



Simple Route Commercial Building Review Plan Review Process

Rev.20221205

The City of Spokane offers a Simple Plan Review process for commercial tenant improvements. Simple reviews are meant specifically for **minor interior remodels, alterations, internal non-structural demolitions, or for new tenants in existing spaces that do not require a Change of Use.** At the conclusion of a successful Simple Plan Review, a Building Permit may be purchased.

All requested materials to be submitted electronically in pdf format.

Eligibility Criteria

To be eligible, a project must meet the following conditions:

- Affect no more than 100 linear feet of interior walls
- Remodeled area is less than 4,000 square feet
- Be an Occupancy Group of B (office), M (retail and wholesale), or R (residential)
- For **electrical**, affect three or fewer circuits
- For **mechanical**, reconfiguring existing ductwork with six or fewer diffusers
- For **plumbing**, affect four fixtures maximum in restroom remodels
- Affects only a single floor
- Additional criteria at the discretion of the Plan Reviewer

NOTE: Projects needing Change of Use, Change of Occupancy, or involving exterior work are not eligible for our Simple Plan Review Route.

The Simple Commercial Building Permit Review Process

1. Email application and plan set to permitteam@spokanecity.org.
2. The project must be small enough so the plan review can be completed within 30 minutes.
3. Submit complete and legible information.
4. Submittals which are complete and can be approved will receive a permit. Incomplete submittals will receive correction comments and not be issued a permit. A project which exceeds the Eligibility Criteria will be routed for customary review on a first come, first served basis.

Plan Submittal Requirements

All requested materials to be submitted electronically.

- Completed application form
- Key plan showing location of project, vicinity within the building, and orientation
 - Fully-dimensioned floor plans showing existing and proposed walls
 - Scaled 1/8" = 1 foot or 1/4" = 1 foot

Fees for the Simple Review process include the plan review, the permit fees, the processing fee, and State Building Code Fee.