

# City of Poulsbo

Building Department



## COMMERCIAL TENANT IMPROVEMENT APPLICATIONS

Please be advised that authorization is required from the City of Poulsbo's Building Department prior to commencing work that is not consistent with your approved building permit. If for any reason, construction occurs in a manner that is not in accord with plans approved by the City the site will be posted with a Stop Work Order. This order shall remain in effect until revised plans are submitted and subsequently approved by the City of Poulsbo. During this time no on-site work of any nature will be permitted. If work continues during the time the stop work is in effect the City may turn the matter over to the Prosecuting Attorney's Office for criminal action or any other available remedy under the law.

\_\_\_\_\_

Dated

\_\_\_\_\_

Signature/Owner/Representative

\_\_\_\_\_

Print Name

\_\_\_\_\_

Dated

\_\_\_\_\_

Signature/Contractor/Representative

\_\_\_\_\_

Print Name

**\*\*\*MUST BE SIGNED AND RETURNED WITH APPLICATION\*\*\***

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200 Moe Street ♦ Poulsbo, Washington 98370-7347

(360) 394.9882 ♦ fax (360) 697-8269

[www.cityofpoulsbo.com](http://www.cityofpoulsbo.com)

# City of Poulsbo

## Building Department



### COMMERCIAL BUILDING PERMIT APPLICATION

#### Submit the following items:

- 1) Completed City of Poulsbo Commercial Building Permit form and submit 3 sets of required plans.
- 2) Cover Sheet for construction documents, to include the following items;
  - Project identification
  - Occupancy group
  - Construction Type
  - Square footage and/or allowable area
  - Height and number of stories
  - Occupant load
  - Design loads (roof, floor, wind, codes, seismic zones, and factors)
- 3) Site Plan, to include the following items: NOTE a site plan will not be required if this proposed occupancy is the same as the previous one at this location, or if no work will be done outside of the existing building shell. Please provide details
  - Accessible route from the accessible parking to the accessible building entrance
  - North arrow and drawing scale
- 4) Floor Plans, to include the following items:
  - "Existing" and "Proposed" conditions. *Show all dimensions.*
  - All floors including basements
  - All rooms and spaces labeled with their proposed use. *Both existing and proposed.*
  - All doors and windows
  - Required parking
  - Door, window, and hardware schedules
  - All fire rated assemblies, area and occupancy separations, and draftstops
  - Smoke and heat detectors
- 5) Framing Plans, detail construction of all walls, partitions, etc.
- 6) Interior Elevations, to include the following items:
  - All ADA required accessible equipment and fixtures, with vertical high clearances shown
  - Relights, sill heights, stairs, handrails, guardrails, elevator operation panels etc., which are subject to code requirements.
- 7) Plumbing Plans, to include the following:
  - Existing meter size
  - List of all existing fixtures on meter. *This is needed to verify that existing meter has the capacity to supply additional fixtures.*
  - Locations and types of all fixtures and backflow devices. *Note: All commercial buildings are required to have a Double Check Valve Assembly (DCVA) located within 18" of meter for premise isolation, per Public Works and WAC 246-290.*
  - Waste and vent riser diagrams, *for all fixtures proposed*
  - Domestic water riser diagrams, *for all fixtures proposed*
  - Location and type of water heater(s)
  - Static water pressure available at meter

**Note: The following items are preferred to be included in the initial submittal, but one or all could be deferred submittals under separate permit(s).**

- 8) Mechanical Plans, to include the following:

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- The type of construction and occupancy classifications of the building
  - Identify all fire rated construction, supply details for all penetrations, include location, and information on any smoke/fire dampers.
  - Indicate any exiting or proposed fire alarm and sprinkler systems
  - Equipment schedules and listing information for all mechanical equipment serving the tenant space
  - Floor, roof, and ceiling plans showing the location of all equipment and ductwork
  - Structural details and calculations for support all mechanical equipment over 400 pounds
  - Details showing how each mechanical unit and all accessories will be installed include all ducting
  - All kitchen hoods must have a completed ventilation work sheet prior to review
  - Calculations demonstrating required combustion air and balanced exhaust and return air system for all mechanical equipment that communicates with tenant space
  - If any gas-fired equipment is proposed, provide a gas riser diagram
  - Type and amount of refrigerant for any refrigeration systems
  - Outside air calculations per the Washington State Ventilation and Air Quality Code
  - Complete the following forms for climate zone 1 from the 2003 edition of the Washington State Energy Code (WSEC). *Can be downloaded from <http://www.energy.wsu.edu/code>* Envelope Summary (ENV-SUM), Envelope UA Calculations (ENV-UA), Budget Lighting Summary (LTG-SUM), and the Mechanical Summary (MECH-SUM).
- 9) Suspended Ceiling Plans to include the following:
- Compression post construction and placements
  - Wall molding size and installation
  - Spreader bars at the end of each main runner or cross tee
- Note: the following items must be under separate permits.
- Fire Alarms
  - Fire Sprinklers
  - Fire Suppression
  - Signs

**\*All non-residential buildings over 4000 square feet total (RCW 18.08.410(6), or all residential buildings with more than four dwelling units (RCW 18.08.410(5) must be designed by a Washington State registered design professional.**

**\*All construction documents prepared by a registered design professional when filed with public authorities, must be stamped and signed by that professional, regardless of whether the structure is exempt or not (RCW 18.08.370(2), RCW 18.43.070, as interpreted by AGO 1990 No 9)**

***NOTE: Incomplete plans or deferred submittals may put plans in a pending status.***

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LAND USE # \_\_\_\_\_  
APPROVAL DATE: \_\_\_\_\_  
PLANNER: \_\_\_\_\_

## COMMERCIAL PERMIT

PERMIT # \_\_\_\_\_ DATE \_\_\_\_\_

DETAILED DESCRIPTION OF WORK \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TYPE OF CONST. \_\_\_\_\_ IMPERV. AREA \_\_\_\_\_ METER SIZE \_\_\_\_\_

IRRIGATION: YES \_\_\_\_ NO \_\_\_\_ METER SIZE \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_

ASSESSOR # \_\_\_\_\_

PROPERTY OWNER & ADDRESS \_\_\_\_\_

CITY, STATE & PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

TENANT \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ STATE LIC # \_\_\_\_\_

EXP. DATE (mm/dd/yy) \_\_\_\_\_ Email \_\_\_\_\_

**ESTIMATED CONSTRUCTION VALUE \$** \_\_\_\_\_

Application for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or be destroyed by the Building Official. All contractors and sub-contractors shall be registered as required by Washington State Law. **ALL CONTRACTORS AND SUB-CONTRACTORS MUST HAVE A VALID POULSBO BUSINESS LICENSE.**

OWNER/AGENT \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ Email \_\_\_\_\_

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