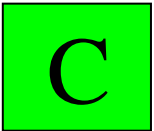


FAST TRACK PROCESS – COMMERCIAL PERMIT



Our goal is to expedite simple tenant improvements. However, depending on the department workload and the complexity of your project the review may take 3-5 days (or more) to complete. In order to be complete all of the items listed below must be clearly depicted on the plans. Prior to having a member of the building division staff review your application documents you must carefully follow and verify each item is correctly shown on your plans. You may call 862-8602 and schedule an appointment to submit your application Monday through Friday, 8:00 am to 5:30 pm.

This intake checklist identifies minimum application elements necessary for the City of Bonney Lake building division to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter. **All permit fees are due at intake for a fast track building permit.** Please note additional fees may be assessed during the plan review process. These additional fees will be collected prior to the permit being issued.

If you are a contractor you will need to have a current contractor registration and Bonney Lake business license. Two (2) complete construction plan sets drawn to scale and fully dimensioned. Plans are to be drawn to 1/4 inch = one foot, minimum. Details are to be drawn to 1/2 inch = one foot, minimum. (Maximum plan size is 24"x36")

Applicant: Insert the Plan Sheet Number, and check each box under the Applicant heading on this checklist to confirm items are included in your submittal. A Permit Technician will check off each box under Staff when the item is confirmed to be included in the submittal package. *If you think an item is not applicable to your project, you must contact the building division **prior to submitting to have the items initialed as not required.***

Building Division permit application

An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information:

Applicant	Staff
<input type="checkbox"/> A completed & signed Permit Application form.....	<input type="checkbox"/>
<input type="checkbox"/> The applicable fees paid	<input type="checkbox"/>

Construction Plans:

Plan sheet

Number	Applicant	Staff
_____	<input type="checkbox"/> Code editions used to design the project.....	<input type="checkbox"/>
_____	<input type="checkbox"/> Existing exit plan of building with relation to the proposed “tenant improvement”	<input type="checkbox"/>
_____	<input type="checkbox"/> Location of tenant improvement in relation to the total building.....	<input type="checkbox"/>
_____	<input type="checkbox"/> Floor Plan of each floor and basement showing: location of all walls and partitions, door/window sizes.....	<input type="checkbox"/>
_____	<input type="checkbox"/> Location of all permanently installed equipment such as plumbing fixtures, water heaters, furnaces, appliances, et cetera.	<input type="checkbox"/>
_____	<input type="checkbox"/> Direction, size, and spacing of all floor and ceiling framing members.....	<input type="checkbox"/>
_____	<input type="checkbox"/> Location of all demising/partition walls.....	<input type="checkbox"/>
_____	<input type="checkbox"/> Cross-Section detail of new walls.....	<input type="checkbox"/>
_____	<input type="checkbox"/> Stairway and handrail details (if multi-story).....	<input type="checkbox"/>
_____	<input type="checkbox"/> Square footage of tenant improvement.....	<input type="checkbox"/>
_____	<input type="checkbox"/> Identification of room usage including a detailed description of processes to be performed within area..... (office, conference, chemical laboratory, machining, etc.)	<input type="checkbox"/>

_____ **Reflected Ceiling Plan showing:**.....

_____ Location of HVAC outlets and light fixtures

_____ Detail of seismic restraint and support.....

Fire Department requirements:

_____ Sprinkler coverage shall be in accordance with NFPA 13. Any changes or modifications to the system will.....
require plans to be submitted to the Fire Department for review and approval prior to the work being performed. If no changes are required, a letter from the sprinkler contractor shall be submitted to the Fire Department and designed by Washington State licensed Level III.

_____ Number of sprinkler heads being added or relocated: _____ (6 max.).....
Note: As-builts will be required prior to calling for final inspection. (Washington State licensed Level III required)

_____ Current fire alarm, fire detection and notification system coverage. Alarm and notification coverage shall.....
be in accordance with the International Building Code, International Fire Code, and NFPA 72. Any changes or modifications to the system will require plans to be submitted to the Fire Department for review and approval prior to the work being performed. If no changes are required, a letter from the alarm contractor shall be submitted to the Permit Center and routed to the Fire Department.

If three (3) or less horns, strobes, or detectors are installed as-builts showing compliance with Washington state Building Code Chapter 11, International Fire Code Chapter nine, and NFPA 72 will be required prior to calling for final inspection. Labor & Industries inspection must be completed prior to Fire Department final inspection.

Mechanical and Plumbing:

Plumbing and mechanical drawings **are to be shown in detail** as part of the complete plans. The building division policy is to issue combination permits only. We do not issue separate plumbing and mechanical permits.

Project information:

Type of construction I-A I-B II-A II-B III-A III-B IV-A IV-B V-A V-B

Scope of work: _____

Square footage breakdown for this project: _____ **Occupancy classification:** _____

Tenant Improvement Area sq ft _____ Existing _____ Proposed _____

Tenant Improvement valuation \$ _____

Other items may be required to be submitted for an application in order to ensure that the application is consistent with the Bonney Lake Municipal Code.