



# Tenant Improvement

## HOW TO GET A PERMIT

Minimum requirements for obtaining a Certificate of Occupancy for a Tenant Improvement. See also: [2015 International Building Code](#) (IBC) and Pierce County Code [Title 17C](#).

### When is a Permit Required?

A building permit is required for any Tenant Improvement where the tenant is changing the use, changing the character of the use, or is a first-time tenant. A separate plumbing and mechanical permit is also required, when applicable. For more information on tenant improvement permits and shell buildings see [Bulletin 26](#) and for a Change of Use see [Bulletin 7](#).

### What Drawings are required?

The following Plans must be drawn to scale and must be of sufficient clarity to indicate the location, nature, and extent of the work proposed. All documents must be electronic (pdf).

1. Note on Plans the tenants to either side of the proposed space to be occupied (or note as vacant if no tenant).
2. Floor Plan that includes the following information:
  - a. A code study to include:
    - Construction type (IBC Chapter 6)
    - Occupancy group (IBC Chapter 3)
    - Occupant load. (IBC Table 1004.1.4.2)
  - b. An existing floor plan and the proposed floor plan, if different. Provide room names, sizes, and the location of all exits.
3. Plumbing Code Study with the location of the restrooms, drinking fountains, fire sprinklers. (IBC Chapter 29)
4. The location of any proposed walls. Clearly indicate if load-bearing or non-load bearing.
5. An HVAC duct layout if vents are required to be relocated due to the moved or new walls.
6. A lighting layout to meet the Washington State Energy Code if new rooms are being created or if the lighting requirements are different for the proposed tenant than what exists.
7. Commercial Building Permit [Application](#).

### Are there any additional Requirements?

- The proposed use must meet zoning codes.
- A Water Availability Letter is required for the Fire Prevention Bureau.
- All sewer and septic requirements must be met.

### Are any Inspections required?

1. A framing inspection is required if new walls are being constructed.
2. A plumbing inspection is required for all new piping and fixtures.
3. A mechanical inspection is required for all new mechanical systems and ducting.
4. A final inspection is required when all work is complete, but before the tenant can occupy the space.

**Note:** The approved plans and the permit are important records and must be provided on the project site.