



Express Permit – Tenant Improvement Information & Qualification Guidelines

Certain projects may qualify for Express Permit Tenant Improvement Review if they comply with the following:

- A) Express Permit Tenant Improvement plan check criteria:
 - 1. Retail tenant improvement with total floor area less than 12,000 square feet.
 - 2. Office tenant improvement with total floor area less than 12,000 square feet.
 - 3. Restaurant tenant Improvement where the total occupant load will be less than 100 persons.
 - 4. All other tenant improvements to “A” occupancies will be evaluated for Express permitting by the Express Permitting Manager prior to application and review.
 - 5. All “S” occupancies with total floor area less than 12,000 square feet.
 - 6. The scope of work is limited to a tenant infill or interior alteration project. The building envelope is not being altered or enlarged, and all alterations take place inside the footprint of the existing structure.
 - 7. If the tenant or scope of work includes a use in which food or beverage is prepared or served, two copies of the grease interceptor system plans, manufactures literature and sizing calculations must be submitted by a licensed plumber with the plumbing application and plans. COK Public Works must also be notified!
- B) Plans that will not qualify at this time for Express Permit Tenant Improvement Review:
 - 1. Alterations to occupancy group “E” (educational), “F2 (labs, factories and manufacturing plants, “I” (institutional), and “L” (laboratories).
 - 2. High rise buildings over 75 feet in height.
 - 3. Projects that require a site plan.
 - 4. Tenant improvements on buildings qualified as historical building or structures under the national, state, or local historical registries.
 - 5. Tenant improvements with alternate materials or methods of construction required.
 - 6. Tenant improvements requesting unreasonable hardship approval for accessibility features or requirements.
- C) Even if the tenant improvement project meets some or all of the qualifications listed or mentioned above, it may not qualify for the Express Permit Tenant Improvement Program due to design complexity or other disqualifying conditions. You will be directed to submit the plans for a regular plan check.
- D) Prior to scheduling the Express Permit Tenant Improvement appointment, a pre-submittal meeting, (phone, e-mail, or in person at City Hall) regarding the documents and fee’s is required. This meeting is to ensure that all information required is provided by the applicant. At this time the Express Permitting Manager will let the applicant know if the project qualifies for the program.
- E) If you have confirmed that your project qualifies for the Express Permit Tenant Improvement Program, please go to the **Express Permit Tenant Improvement Checklist** for all items required for the review. This is a comprehensive list and all items must be included in the plans in order to issue a permit at the time of the review. We do realize

however, that some projects may not require submittal of entire list, as not all occupancies require certain things (e.g. grease traps, multiple exits, etc.).

- F) For Express Permit Tenant Improvement projects where the area or aggregate areas are over 4000 square feet, an architect of record is required. This also applies to any mechanical and/or plumbing plans that are part of the TI. There are no deferred submittals allowed at this time for mechanical or plumbing drawings for the Express Permit Program. If the architect of record cannot attend the review, an Authorized Agent letter shall be provided to the COK, signed and stamped by the architect of record and must be attached to the plans and available at the time of the review.
- G) **An Express Permit Tenant Improvement Application** is required for submittal as well as a **Construction Cost and Owner Approval Document**.

Please contact Dan Wilson at (509) 585-4548 or dan.wilson@ci.kennewick.wa.us with questions about the process or to schedule an Express Permitting appointment.

Applicant Procedures for On-line Application of Express Building Permits

1. Review the application checklist and have **all** required documents ready to submit in PDF format before you apply. All required items from the application checklist must be submitted in this format as separate documents - Applications (each); Plot Plan; Construction cost & Approval document. One pdf with all required documents for your application cannot be accepted. E-mail size restrictions are in place and cannot exceed a total of 10 MB per e-mail so several e-mails could be required.

To apply on-line you must contact the Building/Planning Dept to receive your customer number by calling 585-4280 or 585-4561. Once you have your assigned customer number follow the steps below in the order listed to ensure a successful application process.

