



# Change of Occupancy/Use

## Submittal Guidelines

Rev.20241220

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](mailto:PermitTeam@SpokaneCity.org)

REQUIREMENT	DETAILS
APPLICATION	The Commercial Building Change of Use <a href="#">Application</a> .
PLANS	<ol style="list-style-type: none"> <li>1. General Layout           <ul style="list-style-type: none"> <li>• Complete floor plans for every level of the building and tenant space (basement, main levels, mezzanines, attics, and roof).</li> <li>• Identify uses of all rooms and spaces.</li> <li>• Dimensions for all rooms, corridors, and open areas.</li> <li>• Fixed furniture layouts, if applicable (e.g., counters, shelving, partitions).</li> <li>• Locations and ratings of all fire resistance rated construction.</li> <li>• Locations of existing exterior balconies, decks, and overhangs.</li> </ul> </li> <li>2. Openings           <ul style="list-style-type: none"> <li>• Locations and sizes of doors and windows.</li> <li>• Swing direction and fire-rating of doors.</li> </ul> </li> <li>3. Egress Routes           <ul style="list-style-type: none"> <li>• Marked emergency exits, paths to exits and exit signs.</li> <li>• Existing stairways, ramps, and vertical openings.</li> <li>• Elevators and escalators, if applicable.</li> </ul> </li> <li>4. Fire and Life Safety Features           <ul style="list-style-type: none"> <li>• Fire-rated assemblies and barriers (walls, floors, ceilings).</li> <li>• Identify existing fire sprinklers and fire alarm coverage areas.</li> </ul> </li> <li>5. Occupancy Information           <ul style="list-style-type: none"> <li>• Calculated occupant loads for the building or spaces based on proposed use per International Building Code <a href="#">Table 1004.5</a>.</li> </ul> </li> <li>6. Construction Type of Building           <ul style="list-style-type: none"> <li>• If unknown, identify construction materials of exterior walls and interior structural framing members.</li> </ul> </li> </ol>
SITE PLAN	<ol style="list-style-type: none"> <li>1. Site Identification           <ul style="list-style-type: none"> <li>• Property address.</li> <li>• Names and location of adjacent streets and alleys.</li> <li>• Property line locations and dimensions.</li> </ul> </li> <li>2. Building Details           <ul style="list-style-type: none"> <li>• Location and dimensions for all structures on site.</li> <li>• Dimensions from buildings to property lines and adjacent buildings on site.</li> </ul> </li> <li>3. Site Features           <ul style="list-style-type: none"> <li>• Location and size of water service</li> <li>• Location and size of sewer service</li> <li>• Location and dimensions of all striped parking stalls.</li> <li>• Location and dimensions of accessible parking stall(s) and access aisle(s).</li> <li>• Location of accessible routes from accessible parking and ROW to building.</li> <li>• Location of any stormwater features on site.</li> </ul> </li> </ol>

