



**CITY OF BLACK  
DIAMOND**  
Community Development Dept.

# TENANT IMPROVEMENT SUBMITTAL CHECKLIST

## ABOUT THE TENANT IMPROVEMENT CHECKLIST:

Prior to applying for a Tenant Improvement building permit, it is recommended that you meet with our Planning and Building department staff. This meeting will help determine if the "use" proposed for a new business is compatible with both land use and building code requirements. It also is an opportunity to familiarize the applicant with the multiple permitting requirements involving the City and other agencies that might review the permit.

This submittal checklist identifies minimum application elements for the City to accept an application. Any applications that are missing one or more of the items listed below may be considered incomplete and may delay the permit review process.

It is strongly recommended that a licensed architect prepare the drawings. Plans are required to be prepared by a licensed architect if the tenant improvement is over 4,000 square feet or the building in which the tenant improvement is located exceeds 4,000 square feet per RCW 18.08.410. 24" x 18" plan sheets are preferred, in 1/4" = 1' scale.

## SUBMITTAL REQUIREMENTS

1. ☐ Completed, signed Master Application
2. ☐ Traffic Concurrency Certificate (obtained through a separate permit)
3. ☐ Description of proposed use
4. ☐ Legal Description and Parcel Number
5. ☐ Contractor's license number and expiration or Owner Affidavit in lieu of contractor registration
6. ☐ WSEC Forms (<https://sbcc.wa.gov/state-codes-regulations-guidelines/state-building-code/energy-code>), if applicable
7. ☐ Structural calculations, if applicable
8. ☐ Plumbing and mechanical permits (separate submittals required)
9. ☐ Site Plan, Parking, Landscaping, and Accessibility
  - a. Cover Sheet must include:
    - i. Address of project
    - ii. Square footage of tenant space. Show existing and new as applicable
    - iii. Construction type of building and fire sprinkler information. Any improvements to buildings over 4,000 square feet must be stamped by a licensed WA State architect or engineer.
    - iv. Occupancy group of proposed use.
10. ☐ Architectural Plans and Drawings
  - a. Floor Plan

### Code References

Black Diamond Municipal Code  
2018 IBC  
2018 IFC  
2016 NFPA 13  
2016 NFPA 13R  
2016 NFPA 72

### Resources

Building Division  
Permit Center  
Permit Status

### Questions?

Permit Technician:  
(360) 851-4447

### Submittal

Email to:  
[permits@blackdiamondwa.gov](mailto:permits@blackdiamondwa.gov)

**City of Black Diamond**  
24301 Roberts Drive  
PO Box 599  
Black Diamond, WA 98010  
[www.blackdiamondwa.gov](http://www.blackdiamondwa.gov)



**Tenant Improvements Submittal Checklist**

- i. Provide a drawing of the entire floor plan of the building where the tenant improvement is located.
    1. Scale of plans drawings.
    2. Identify adjacent tenants and occupancy group
    3. Show locations of exits and exit signs for your tenant space
    4. Indicate handicap parking stalls and accessible paths of travel from the parking to the main entrance. Also, show path of travel from all exits to the street or dispersal area.
    5. Show locations of adjacent fire barriers<sup>1</sup> or demising walls.
    6. Show locations all fire walls<sup>1</sup> in the building.
    7. Show locations of all shear walls<sup>1</sup> in the tenant space.
  - ii. Scaled floor plan of the new or remodeled area showing:
    1. All rooms and spaces (identify corridors and exits, door & window locations and sizes, plumbing fixtures, and mechanical equipment. Clearly identify any structural elements to be removed or altered.
    2. Details showing wall and ceiling construction (include seismic bracing detail for suspended ceiling).
    3. Provide details (plan, elevations, and dimensions) for accessible features such as bathroom fixtures, sinks, doors, door hardware, customer service counters, ramps, etc.
    4. Reflected ceiling plan showing location of exit pathway lighting, exit signs, smoke alarms and detectors, fire sprinklers, and existing and proposed new light fixtures.
    5. Elevations, if any exterior improvements are proposed; include all openings and mechanical equipment screening.
11. ☐ Additional Permits and Information, as required
- Depending on the extent or nature of the remodeling project, the following information may be required. Please contact the Permit Center if you have any questions.*
- a. Health Department Approval-required prior to issuance of any building permit on all projects where food will be served. For further information, contact King County Bellevue Office at (206) 477-8050, or Seattle Office at (206) 263-9566.
  - b. Sign permits – Separate submittal
  - c. Electrical permits are issued by the WA State Department of Labor and Industries. Contact (206) 835-1000.
  - d. Liquor License may be required if selling or serving alcoholic beverages. Contact the Washington State Liquor Control Board. General Information: (360) 664-1600.
  - e. City Business Licensing – a City of Black Diamond endorsement to your WA State business license is required for anyone who operates or engages in any business within the City of Black Diamond. Please visit <https://dor.wa.gov/>.
  - f. State energy code forms may be required for changes to exterior walls and lighting or mechanical equipment. Forms are available at the Permit Center or online.
  - g. Required structural drawings and calculations must be prepared and stamped by a licensed WA State engineer or architect.

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<sup>1</sup> Fire barrier, fire walls, and shear walls are specific names used in the International Building Code.