2. Go to www.go2kennewick.com; click on **Online Services**; click on Permits; click on **Registered User** or **New User** (If new user you must set up an e-user account. Be sure to write down your user name and password for future access). Once e-user registered you will be asked for your customer number. Enter the customer number you were give in step 1 and you will be logged on to Permits.

3. Click on **Apply for a permit: Select the Permit Type** (EXPSFD for Single Family or EXPTI for Tenant Improvement) from the drop down list;

- Add the **Project description** in the box labeled **Permit Description**;
- You can search for the address by placing the house or business number and the correct zip code in the appropriate boxes and click on **search**. You will see **Please select an address with an arrow in red** pointing to the Select your address box; click on the drop down arrow and pick the correct address; or
- Add **Permit Address Line 1** which will be the **address of project** as listed on the application form (*registered user address will automatically populate here and must be changed to project address*); Enter the number and street name - Do not use periods or any punctuation; Use N, E, W or S for street direction – do not spell out.
- Make sure your suite information (if any) is listed on your paper application, but do not add anything in Address Line 2/Suite at this time.
- **Add City/State/Zip Code** of the project address; Click on Next Step;
- Enter the requested information in the boxes (*boxes with asterisk are required*); Use 0 or none for boxes that are not relevant to your application; Click on Next Step;
- ❖ **The Valuation is not a required entry – Click Next Step;**
- Review Information and if correct click on Save.

NO FEES ARE DUE AT THIS TIME. At this point the system will create a permit number for you. **Copy the (BLD-201X-XXXXX) Permit Number** as you will need this number to e-mail your plans and other required documents at the next step below.

An email is automatically generated and delivered to the email address provided during registration. If not in your in box please check your **junk mail**.

4. The application and associated documents will be reviewed to determine if the application can be accepted as counter ready. **Please be sure to have a contact name, direct contact phone number and contact e-mail listed on your application for notification purposes.**

SEE NEXT PAGE

City of Kennewick Permit Plan Upload

Fields and/or attachments with a red asterisk are required.

Permit Number* BLD-2020-00000	Document Submission Number 1303		
Enter your online permit user name to automatically fill in your contact information. Or, leave the user name blank and you can enter your contact information directly.			
Eden User Name michelled			
Changes entered to the contact information below will not update the online permitting system automatically.			
Uploaded By* MICHELLE DELLINGER	Phone Number (509) 585-4416	Cell Number 	Email* michelled@ci.kennewick.wa.us
Type of Permit* Residential			

Please be sure to upload a full set of plans for your project. Incomplete submissions will be rejected and the plans deleted. Documents with a red asterisk (*) are required.

Residential

Application* Attach Application
Architectural Plan* Attach Architectural Plan
Plot Plan* Attach Plot Plan
Additional Supporting Information Attach Additional Supporting Information

I'm not a robot 

Submit

Upload Instructions

- Click on the link near the bottom of the page within the auto generated application email you received . This link will take you to the upload documents form page.
- Enter the Permit Number. For example BLD-2020- the last digits will be unique to your application . Move to the next box.
- Enter your EDEN user name (as registered in **STEP 4**); hit TAB on keyboard which will auto populate some of the required fields.
- Click on the dropdown "Type of Permit*" and pick **Residential**. The documents types will populate at the bottom of the form with an **Attach** button. **Application** must be one PDF; **Architectural Plan** required as one PDF; **Plot plan** one PDF. **Additional Supporting Information** - will allow any number of PDFs.
- Click on the **Attach** (type of document name) button and you will be prompted to your computer files to choose the appropriate files to upload. Once the file is chosen click open and the file will upload. Make sure you have uploaded each required document type (*). When all document types have been uploaded for the permit you are working with you will have to check the "I am not a robot" box and you will be prompted to respond.
- When finished click on **Submit**. You will receive an email thanking you for submitting your plans.
- The application and associated documents will be reviewed within 2 business days to determine if the application can be accepted as counter ready. An email will be sent to your registered user email address notifying you of acceptance or rejection of your documents.
- **Accepted documents** will require no further action at this time.
- **Rejected documents** will be entirely deleted from our system and a new upload link will be emailed to your registered email address with details of missing and/or incomplete documents. Review the reasons and correct documents accordingly. Click on the provided link to resubmit.



