

# Tenant Improvement Application Checklist

Development Services Department

865 S.E. Barrington Dr. ~ Oak Harbor, WA 98277 ~ Phone (360) 279 4510 ~ Fax (360) 279-4519

**Use this checklist to ensure that all necessary information is provided for review of your project.**

## **Requirements for Submittal**

- \_\_\_\_\_ A completed permit application.
- \_\_\_\_\_ Two (2) sets of architectural drawings.
- \_\_\_\_\_ Two (2) sets of engineering drawings and calculations (if applicable)
- \_\_\_\_\_ Two (2) sets of NREC compliance forms (if applicable)
- \_\_\_\_\_ Two (2) Occupants of intended use applications
- \_\_\_\_\_ Island County Health Dept Approval (Food & Drink Service)
- \_\_\_\_\_ One (1) copy of a current Washington State Contractor License.

## **Plans to include the following:**

- \_\_\_\_\_ All interior wall corridors, door swings and windows
- \_\_\_\_\_ Required fire walls and door locations
- \_\_\_\_\_ Plumbing & Mechanical fixture locations
- \_\_\_\_\_ Location of fire alarm components, sprinkler heads, emergency lighting exit signs, ectõ
- \_\_\_\_\_ All new work to be done, clearly marked separate from all existing walls, fixtures, ectõ
- \_\_\_\_\_ Handicap parking and access into the building all the way to the altered area.
- \_\_\_\_\_ Cross section showing any new wall and ceiling construction

**APPLICATIONS ARE ONLY CONSIDERED COMPLETE IF ALL INFORMATION REQUESTED ON FORMS IS FILLED IN.**