



TENANT IMPROVEMENT

HOW TO OBTAIN A PERMIT

Minimum requirements for obtaining a Certificate of Occupancy for a Tenant Improvement. Please reference the 2015 I Codes and the City of Shelton Municipal Codes as they pertain.

When is a Permit Required?

A building permit is required for any Tenant Improvement where the tenant is changing the use, changing the character of the use, or is a first time tenant. A separate plumbing and mechanical permit is also required, when applicable.

What Plans are required?

The following Plans must be drawn to scale and must be of sufficient clarity to indicate the location, nature, and extent of the work proposed.

1. Site Plan.
2. Note on Plans the tenant uses to either side of the proposed space to be occupied.
3. Floor Plan that includes the following information:
 - A code study to include:
 - Construction type
 - Occupancy group
 - Occupant load.
 - An as-built floor plan and the proposed floor plan, if different. Provide room names, sizes, and the location of all exits, door hardware.
4. Plumbing Code Study with the location of the restrooms, drinking fountains, Sprinklers, etc.
5. The location of any proposed non-structural walls.
6. An HVAC duct layout if vents are required to be relocated due to the moved or new walls.
7. A lighting layout to meet the Washington State Energy Code if new rooms are being created or if the lighting requirements are different for the proposed tenant than what exists.
8. Commercial Building Permit.

Are there any additional Requirements?

- The proposed use must meet zoning codes.
- All sewer and septic requirements must be met.
- The Fire Marshal may have additional fire safety requirements.