Building Safety Division

210 West 6th Avenue

Kennewick, WA 99336

Phone: (509) 585-4561

onestop@ci.kennewick.wa.us

Express Permit – Tenant Improvement

Application Checklist

Submittal requirements for all Express Permit – Tenant Improvement Projects:

- Complete Building, Mechanical and Plumbing plans and application forms
- Two (2) sets of scaled drawings containing the following information:
 - Floor plan each floor (*including electronic submittal of floor plan*)
 - Reflected ceiling plan – showing emergency lighting locations.
 - Occupancy Information (Type, loads, and indicate if separated or mixed)
 - Allowable area and height calculations
 - Building data (Construction type, gross building area, floor areas, etc.)
 - Floor ceiling assemblies (if applicable)
 - Fire wall details and rating (if applicable)
 - Existing walls that are required to be fire rated as the result of an occupancy change, must be evaluated and identified on plans for review.
 - Window and door assemblies
 - Door schedules (type and rating)
 - Plumbing plan (isometric drawing)
 - HVAC plan
 - Hardware schedules (type)
 - Building and wall Cross Sections
 - Stairway detail (rise, run, handrails, headroom, lighting and fire rating)
 - Washington State NREC compliance forms (forms available at www.neec.net)
 - Fire Alarm and Fire Sprinkler plans may be deferred. Applications on line at www.go2kennewick.com

As of July 1, 2011, State Law requires construction drawings for all buildings or tenant improvements in buildings over 4,000 sq. ft. be stamped by an Architect or Design Professional.

Applications and engineered stamped drawings for plumbing and mechanical permits are to be submitted by the Architect or the Design Professional of Record in the original submittal package for review.

I verify that all of the above components are contained in my plan review submittal

Signature

Date

EXPRESS PERMIT – TENANT IMPROVEMENTS

Separate Plumbing and Mechanical permits and plans are required for all commercial projects

Description of Work _____

Property Address _____ Suite(s) _____

Property Owner _____

Mailing address _____ City _____ State _____ Zip _____

Business phone _____ cell phone _____ e-mail _____

Architect of Record _____

Applicant name/Contact name _____

Mailing address _____ City _____ State _____ Zip _____

Business phone _____ cell phone _____ e-mail _____

General Contractor _____

Mailing address _____ City _____ State _____ Zip _____

Business phone _____ cell phone _____ e-mail _____

State license _____ exp. _____ COK Business License # _____

PROJECT INFORMATION

Project name _____

Proposed Use _____

Tenant improvement: existing use _____

Type of construction _____ Occupancy Group(s) _____

Existing or new fire sprinkler system yes no fire alarm system yes no

Main square footage _____ upper square footage _____ bsmt square footage _____

It is the responsibility of the applicant to provide all necessary information required for review. Complete all sections to prevent any delay in your plan review. ***SUBMIT 2 SETS OF PLANS***



Applicant Signature _____

Date Received Stamp



Building Safety Division

210 West 6th Avenue

Kennewick, WA 99336

Phone: (509) 585-4561

onestop@ci.kennewick.wa.us

Construction Cost and Owner Approval Document

Building permit #

Address

Project Valuation* =

The project valuation includes, total value of all construction work (labor and materials) for which the permit is being issued, as well as finish work, painting, roofing, electrical, plumbing, HVAC, elevators, fire alarm and fire extinguishing systems as well as contractor's profit and overhead. The City reserves the right to adjust the estimated valuation.

I hereby affirm that the above information is correct, and authorize the above construction project.

Owner or Authorized Representative

Date

Contractor

Date

**The City reserves the right to adjust the estimated valuation.*