

# TENANT IMPROVEMENT Submittal Requirements

C 51

Development Services Department

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

## A. FEES DUE AT TIME OF PERMIT APPLICATION

The following non-refundable fees will be collected at the time of application for all tenant improvements projects.

1. Building Plan Check Fee

## B. CODES

The City of Oak Harbor currently enforces the following code regulations:

### National Codes

1. International Building Code (IBC)
2. International Residential Code (IRC)
3. International Mechanical Code (IMC)
4. International Fuel Gas Code (IFGC)
5. International Fire Code (IFC)
6. Uniform Plumbing Code (UPC)
7. International Property Maintenance Code (IPMC)
8. Accessible & Usable Buildings and Facilities (ICC/ANSI 1417.1)

### Washington State Amendments

1. WAC 51-50 Washington State Building Code
2. WAC 51-51 Washington State Residential Code
3. WAC 51-52 Washington State Mechanical Code
4. WAC 51-54 Washington State Fire Code
5. WAC 51-56 & 51-57 Washington State Plumbing Code and Standards
6. WAC 51-11 Washington State Energy Code
7. WAC 296-46B Electrical Safety Standards, Administration, and Installation

## C. CITY OF OAK HARBOR DESIGN REQUIREMENTS

Design Wind Speed:	85 miles per hour (IBC Figure 1609)
Ground Snow Load:	17 pounds per square foot (IBC Figure 1608.2)
Rain or Snow Surcharge:	5 psf added to flat roofs if slope is <1/2° per foot
Seismic Zone:	D2 This is site specific for buildings designed under the IBC.
Rainfall:	2 inches per hour for roof drainage design.
Frost Line Depth:	12 inches
Soil Bearing Capacity:	1,500 psf unless a Geo-Technical Report is provided.

## D. PLANS AND DRAWINGS

Submit three (3) complete sets of drawings and plans. Drawings and plans must be submitted on minimum 18+X 24+; or maximum 30+X 42+ paper. All sheets are to be the same size and sequentially labeled. Plans are required to be clearly legible, with scaled dimensions, in indelible ink, blue line, or other professional media. Plans will not be accepted that are marked preliminary or not for construction, that have red lines, cut and paste details or those that have been altered after the design professional has signed the plans.

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Please Note: A separate submittal of plans is required for each building or structure.

## E. SITE PLAN – REQUIRED WITH ALL SUBMITTALS

(May be included as part of the Architectural Drawing cover Sheet)

1. Drawing shall be prepared at scale not to exceed 1+= 20 feet.
2. Show building outline and all exterior improvements.
3. Provide property legal description and show property lines.
4. Provide dimensions from the property lines to a minimum of two building corners (or two identifiable locations for irregular plan shapes).
5. Show building set backs, easements and street access locations.
6. Indicate North direction.
7. Indicate finish floor elevation for the first level.
8. Provide topographical map of the existing grades and the proposed finished grades with maximum five feet elevation contour lines.
9. Show the location of all existing underground utilities, including water, sewer, gas and electrical.
10. Flood hazard areas, floodways, and design flood elevations as applicable.

## F. ARCHITECTURAL DRAWINGS

### 1. Cover Sheet

- a) Building Information
  1. Specify model code information.
  2. Construction Type.
  3. Number of stories and total height in feet.
  4. Building square footage (per floor and total)
  5. IBC Occupancy Type (show all types by floor and total).
  6. Mixed-use ratio (if applicable)
  7. Occupant load calculation (show by occupancy type and total)
  8. List work to be performed under this permit
- b) Design Team Information
  1. Design Professional in Responsible Charge
  2. Architects
  3. Structural Engineers
  4. Owner
  5. Developer
  6. Any other Design Team Members

### 2. Floor Plan

- a) Plan view 1/8+minimum scale. Details a minimum ¼-inch scale.
- b) Plans must show the entire tenant space.
- c) Specify the use of each room/area.
- d) Provide an occupant load calculation on the floor plan. (on every floor, in all rooms and spaces)
- e) Show **ALL** exits on the plans; include new, existing or eliminated.
- f) Show Barrier-Free information on the drawings.
- g) Show the location of all permanent rooms, walls and shafts.

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- h) Note the uses in the adjacent tenant spaces, if applicable.
- i) Provide a door and door hardware schedule.
- j) Show the location of all new walls, doors, windows, ect.
- k) Provide details and assembly numbers for any fire resistive assemblies.
- l) Indicate on the plans all rated walls, doors, windows and penetrations.
- m) Provide a legend that distinguishes existing walls, walls to be removed and new walls.

### 3. Reflected Ceiling Plan

- a) Plan view 1/8+minimum scale. Details a minimum ¼-inch scale.
- b) Provide ceiling construction details.
- c) Provide suspended ceiling details complying with IBC 808.1.1.1.  
Show seismic bracing details.
- d) Show the location of all emergency lighting and exit signage.
- e) Detail the seismic bracing of the fixtures.
- f) Include a lighting fixture schedule.

### 4. Framing Plan

- a) Specify the size, spacing, span and wood species or metal gage for all stud walls.
- b) Indicate all wall, beam and floor connections.
- c) Detail the seismic bracing for all walls.
- d) Include a stair section showing the rise, run, landings, headroom, handrail and guardrail dimensions.

### 5. Storage Racks (if applicable)

- a) Structural calculations are required for seismic bracing of storage racks eight feet or greater in height.
- b) Eight feet or less, show a positive connection to floor or walls.

**NOTE:** High pile storage shall meet the requirements of current International Building and Fire Codes.

## G. SPECIAL INSPECTION

- 1. Where special inspection is required the registered design professional in responsible charge shall prepare and complete the special inspection and testing agreement application that will be submitted to the City of Oak Harbor and approved prior to issuance of the building permit.

## H. WASHINGTON STATE ENERGY CODE

- 1. Two completed Washington State Non-Residential Energy Code **Envelope Summary** forms.

## I. OCCUPANT'S STATEMENT OF INTENDED USE

- 1. The **Occupant's Statement of Intended Use** form shall be completely filled out and may require the submittal of a Hazardous Materials inventory Statement (HMIS). Contact the Oak Harbor Fire Department.



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The building permit does not include any mechanical, electrical, plumbing or fire sprinkler/alarm work. **These permits are issued separately.** Mechanical, electrical, plumbing, or fire sprinkler/alarm permits require a separate permit application and may also require separate plan review.

Please note that any tenant improvement work in a space that involves food handling or preparation requires Island County Health District approval **before the permit can be issued.** You must provide the Building Division a copy of the approval letter or the approved plans. Contact the Island County Health District at (360) 679-7350 with any questions or for more information.

An intake appointment is required for all large Tenant Improvement Building Permit Applications. To determine if your project requires an intake appointment, to schedule an appointment or to ensure that you have the most current information, please contact the City of Oak Harbor Building Division at (360) 279-4510.

**Application by courier or mail will not be accepted.  
Incomplete applications will not be accepted.**

I acknowledge that all items designated as submittal requirements must accompany my Building Permit Application to be considered a complete submittal.

Signature: \_\_\_\_\_  
Owner/Owner's Representative

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_