MECHANICAL PLANS	<ol style="list-style-type: none"> <li>1. Existing HVAC Equipment Locations <ul style="list-style-type: none"> <li>• Boilers, furnaces, and heating equipment.</li> <li>• Air Conditioners.</li> <li>• Air handlers, exhaust fans, kitchen hoods, and ventilation equipment.</li> </ul> </li> <li>2. Where the new occupancy is subject to: <ul style="list-style-type: none"> <li>◇ Different kitchen exhaust requirements</li> <li>◇ OR. Increased <a href="#">mechanical ventilation requirements</a>, Provide: <ul style="list-style-type: none"> <li>• Documentation that the existing mechanical systems comply with current International Mechanical Code (IMC) provisions for the new occupancy. <ul style="list-style-type: none"> <li>◇ 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.</li> <li>◇ OR. Plans documenting that the existing mechanical system is compliant with IMC provisions for the new occupancy.</li> </ul> </li> <li>• OR. Plans and calculations for bringing the mechanical system into compliance.</li> </ul> </li> </ul> </li> </ol>
ELECTRICAL PLANS	<ol style="list-style-type: none"> <li>1. Existing Electrical Equipment Locations <ul style="list-style-type: none"> <li>• Electrical meters, distribution equipment, switch gear.</li> <li>• Electrical panels, feeder panels.</li> </ul> </li> <li>2. Where the new occupancy is a <a href="#">special occupancy</a> per NFPA 70, Provide: <ul style="list-style-type: none"> <li>• 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"> <li>◇ 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.</li> <li>◇ OR. Plans documenting that the existing electrical system is compliant with NFPA 70 provisions for the new occupancy.</li> </ul> </li> <li>• OR. Plans and calculations for bringing the electrical system into compliance.</li> </ul> </li> </ol>
PLUMBING PLANS	<ol style="list-style-type: none"> <li>1. Existing Plumbing Fixture Locations <ul style="list-style-type: none"> <li>• Hot water tanks, boilers, service water heating equipment.</li> <li>• Restrooms fixtures. <ul style="list-style-type: none"> <li>◇ Water closets, lavatories.</li> </ul> </li> <li>• Kitchens fixtures. <ul style="list-style-type: none"> <li>◇ Sinks, prep sinks, floor sinks, dishwashers, oil-water separators.</li> </ul> </li> <li>• Floor drains, cleanouts, and other critical infrastructure.</li> </ul> </li> <li>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"> <li>• Plumbing fixture calculations for the new occupancy.</li> </ul> </li> </ol>
SPECIAL USE ADDITIONAL PLANS	<ol style="list-style-type: none"> <li>1. Additional plans may be required at time of intake where the new occupancy meets any of the following conditions: <ul style="list-style-type: none"> <li>• Higher occupancy risk category per <a href="#">International Existing Building Code Section 1011</a>.</li> <li>• Healthcare Uses (Group I-1 or I-2).</li> <li>• Residential Uses (Group R-1, R-2, R-3, R-4).</li> <li>• Increased structural loading or structural risk type category.</li> <li>• Food-handling or restaurant uses.</li> </ul> </li> </ol>

<p>BUILDING ALTERATIONS</p> <p>GENERAL</p>	<ol style="list-style-type: none"> <li>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"> <li>Demo plan (existing layout).</li> <li>Finished floor plan (proposed layout).</li> <li>Mechanical, Electrical and Plumbing (MEP) scoping plans identifying alterations to the existing systems.</li> <li>Construction details for new partitions: <ul style="list-style-type: none"> <li>Stud material, spacing, and height</li> <li>Wall finish materials</li> <li>Wall attachment details/callouts at floor and ceiling</li> </ul> </li> </ul> </li> <li>A licensed Washington State Architect may be required to design and stamp plans when: <ul style="list-style-type: none"> <li>Life safety of the building is altered.</li> <li>Alterations affect over 4000 square feet.</li> </ul> </li> </ol>
<p>BUILDING ALTERATIONS</p> <p>ENERGY</p>	<ol style="list-style-type: none"> <li>Washington State Energy Code Review is triggered based on the following alteration thresholds: <ul style="list-style-type: none"> <li>HVAC equipment is added or replaced.</li> <li>The building thermal envelope is altered.</li> <li>More than 20% of the lighting is altered/replaced in a space.</li> </ul> </li> <li>If Triggered Provide: <ul style="list-style-type: none"> <li>Energy code review contract letter at time of permit submittal.</li> <li><a href="#">NREC form</a> signed by the certified third-party energy code review agent certifying that the project complies with energy code provisions prior to plan review approval.</li> </ul> </li> </ol>
<p>BUILDING ALTERATIONS</p> <p>ACCESSIBILITY</p>	<ol style="list-style-type: none"> <li>Accessibility improvements are triggered when a <a href="#">primary function</a> area in a building is altered.</li> <li>If Triggered: <ul style="list-style-type: none"> <li>The route to the primary function area shall be accessible.</li> <li>Toilet rooms and drinking fountains serving the primary function area shall be accessible.</li> <li>Accessible improvements are required up to full accessibility compliance EXCEPT: <ul style="list-style-type: none"> <li>Accessibility improvements are not required to exceed 20% of the job value.</li> </ul> </li> </ul> </li> <li>Where Triggered Provide: <ul style="list-style-type: none"> <li>Itemized list of accessibility improvements.</li> <li>Identify the improvements on the plan set.</li> </ul> </li> </ol>
<p>ADDITIONAL SUBMITTAL REQUIREMENTS AND PROCESS</p>	<ol style="list-style-type: none"> <li>All documents must be formatted in PDF file format.</li> <li>All documents must be in compliance with <a href="#">EDR Electronic File Standards</a>.</li> <li>Submittal will be made digitally to <a href="mailto:erabdsadmin@spokanecity.org">erabdsadmin@spokanecity.org</a> to be scheduled for intake.</li> </ol>