



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
APPLICATION	The Commercial Building Permit Application .
THRESHOLDS	<ol style="list-style-type: none">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.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).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">Must include project title, address, scope of work, applicable codes, and contact information.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.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.

2 Tenant Improvement/Alteration - Submittal Guidelines Continued

	<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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PLUMBING PLANS	<ol style="list-style-type: none"> 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. 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.
SITE/CIVIL PLANS REQUIRED IF SITE IMPROVEMENTS ARE PROPOSED	<ol style="list-style-type: none"> Site Identification <ul style="list-style-type: none"> Property address. Names and location of adjacent streets and alleys. Property line locations and dimensions. 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. 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.
BUILDING ALTERATIONS GENERAL	<ol style="list-style-type: none"> 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 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

<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.