



Application Requirements for Expedited Tenant Improvements



To schedule an appointment and to ensure that you have the most current information, contact the Development Services Center at 425-556-2473 or permittech@redmond.gov or [book online](#).

Codes and Design Requirements

NATIONAL CODES

- 2015 International Building Code (IBC)
- 2015 International Residential Code (IRC)
- 2015 International Mechanical Code (IMC)
- 2015 International Fuel Gas Code (IFGC)
- 2015 International Fire Code (IFC)
- 2015 Uniform Plumbing Code (UPC)
- 2014 National Electric Code (NEC)
- 2015 IECC with WA St. Amendments
- 2009 ICC A117.1

LOCAL AMENDMENTS AND REGULATIONS

- Redmond Municipal Code Title 15
- Redmond Zoning Code
- Redmond Fire Department Standards
- Redmond Public Works Standard Details

CITY OF REDMOND DESIGN REQUIREMENTS

Design Wind Speed	110 mph - PER IBC Fig. 1609 A, risk category II
Ground Snow Load	15 psf (snow drift per ASCE 7-10)
Rain on-Snow-Surcharge	5 psf added to flat roofs per (ASCE 7-10;7.10)
Seismic Design Category	D (D2 Residential)
Rainfall	1"/hr (UPC Table D101.1)
Frost Line Depth	12"
Soil Bearing Capacity	1500 psf unless a Geotechnical report is provided (IBC Table 1806.2)

Contractors are required to obtain a City of Redmond business license prior to doing work within the city limits of Redmond. Applications for a business license can be downloaded at www.redmond.gov/businesslicense. For questions please contact the Business license office at 425-556-2193 or businesslicense@redmond.gov

100% of all fees will be collected at intake. **No refunds will be issued.** Fees due at intake:
- Plan Check Fee - Permit Fee - State Bldg. Code Fee - 3% Technology Surcharge Fee -

ELECTRONIC PLAN STANDARDS - Paper plans, incomplete applications, and applications delivered by courier will not be accepted and will result in the application being deemed incomplete.

- ✓ All plans must be drawn **to scale**, and have scale noted on each sheet.
- ✓ All documents must be uploaded as a **PDF**.
- ✓ All plans must be uploaded in **"Landscape"** format in the horizontal position.
- ✓ **Flatten and merge** separate sheets into one file named **Structural Plans**.

Any files that are not named properly and/or uploaded incorrectly may be rejected at intake.

- **APPLICATION**

- **PLANS AND DRAWINGS - submitted on a USB drive**

- ⇒ All sheets are to be the same size and sequentially labeled. Flatten and unlock plans prior to building permit submittal.
- ⇒ Plans are required to be clearly legible, with scaled dimensions
- ⇒ Plans will not be accepted that are marked *preliminary* or *not for construction*, have red lines, cut and paste details or those that have been altered after the design professional has signed the plans.

- **TEMPLATE INFORMATION -**

- ⇒ See Redmond.gov for required information on the front page of over-the-counter and expedited permits.
- ⇒ [Building History](#) must be completed prior to application submittal. If one is not completed please submit a request for public information.

- **ARCHITECTURAL PLANS**

Cover Sheet - Building Information

- Location, Vicinity Map, Zoning and Address Specify model code information.
- Construction type.
- Number of stories and total height in feet. Building square footage (per floor and total).
- IBC Occupancy Type (show all types by floor and total) and occupancy load. List work to be performed under this permit.
- Provide occupancies classifications for neighboring tenant spaces.

Design Team Information

- Design Professional information: Architects, Structural Engineers, Civil Engineers, Landscape Architects, Owners, Developers

Site Plan – May be included as part of the Architectural Drawing Cover Sheet. Provide information for accessible parking, number of parking spaces and route of travel.

- Show building outline and exterior improvements.
- Show building set backs, property lines, easements, street access locations and address. Indicate north direction.
- Flood hazard areas, Floodways, and design flood elevations as applicable.
- Fire protection features: Fire lanes, Fire Dept. Connections, Post Indicator valves, Sprinkler Riser Rooms.

Code Summary Floor Plan – See Building Code summary worksheet for additional required information.

