



**City of  
Wenatchee**

## **COMMUNITY DEVELOPMENT DEPARTMENT**

1350 McKittrick St., Suite A, Wenatchee, WA 98801

Phone (509)888-3244 Building Inspection Line (509)888-3263

Fax (509)888-3201 [www.wenatcheewa.gov](http://www.wenatcheewa.gov)

# **TENANT IMPROVEMENT BUILDING PERMIT APPLICATION**

In order to process and review permit applications in a timely fashion, the documents and document descriptions listed on the following sheets are the minimum requirements necessary for permit submittal and review. The more information that is supplied, the easier it will be to review the project. ***Failure to submit the required information will cause undue delay in the permit review process*** and failure to include any of the documents or information listed, will result in the staff being unable to accept the building permit application. If you have any questions regarding the minimum submittal requirements, please contact the Building Department prior to building permit submittal.

***Building Permit Applications are accepted  
Monday - Friday from 8:00 am - 4:30 pm***

### **Department Contact Numbers:**

Building – (509) 888-3244  
Planning – (509) 888-3256  
Engineering – (509) 888-3200  
Environmental – (509) 888-3235



**City of  
Wenatchee**

# **COMMERCIAL TENANT IMPROVEMENT PERMIT SUBMITTAL REQUIREMENTS**

**(Interior improvements only)**

The following items must be provided in order to properly apply for a building permit. **Plans and application will be returned to the applicant if information is incomplete.** The applicable department director may require additional information or materials when necessary to augment a permit application.

**Please submit two complete sets of plans.**

## **APPLICATION DOCUMENTS**

- Permit Application
- Legal Description
- Copy of Washington State Contractor's License
- Description of Existing and Proposed Uses
- Structural calculations (if required)
- Energy code compliance forms (if required)
- Fees (plan review fee due at time of submittal)
- Utilities Request Form

## **PLANS AND DRAWINGS (2 sets)**

- Complete floor plan of building, to **scale (1/4"=1')**, where tenant improvement is located.
- Indicate square footage for each floor.
- Floor layout: Show arrangement of walls; note proposed uses and dimensions of all areas, including adjacent spaces; label all fire-rated walls, state type and hour rating; show stair rise/run and type of construction; corridors; elevators; restrooms and ramps.
- Windows and doors: Show location and dimensions of new, removed or replaced windows, doors and skylights. Provide U-values for all new doors and windows.
- Show the location and details of construction for all vertical or horizontal fire partitions, fire barriers and fire walls.
- Fixture locations: Show locations of exit signs, emergency lights, fire extinguishers, fans, vents, smoke detectors, fire alarm, sprinkler system locations, plumbing fixtures, mechanical equipment, etc.
- Indicate handicapped access to the building and all spaces required by the Barrier-Free Code. Include dimensions and notes regarding maximum door sill height, ramp slopes, hardware type and heights of all accessory features (i.e., restroom fixtures, water fountains, telephones, signs, etc.).
- Provide cross sections of floor, wall and ceiling construction showing all components, sizing and spacing of members, material types, heights, thicknesses, insulation, venting, etc.
- Elevations, if exterior improvements are proposed, including types of materials. Include all openings and mechanical equipment screening.
- If additional parking is required, provide site plan to scale (1"=20' or 1" = 30'). Contact Planning and Building Department for more information
- Energy Code Compliance Forms (If installing new light fixtures, insulation or new heating/cooling system)

## **HEALTH DEPARTMENT APPROVAL**

If food will be served, Chelan-Douglas Health District approval will be required prior to issuance of permit.

**SIGNAGE**

A separate permit is required for any exterior signage.

**LICENSING REQUIREMENTS**

Contractors' must hold a valid Washington State Contractor's License and City of Wenatchee Business License.

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PLEASE REFER TO THE INTERNATIONAL BUILDING CODE, INTERNATIONAL FIRE CODE, INTERNATIONAL MECHANICAL CODE, UNIFORM PLUMBING CODE, CITY OF WENATCHEE MUNICIPAL CODE AND DEVELOPMENT STANDARDS FOR CODE REQUIREMENTS.

**If you have any questions concerning your application submittal, please call the City of Wenatchee Community Development Department Building Division at (509) 888-3244.**

CITY OF WENATCHEE <b>TENANT IMPROVEMENT PERMIT APPLICATION</b> DEPARTMENT OF COMMUNITY DEVELOPMENT 1350 MCKITTRICK ST., SUITE A, WENATCHEE, WA 98801 Building Department (509) 888-3244 Inspection Line (509) 888-3263 Fax (509) 888-3201		DATE APPLIED
		PERMIT NO.
<b>JOB SITE ADDRESS:</b>	JOB SITE PHONE	
LEGAL DESCRIPTION:	<b>PARCEL NO.</b>	
<b>NATURE OF WORK:</b>	VALUATION (LABOR AND MATERIALS) \$	
<b>TYPE OF USE:</b> <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other _____ <b>BUSINESS NAME:</b> _____ <b>OCCUPANCY TYPE:</b> _____		
<b>APPLICANT'S NAME:</b>	CONTACT NAME: _____ PRIMARY PHONE: (    ) _____	
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)	ALT PHONE: (    ) _____ EMAIL: _____	
<b>OWNER'S NAME:</b>	CONTACT NAME: _____ PRIMARY PHONE: (    ) _____	
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)	ALT PHONE: (    ) _____ EMAIL: _____	
<b>CONTRACTOR'S NAME:</b> (copy of contractor's registration card required):	CONTACT NAME: _____ PRIMARY PHONE: (    ) _____	
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)	ALT PHONE: (    ) _____ EMAIL: _____	
<b>CONTRACTOR'S LICENSE NUMBER:</b>	<b>EXPIRATION DATE:</b>	<b>CITY BUSINESS LICENSE NUMBER:</b>
		<b>EXPIRATION DATE:</b>
ARCHITECT/DESIGNER'S NAME:	CONTACT NAME: _____ PRIMARY PHONE: (    ) _____	
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)	ALT PHONE: (    ) _____ EMAIL: _____	
LENDING AGENCY / CONTRACTOR'S BONDING FIRM: ( <i>If applicable, per RCW 19.27.095</i> )	CONTACT NAME: _____ PHONE: (    ) _____	
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)	<input type="checkbox"/> Cash <input type="checkbox"/> Check No. : _____ Plan Check Fee: \$ _____ Receipt No: _____	
<b>Is structure fifty years old or older?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Is structure on a historic register?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Is structure in a historic district?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Is structure in Central Business District?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>By signing below, I certify that the information provided with this application herein is true and accurate. I further certify that any and all work performed shall be done in accordance with the ordinances and laws of the City of Wenatchee.</b>		
_____	_____	
Applicant Signature	Authorized Agent Signature	
_____	_____	
Print Name	Print Name	

