



[www.redmond.gov/BuildingPermits](http://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](http://WWW.REDMOND.GOV) AS PART OF THE PERMIT SET
- COMMERCIAL APPLICATION
- LIGHTING SUMMARY FORM, IF APPLICABLE. [WWW.NEEC.NET/ENERGY-CODES](http://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.