



PERMIT SUBMITTAL REQUIREMENTS FOR **Tenant Change of Use**

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The purpose of this handout is to assist the public in complying with the detailed permit submittal requirements. It is not a complete list of permit or code requirements and should not be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness. Only complete applications will be accepted by the city for review.

PERMIT REQUIRED:

A change of use permit encompasses a variety of situations. Changing the use or occupancy of a building or facility may involve an extensive remodel or may require no physical changes at all. The change of use permit is intended to provide City approvals and a Certificate of Occupancy for new businesses or uses where there is no work that would otherwise require a building permit.

A building permit is required for the remodeling or alteration of space within an existing building for new tenants. For more information, refer to the Tenant Improvement handout ([See Handout #B82](#)). New signs, awnings, marquees, canopies, etc. require a separate building permit. Also, the City has Design Review standards for proposed exterior changes to commercial buildings for aesthetic purposes. Please contact the Edmonds Planning Division (or a link) for more information on exterior changes.

Change of Use Permit = New Tenant with no construction
Tenant Improvement = New Tenant with construction

CODES:

International Building Code & Appendix E (Current Edition)
International Existing Building Code (Current Edition)

SUBMITTAL REQUIREMENTS:

- 1) **SITE PLAN**, scaled 1" = 20'
 - Site address and tenant suite number.
 - Property lines, streets and alleys, location of buildings on the site.
 - Outline of the building with area of tenant space highlighted and suite number noted.
 - Parking lot areas, including number of parking stalls.
 - Exterior accessible path of travel including existing and proposed accessible parking stalls, ramps, crosswalks at vehicular drive aisles, pedestrian access from the public street/sidewalk, building entrance, signage, etc.
 - Indicate how Trash and Recycling are handled by the building owner and show trash enclosure and dumpster locations.
 - Location of existing and proposed signs relating to the tenant space.

2) ARCHITECTURAL PLANS, scaled ¼" = 1'

- Zoning (e.g. CG, BC, BD1, BP)
- Specify building type of construction. (e.g. Type VA, VB, IIIB, etc.)
- Specify occupancy(ies) within the tenant space, adjacent tenant spaces and common areas. (e.g. B, M, A2, A3, S1, etc.)
- Note if the building/tenant space is provided with a fire sprinkler system and/or fire alarm system.
- Note the total square footage of tenant space and number of employees.
- Occupant load calculations.
- Provide a brief description of the business that is proposed to occupy the tenant space.
- Indicate the Compliance Method utilized from the International Existing Building Code.

FLOOR PLANS, scaled 1/4" = 1'

- Provide the existing floor plan generally showing the previous use of all rooms (landlord, city or building manager assistance may be required).

Include on the proposed floor plan:

- Label the use of all areas, rooms and spaces.
- All building entrances, exits, corridors, hallways, doors (including size and swing), and windows.
- Wall locations (load bearing and non-load bearing).
- Locations of all fire rated construction and hourly rating, such as fire walls, fire barrier walls, fire partitions, horizontal assemblies, fire doors, etc. (Include listed and tested fire rated assembly details for any additions or alterations to fire rated assemblies.)
- Fixed equipment, counters, shelving, racks, and plumbing fixtures.
- Seating plan
- Show location of the fire alarm panel, pull stations, fire extinguishers.
- Storage shelving/racks that exceed 6 feet in height must be seismically anchored.
- Specify how the space is heated and indicate if ventilation is currently being provided with mechanical units, or with building openings (openable windows and doors).
- Accessibility: When a building permit or change of occupancy permit is issued, the existing space/building shall be modified to be in compliance with current accessibility codes, with certain exceptions. Provide details on the plans showing compliance. If you have questions regarding accessibility as it relates to your project, please ask to speak with a plans examiner.

ADDITIONAL DOCUMENTS

- Reflected ceiling plan showing ceiling construction and light fixture information. Provide wattage amounts per fixture.
- Completed Transportation Impact Analysis Worksheet. (*See Handout #E82*)
- Provide copy of Snohomish County Health District or State Department of Health review/approval letter (when applicable to the type of business).

LIGHTING SUMMARY FORMS, which are available online:

https://waenergycodes.com/web_tool_forms.php?energy_code=2018

APPLY ONLINE AT: Mybuildingpermit.com

CHANGE OF USE PERMIT FREQUENTLY ASKED QUESTIONS:

WHEN DO I NEED ARCHITECT OR ENGINEER STAMPED PLANS?

State Law requires that if the building project exceeds 4,000 square feet in area, or the project impacts life/safety or accessibility issues, plans must be prepared, stamped and signed by a Washington State Licensed Architect or Professional Engineer. It is highly recommended that you hire a design professional to assist you in preparing plans.

WHO CAN SIGN FOR THE CHANGE OF USE PERMIT?

Only the Owner of the building, State Licensed Contractor, or designated Agent on behalf of the building owner may sign for a building permit.

HOW LONG DOES IT TAKE TO OBTAIN A CHANGE OF USE PERMIT?

The standard processing time for Change of Use permits at the City of Edmonds is approximately 15 business days. The City is committed to processing all permits in a timely manner but success depends upon the quality of the plans submitted. Be sure you check the plans before you submit to ensure they are complete and include all noted details explained in this handout.

HOW IS OCCUPANCY GRANTED?

With the issued Change of Use permit you will receive a field job card. Check the card for all required City inspections. Note: most City Departments require a minimum of 24 hours notice for inspection but some do require 48 hours advanced notice. Once all noted Departments have granted final approval, the City Building Official will issue your business a formal Certificate of Occupancy document that is required to be posted on the premises.

WHEN WILL MY BUSINESS LICENSE BE ISSUED?

City business license is approved once the Change of Use is inspected and occupancy is granted by the Fire and Building Departments.

NOTE:

These are only minimum submittal requirements. During review of plans it may be determined that additional information is required due to the business use, floor plan coordination or building facilities.