PERMIT APPLICATIONS ARE ACCEPTED MONDAY - FRIDAY FROM 8:00 AM TO 4:30 PM.  
FEES ARE COLLECTED AT THE TIME OF PERMIT SUBMITTAL.

# COMMERCIAL BUILDING PERMIT SUBMISSION QUESTIONNAIRE

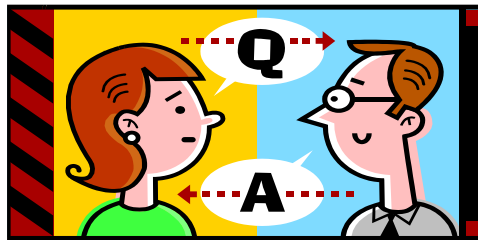
This questionnaire is intended to help staff provide better service to you with your project. Please submit the completed questionnaire with your permit application.

City staff's goal is to deliver streamlined and consistent permit processing in implementing adopted laws and regulations. Staff is responsible for making sure projects comply with federal, state and local laws and regulations. This means there are a lot of details to stay on top of and we routinely require in-depth information about proposed work. In reviewing your permit application, staff reviews all of the following questions, so the completeness of your responses here will directly impact the permit processing time.

### Important things to remember

When in doubt, ask. City staff is here to help.

If you have any questions, please call the building department at (509) 888-3244.



**BUILDING SITE ADDRESS:** \_\_\_\_\_

Please answer the following questions to the best of your knowledge:

1. Yes /No  **Are you the building/property owner? If not, what is your role in this project?**  
\_\_\_\_\_
2. Yes /No  **Have you been in contact with anyone at the city concerning your project? If yes, who?**  
\_\_\_\_\_
3. Yes /No  **Is this a new commercial building?**  
**What is the proposed use?** \_\_\_\_\_
4. Yes /No  **Are you proposing to remodel or construct an addition to an existing building?**  
**If proposing an addition, what is the total square foot of proposed addition?** \_\_\_\_\_
5. Yes /No  **Has the building always been a Commercial building? If not, when was building converted to a commercial use?** \_\_\_\_\_  
**What was the previous use?** \_\_\_\_\_
6. Yes /No  **If existing, is the building currently occupied? Please list any other businesses or current uses:** \_\_\_\_\_
7. Yes /No  **Is the building/property historic (listed on historic register or located within a historic district)?**  
**If existing, when was the building originally built?** \_\_\_\_\_
8. Yes /No  **Are you proposing to demolish any buildings or portions of existing structures?**

9. Yes /No  **Do you have plans for expansion in the future?**
10. Yes /No  **Are you planning to perform any plumbing and/or mechanical work such as installing new sinks, toilets, exhaust fans, gas appliances or heating and air conditioning equipment?**
11. Yes /No  **Will you be serving or preparing food for commercial use?**
12. Yes /No  **Will you be installing commercial cooking equipment?**
13. Yes /No  **Do you expect an increase in water needs/usage?**
14. Yes /No  **Will you need an irrigation system for landscaping?**
15. Yes /No  **Is there an existing fire sprinkler system?**
16. Yes /No  **Will you be installing a fire sprinkler system?**
17. Yes /No  **Does your project include replacing, adding or removing any impervious surfaces such as concrete or asphalt?**
18. Yes /No  **Will the project disturb one acre of ground or more?**
19. Yes /No  **A site plan is required to be submitted, does it show all property lines, structures, sidewalks, driveways, easements, stormwater facilities, temporary erosion and drainage control plans, etc.?**
20. Yes /No  **Does your project include any work in city right of way, streets or sidewalks?**  
**How many parking spaces currently exist on the property? \_\_\_\_\_**  
**How many parking spaces are proposed to be added? \_\_\_\_\_**
21. Yes /No  **Will the project displace any existing parking?**
22. Yes /No  **Is there parking currently provided in front of the property on the street?**
23. **How do vehicles currently access the property? \_\_\_\_\_**
24. Yes /No  **Is the property adjacent to a state highway?**
25. Yes /No  **Are you proposing any access changes?**
26. Yes /No  **Are there any problems with the current property that you want to be addressed?**  
 \_\_\_\_\_  
 \_\_\_\_\_
27. Yes /No  **Is there any other information you can provide that might be helpful to us?**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_