Clearly label the following:

- Space/room use (i.e. office, sales, conference, kitchen, manufacturing, etc.)
- IBC Occupancy classifications, Square footage, Occupant load square footage factor used to determine occupant load.
- Clearly show a complete Means of Egress Path, including the width, exits, exit passageways, exit enclosures, separation of exits, exit signs, exit width, common path of travel, travel distance and diagonal distance.
- Note type of sprinklers used.
- Clearly show all actual and assumed property lines. Graphically show the extent and rating of all rated assemblies both vertical and horizontal, include the rating of any required opening protection.
- Indicate any doors that are provided with panic hardware and/or magnetic hold-opens. Provide non-separated use calculations and/or mixed use ratio calculations.
- Provide accessible information of site and all parts of the building.

SUBMITTAL CHECKLIST (CON'T)

Reflected Ceiling Plan (If Applicable)

- Plan view 1/8-inch minimum scale - Details a minimum of 1/4-inch scale. Provide ceiling construction details.
- Provide suspended ceiling details including seismic bracing per IBC 808.1.1.1 and ASTM 635-636 and expansion joint layout.
- Show the location of all emergency lighting, exit signage and provide a lighting fixture schedule.

Floor Plan Sheet - Details a minimum of 1/4-inch scale.

- Specify the use of each room/area, including shafts, electrical/mechanical rooms and elevators.
- Show **ALL** exits on the plans; include new, existing or eliminated.
- Show all Barrier-Free information on the drawings. Provide door and door hardware schedules.
- Specify each wall type, door type, and glazing requirements. Provide details and assembly numbers for fire resistive assemblies.
- Indicate on the plans all rated walls, doors, windows and penetrations.

Framing Plans/Details

- Specify the size, spacing, height, anchorage, rated listings, wood species or metal gauge for all stud walls. Indicate all wall, beam, floor connections and ceiling.
- Detail the seismic bracing for all walls.
- Include a stair section showing rise, run, landings, headroom, handrail and guardrail dimensions. Show size, anchorage and spacing for stringers.

• ENERGY CODE COMPLIANCE -

Lighting, Mechanical, and Building envelope forms can be found at <http://www.neec.net/energy-codes>. Applicable forms are required to be submitted with the building permit. No deferred submittals are allowed.

Please note that these are the requirements for new buildings or a large tenant improvement. If you are applying for a small TI or exterior alteration please submit what is applicable to the proposed project.

FIRE DEPT: ANSWER THE QUESTIONS BELOW WITH A YES OR NO. A SEPARATE FIRE INSTALLATION PERMIT MAY BE REQUIRED FOR ITEMS THAT ARE CHECKED YES. PLEASE CONTACT RFD AT 425.406.0865 FOR ADDITIONAL INFO

	YES	NO
Flammable/Combustible Liquids	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Materials	<input type="checkbox"/>	<input type="checkbox"/>
High Piled Storage	<input type="checkbox"/>	<input type="checkbox"/>
HPM Facilities	<input type="checkbox"/>	<input type="checkbox"/>
LP Gas Store/Handle/Use/Dispense	<input type="checkbox"/>	<input type="checkbox"/>
Places of Assembly	<input type="checkbox"/>	<input type="checkbox"/>
Refrigeration Equipment for Heating and Cooling	<input type="checkbox"/>	<input type="checkbox"/>
Spraying & Dipping	<input type="checkbox"/>	<input type="checkbox"/>
Battery Systems	<input type="checkbox"/>	<input type="checkbox"/>
Compressed Gases	<input type="checkbox"/>	<input type="checkbox"/>
Cryogenics	<input type="checkbox"/>	<input type="checkbox"/>
Industrial Ovens	<input type="checkbox"/>	<input type="checkbox"/>
Private Fire Hydrants	<input type="checkbox"/>	<input type="checkbox"/>
Smoke Control Systems/Stair Pressurization *	<input type="checkbox"/>	<input type="checkbox"/>

*Fire Installation permit application required at time of Building permit application

If yes—Item and description

PLANNING DEPARTMENT INFORMATION; ANSWER THE QUESTIONS BELOW WITH A YES OR NO. PLEASE CONTACT 425.556.2494 FOR ADDITIONAL INFORMATION OR QUESTIONS

