

TENANT IMPROVEMENT SUBMITTAL CHECKLIST

(When a Building Permit is required)



City of DuPont
 Building Services Division
 1700 Civic Drive • DuPont, WA 98327
 P: (253) 912-5217 • F: (253) 964-1455
 www.ci.dupont.wa.us

Project/Business Name: _____ Date Submitted: _____

Project Address: _____

Submitted	Approved	SUBMITTAL REQUIREMENTS
		Completed Building Application and Tenant Space / Use Review
		Payment of Plan Review Fee (75% of the Permit Fee)
		Contractor's State License Number
		Contractor's DuPont Business License Number
		Copy of Pierce County Sewer Pretreatment Review Approval and Sewer Service Connection Permit <i>(when applicable)</i>
		Three (3) Sets of Plans for Review which include the following:

Submitted	Approved	<u>Architectural Plans</u>
		Plans Sealed by a Licensed Architect <i>(required for Commercial Bldg or spaces over 4000 sq. ft.)</i>
		Total Square Footage of Entire Building(s)
		Square Footage of Tenant Space
		Show Exiting Path to the Exterior Building
		Complete Floor Plans with Identification of Use of All Rooms
		Show Compliance with Accessibility Code
		Building Section of Typical Wall Construction Showing Floor and Ceiling Construction
		Stair Details (show dimensions of Risers & Treads)
		Non-Residential Energy Code Compliance Forms (Lighting summary, Mechanical Summary)
		<u>Structural Plans</u> <i>(where applicable)</i>
		Stamped & Signed by a Licensed Engineer
		Lumber Dimensions, Species, Grade Spans and Spacing
		Cross Sections
		Floor Framing Plans Showing Point loads, Hold-downs, etc.
		Roof Framing Plans
		Structural Calculations (Stamped by Licensed Engineer)

Submitted	Approved	TWO (2) Sets of Plans are required for the Following Subsequent Permits:
		Mechanical Plans
		Plumbing Plans
		Fire Sprinkler Plans <i>(to be reviewed and approved by Dupont Fire Dept)</i>
		Fire Alarm Plans <i>(to be reviewed and approved by Dupont Fire Dept)</i>