approval Letter from Seattle-King County Health Department
  - Required for food handling establishments including schools, churches, restaurants, groceries, mini-markets, hospitals, taverns and nursing homes.
- Parking Table
  - Required for tenant improvements where parking is shared with other businesses or tenants, typically in a shopping center or with other parking agreements.
  - Must list all tenants in the shopping center, their use, their parking rate, their square footage, and demonstrate there is adequate parking for all uses in the entire shopping center.
- Transportation Impact Analysis
  - Required for each development or project proposal that would generate 20 or more new vehicle trips during the P.M. peak hour consistent most with current edition of the Trip Generation Manual, published by the Institute of Traffic Engineers (ITE), or if the City Traffic Engineer assesses that the project will have significant impacts to the transportation system, even if the 20-trip threshold is not met.
  - The report must follow the guidelines in Appendix E of the City's [Engineering Development Manual](#).
- [Waste Diversion Plan and Salvage Assessment](#)

- Required for construction or alterations that exceed 2,500 square feet of gross floor area, or when demolition work is proposed. The applicant must also provide a [Waste Diversion Report](#) prior to their final building inspection.
- May be deferred to later rounds of review but must be submitted prior to permit approval.
- Other documents as required:

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### Additional Permits

These are additional permits that may be required to accompany your Building Permit application depending on your scope of work.

- [Electrical Permit](#)
  - Modifications to or installation of electrical circuits and fixtures.
  - Permits are through Washington State Labor & Industries (L&I), not through the City of Shoreline.
- Fire Permit
  - Fire Permit(s) may be needed for each of the following. Please contact the Shoreline Fire Department's **Fire Marshal's office** with your scope of work and proposed use to see which permits may be needed.
    - [Fire Alarm Permit](#), including modifications to existing systems.
    - [Fire General Permit](#), such as work to fire pumps, smoke control, or generators.
    - [Kitchen Hood Fire Suppression System Permit](#).
    - [Fire Sprinkler Permit](#), including modifications to existing systems.
- [Mechanical/Plumbing Permit](#)
  - Required for new or replacement heating and cooling equipment, new plumbing fixtures (new sinks, tubs, etc.) and gas piping outlets.
- Wastewater Permit
  - Wastewater Permit(s) may be needed for **each** of the following:
    - Cap-off of existing connection.
      - [Wastewater Permit Application](#) only, no additional materials needed.
    - Coring, including work on the main or saddle work.
      - [Wastewater Permit Application](#) only, no additional materials needed.
    - [Developer Extension Agreement](#).
    - [Industrial discharge](#) or dewatering activities.
    - [New connections](#).
      - New connection permits *always* accompany Building Permit applications for new buildings.
    - [Side sewer repair](#) or *any* work within a sewer easement.
      - Work within the eave line of the building is considered plumbing work and requires a Mechanical/Plumbing Permit. Work outside of the eave line of the building is considered work on a side sewer.
  - Multiple permits may be required based on your scope of work.