	YES	NO
Exterior Modifications to Building?	<input type="checkbox"/>	<input type="checkbox"/>
Change of Land Use? (RZG) i.e. warehouse to gym*	<input type="checkbox"/>	<input type="checkbox"/>
Sensitive areas on or near site?	<input type="checkbox"/>	<input type="checkbox"/>
Is permit a PRD/MPRD/PCD/MPCD?	<input type="checkbox"/>	<input type="checkbox"/>
Building generates noise above 35dBA	<input type="checkbox"/>	<input type="checkbox"/>
Tree removal proposed?	<input type="checkbox"/>	<input type="checkbox"/>
Additional building square footage proposed?	<input type="checkbox"/>	<input type="checkbox"/>
Change in number of existing parking stalls?	<input type="checkbox"/>	<input type="checkbox"/>
Reducing landscaping square footage proposed?	<input type="checkbox"/>	<input type="checkbox"/>
Reroofing?	<input type="checkbox"/>	<input type="checkbox"/>

If yes - Item and description

*When change of land use intensifies, a Traffic Trip Generation Study may be required. Contact Min Luo 425-556-2881



www.redmond.gov/BuildingPermits

Expedited Permit Minor Tenant Improvement Work



APPLICATIONS WILL NOT BE ACCEPTED EXPEDITED WITHOUT THE FOLLOWING INFORMATION:

- APPOINTMENT 425.556.2473 OR [BOOK ONLINE](#)
- STAMPED AND SIGNED PLANS
- CONTRACTOR INFORMATION
- STATE CONTRACTORS LICENSE
- CITY OF REDMOND BUSINESS LICENSE
- TEMPLATE PROVIDED ON WWW.REDMOND.GOV AS PART OF THE PERMIT SET
- COMMERCIAL APPLICATION
- LIGHTING SUMMARY FORM, IF APPLICABLE. WWW.NEEC.NET/ENERGY-CODES
- ACCESSIBILITY INFO: IF BLDG IS UP TO THE 2009 ICC/ANSI STANDARDS PLEASE NOTE THAT ON PLANS. IF NOT PROVIDE 20% OF THE VALUE OF CONSTRUCTION IN ACCESSIBILITY UPGRADES.
- ALL DOCUMENTS SUBMITTED ON A USB DRIVE
- A PLANNER MUST DETERMINE IF PLAN CHECK IS NOT REQUIRED FOR PERMIT TO BE CONSIDERED EXPEDITED.

Examples include:

- Area of construction under 2500 sq ft
- Adding, moving, or replacing doors on the interior
- Removing walls to create a larger room
- Interior demolition only
- Adding, moving, or replacing supporting grid for suspended acoustical ceiling tile
- Replacing sheetrock on an interior wall in the same location

100% of all fees will be collected at intake.

No refunds will be issued.

Fees due at intake

- Plan Check
- Permit Fee
- State Bldg. Code Fee
- 3% Tech surcharge Fee

QUALIFICATION CHECKLIST

If the answer to any of the following questions is **YES**, the work does **NOT** qualify for an expedited permit.

- YES NO 1. Are structural changes being made?
- YES NO 2. Are corridors, occupancy separation walls or exits being built or altered?
- YES NO 3. Are access control devices being used to prevent free egress?
- YES NO 4. Does the scope of work include high pile storage (more than 12 ft. in height)?
- YES NO 5. Is the current use being changed per the Redmond Zoning Code?
- YES NO 6. Is the current occupancy H, I or E per Chapter 3 of the IBC?
- YES NO 7. Will hazardous materials be used or stored on site for the scope of work?

EXPEDITED PERMIT REQUIREMENTS

- Depending upon staffing availability and complexity it will be determined if the project qualifies as an expedited permit.
- If it is determined that your project exceeds the scope of work of an expedited permit, it may still be submitted if it is deemed a complete intake for review and approval via the standard permit process.



