



COMMUNITY DEVELOPMENT DEPARTMENT  
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[www.cityoffederalway.com](http://www.cityoffederalway.com)

## COMMERCIAL TENANT IMPROVEMENT (TI)

*Tenant Improvements* (TIs) are modifications to the interior of a building to accommodate the needs of new occupants or changes for existing tenants. Projects that involve any exterior changes (including replacement of doors or windows) or addition of gross square footage (such as a mezzanine) are not considered tenant improvements.

Submittal documents are screened for completeness during the intake process; incomplete applications will not be accepted for review. Once submitted, the project will be concurrently reviewed for compliance with building, land use, and fire code requirements.

If you need clarification about any of the listed requirements, please contact the Permit Center at (253) 835-2607, or [permitcenter@cityoffederalway.com](mailto:permitcenter@cityoffederalway.com).

### SUBMITTAL CHECKLIST

- Completed permit application form.
  - Application may include all plumbing and mechanical work associated with the project for inclusion on a single permit.
  - Separate permits are required for electrical, fire alarm, and fire suppression work.
- Check, cash, or Visa/MasterCard for applicable fees (based on project valuation).
- Three (3) copies of drawings; assembled into complete sets with site plan on top.
- Two (2) copies of structural calculations, if required.
- Two (2) copies of Non-Residential Energy Code compliance forms for lighting and/or mechanical, if needed. The forms are available through the Northwest Energy Efficiency Council (NEEC) web site at [www.neec.net/energy-codes](http://www.neec.net/energy-codes).

## MINIMUM DRAWING REQUIREMENTS

- Minimum plan size of 11" x 17".
- Projects that involve modifications to buildings larger than 4,000 square feet **must** be prepared and stamped by a Washington State licensed architect.
- Additional requirements may apply at the discretion of the Federal Way Building Official based on project-specific issues.

**Site Plan** showing:

- North arrow.
- Property lines.
- Building footprint(s).
- Location of project (tenant space).
- Accessible parking and barrier-free access to and from building entrance.

**Construction Plans**

- Must be drawn to scale ( $\frac{1}{4}'' = 1'$  minimum), dimensioned, and labeled.
- Provide square footage, construction type, and occupancy classification of tenant area, and identify all applicable codes by name and edition.
- Floor Plan** including:
  - ⇒ All rooms shown and labeled with size and intended use.
  - ⇒ Clearly delineated scope of work (include legend for existing, proposed, and demolished walls).
  - ⇒ Accessible path of travel.
  - ⇒ Accessible restrooms (existing and proposed).
  - ⇒ Hallways/corridors.
  - ⇒ Proposed (new or relocated) plumbing fixtures.
  - ⇒ Proposed (new or relocated) mechanical equipment and appliances.
  - ⇒ Location of all exits, indicating where they lead.
- Cross-section** showing existing construction and proposed connections.
- Framing** details for proposed wall, roof, and floor construction.
- Acoustical Ceiling Grid** construction details.
- Reflected Ceiling Plan** including:
  - ⇒ Pathway lighting and exit signage.
  - ⇒ Diffuser locations with cfm.
- Additional Information**
  - ⇒ Door and hardware schedules.
  - ⇒ Equipment specifications.
  - ⇒ Information about unique aspects of the project.