Building Application

Commercial
 Multi-Family
 Mixed Use
 Change of Occupancy

TYPE OF WORK:

- Accessory Structure
- Addition
- Exterior Alteration
- Garage
- Modular
- New
- Portable
- TI
- Remodel
- Residential Remodel
- Wireless Comm. Facility
- Awning
- Dock
- Fence
- Rack Storage
- Re-roof
- Retaining Wall
- Stormwater Vault
- Pool
- Tank

VALUE OF CONSTRUCTION & KING COUNTY ASSESSORS IMPROVEMENT VALUE*

Value of Construction: \$ _____
 KC Assessors Improvement Value: \$ _____

SITE LOCATION

Site address: _____
 Tax parcel number: _____
 Project name: _____
 Tenant: _____
 Property owner: _____
 Mailing address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____

Office Use Only	
Date: _____	BLDG: _____
Accepted by: _____	BPLN: _____

GREEN CERTIFICATION LEVEL

LEED : Silver Gold Platinum

LENDER INFORMATION N/A

Lender name: _____
 Mailing address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____
 Fax: _____
 E-mail: _____

APPLICANT INFORMATION

Contact person: _____
 Company name: _____
 Mailing address: _____
 City: _____
 State: _____ Zip: _____
 Phone: _____
 Fax: _____
 E-mail: _____

DETAILED DESCRIPTION OF WORK

WHO IS PAYING FOR THE PERMIT?
 CONTRACTOR
 APPLICANT
 OWNER
 DESIGN PROFESSIONAL

PLEASE ENTER INFORMATION BELOW IF DIFFERENT.

Name _____ Address _____
 E-mail _____

GENERAL CONTRACTOR INFORMATION

Company name: _____
 Mailing address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 State contractor's license #: _____
 Expiration date: _____
 City of Redmond business license RED000 _____
 E-mail: _____

DESIGNED BY ARCHITECT ENGINEER

Contact person: _____
 Company name: _____
 Mailing address: _____
 City: _____
 State: _____ Zip: _____
 Phone: _____
 Fax: _____
 E-mail: _____

BUILDING INFORMATION

Automatic Sprinkler Required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Alarm	<input type="checkbox"/> Yes <input type="checkbox"/> No
Automatic Sprinkler Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hazardous Materials	<input type="checkbox"/> Yes <input type="checkbox"/> No
Quick Response Throughout	<input type="checkbox"/> Yes <input type="checkbox"/> No	Basement	<input type="checkbox"/> Yes <input type="checkbox"/> No
Quick Response per Occupant	<input type="checkbox"/> Yes <input type="checkbox"/> No	Change of Occupancy	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Stories	_____	Certificate of Occupancy Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Special Conditions*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Smoke Control**	<input type="checkbox"/> Yes <input type="checkbox"/> No

*If Yes, please explain _____

**If Yes, design and construction documents shall be submitted as a separate Fire Installation permit in conjunction with Building Permit Application.

BUILDING INFORMATION FOR PROPOSED WORK PER IBC

Location*	Interior Remodel (SF)	New/Added (SF)	Type of Construction	Proposed Occupancy	# of occupants	Non-separated use?
Total						

*Enter location by occupancy type (i.e. B, S-1, E, M, etc.) and by floor or suite number.

EXISTING BUILDING INFORMATION

Locate the building history and enter the information below. Form can be found at <http://gis.redmond.gov/pv/#/MapView>. If one is not available the information will be verified during plan review.

GIS #	Construction Type	Occupancy	Square Footage	Code Year

ADDITIONAL APPLICANTS PLEASE ADD ADDITIONAL APPLICANTS BELOW THAT NEED ACCESS TO THE PLANS VIA THE ONLINE PORTAL

Name: _____ Company: _____

Name: _____ Company: _____

****Applicants must already be a contact in our permitting system. If not provide separate contact registration form per applicant.**

***Value of Construction:** The value of construction shall be based on the value of the work that is being performed. The total value of work shall include materials and labor for which the permit is being sought for. For the construction of new buildings, the building valuation data table located on www.redmond.gov/permitfees shall be used for new square footage based off of type of construction and occupancy.

***King County Assessor Value** can be found at <http://www5.kingcounty.gov/parcelviewer/viewer/kingcounty/viewer.asp>. Search by address or parcel. View the property report, and input the Appraised Improvements (Imps) Value for the current year.

Expiration of Plan Review: Applications for which no permit is issued within 180 days following the date of application shall expire and all fees paid shall be forfeited. Upon written request of the applicant, the Building Official may grant a 180-day extension to the Plan Review time as specified in Section 105.3.2 of the IBC. No application shall be extended for a period of more than 180 days. See the Fee Schedule for extension fee information.

BUILDING OWNER OR AUTHORIZED AGENT

I hereby certify that I have read and examined this application and know the same to be true and correct, and I am authorized to apply for this permit.

Print Name: _____ Date: _____

Signature: _____