



COMMERCIAL TENANT IMPROVEMENT PERMIT APPLICATION

Community and Economic Development

City of Arlington • 18204 59th Ave NE • Arlington, WA 98223 • Phone (360) 403-3551

The following information is required for Commercial, Multi-Family, and Mixed-Use Building Permit Applications. Mark each box to designate that the information has been provided. Please submit this checklist as part of the submittal documents. See **ASSISTANCE BULLETIN #30** for detailed design requirements.

EACH BUILDING OR STRUCTURE REQUIRES A SEPARATE SUBMITTAL.

SUBMIT ELECTRONIC FILES FOR EACH OF THE FOLLOWING; *Incomplete applications will not be accepted.*

REQUIRED DOCUMENTS

- City of Arlington Commercial Tenant Improvement Permit Application
 - Site Plan
 - Architectural Plans
 - Structural Plans
 - Structural Calculations
 - Mechanical System Modifications, *(if applicable)*
 - Plumbing System Modifications, *(if applicable)*
 - Project Specification Manuals, *(if applicable)*
 - WSEC Compliance Forms, *(if applicable)* <https://waenergycodes.com/>
 - Special Inspection and Testing Agreement
 - Deferred Submittal Request
 - Airport Property Lease (if building is located within the Arlington Airport Property Boundary)
1. Plan Review fee is due at time of submittal and remaining balance will be due at time of issuance.
 2. The City of Arlington does not review or inspect electrical systems. Contact Labor and Industries at lni.wa.gov or 360-416-3000.

A. DEFERRED SUBMITTALS

If the project requires any of the following, a Deferred Submittal Request MUST be completed. Deferred submittals require separate applications, plans and plan review.

1. Mechanical Plans (if not included in the plan set)
2. Plumbing Plans (if not included in the plan set)
3. Fire Sprinkler
4. Fire Alarm
5. Signage

B. SPECIAL INSPECTION AND TESTING AGREEMENT

A Special Inspection Firm is required to perform special inspections for the following type of work.

*The Special Inspection and Testing Agreement MUST be submitted with the Building Application.

- | | |
|--|---|
| <input type="checkbox"/> Reinforced Concrete | <input type="checkbox"/> Structural Steel and Welding |
| <input type="checkbox"/> Bolting in Concrete | <input type="checkbox"/> High-Strength Bolting |
| <input type="checkbox"/> Pre-stressed Concrete | <input type="checkbox"/> Spray-Applied Fireproofing |
| <input type="checkbox"/> Shotcrete | <input type="checkbox"/> Smoke-Control Systems |
| <input type="checkbox"/> Structural Masonry | <input type="checkbox"/> Other - Specify: _____ |

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

COMMERCIAL TENANT IMPROVEMENT

INSTALLATION, MODIFICATION OR REMOVAL MAY REQUIRE A SEPARATE PERMIT SUBMITAL

***CHECK ALL THAT APPLY**

- | | |
|---|--|
| <input type="checkbox"/> Automatic fire extinguishing systems | <input type="checkbox"/> Compressed gas systems |
| <input type="checkbox"/> Fire pumps | <input type="checkbox"/> Flammable and combustible liquids (tanks, piping etc.) |
| <input type="checkbox"/> Standpipe systems | <input type="checkbox"/> Hazardous materials |
| <input type="checkbox"/> Private fire hydrants | <input type="checkbox"/> Industrial ovens/furnace |
| <input type="checkbox"/> Fire alarm and detection systems | <input type="checkbox"/> Spraying or dipping operations |
| <input type="checkbox"/> High piled/rack storage | <input type="checkbox"/> Temporary membrane structure, tents (>200 sq. ft.) or canopies (>400 sq. ft.) |
| <input type="checkbox"/> Provide details on any of the above checked items: _____ | |

Type of Permit:		<input type="checkbox"/> New Space	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration
Property Address: _____		Project Valuation: _____		
Lot #: _____	Parcel ID No.: _____	Subdivision: _____		
Project Scope of Work: _____				
Description of New Tenant Business Operations: _____				
IBC Construction Type: _____		IBC Occupancy Type: _____		
Building/Space Square Footage: _____		Number of Stories: _____		
Square Footage Per Floor:	1st	2nd	3rd	4th
	5th	6th		
Primary Contact:		<input type="checkbox"/> Owner	<input type="checkbox"/> Architect	<input type="checkbox"/> Engineer
		<input type="checkbox"/> Contractor		
Owner Name: _____		Office No.: _____		
Email Address: _____		Cell No.: _____		
Mailing Address: _____	City: _____	State: _____	Zip: _____	
Architect Name: _____		Office No.: _____		
Email Address: _____		Cell No.: _____		
Mailing Address: _____	City: _____	State: _____	Zip: _____	
Professional License Number: _____		Expiration Date: _____		
Engineer Name: _____		Office No.: _____		
Email Address: _____		Cell No.: _____		
Mailing Address: _____	City: _____	State: _____	Zip: _____	
Professional License Number: _____		Expiration Date: _____		
Primary Contractor: _____		Office No.: _____		
Email Address: _____		Cell No.: _____		
Mailing Address: _____	City: _____	State: _____	Zip: _____	
L&I Contractor License Number: _____		Expiration Date: _____		

COMMERCIAL TENANT IMPROVEMENT

MECHANICAL PERMIT FEES (per unit)					
Gas Fired AC >100 Btu/h		x	\$ 25.00	=	\$
Gas Fired AC > 500 Btu/h		x	\$ 50.00	=	\$
Gas Piping ≤ 5 units		x	\$ 15.00	=	\$
Gas Piping > 5 units (plus <5 units)		x	\$ 2.00	=	\$
Heat Exchangers		x	\$ 15.00	=	\$
Heat Pump-Condensing Unit		x	\$ 25.00	=	\$
Hot Water Heat Coils		x	\$ 15.00	=	\$
Miscellaneous Appliance - regulated by mechanical code, not otherwise specified		x	\$ 15.00	=	\$
Pkg. Units ≤100btu		x	\$ 25.00	=	\$
Pkg. Units >100btu		x	\$ 50.00	=	\$
Range/Cook top-Gas Fired		x	\$ 15.00	=	\$
Refrigeration Unit ≤100Btu/h		x	\$ 15.00	=	\$
Refrigeration Unit >100Btu/h		x	\$ 25.00	=	\$
Refrigeration Unit >500Btu/h		x	\$ 50.00	=	\$
Re-inspection fee (all)		x	\$ 75.00	=	\$
Unit Heaters ≤ 100 Btu/h		x	\$ 15.00	=	\$
Unit Heaters >100 Btu/h		x	\$ 25.00	=	\$
VAV Boxes (Variable Air Volume, part of air conditioning system)		x	\$ 10.00	=	\$
Wall Heaters - Gas Fired		x	\$ 25.00	=	\$
Water Heater - Gas Fired		x	\$ 25.00	=	\$
Permit Fee					\$
Table 4-8; Plan Review Fee					\$
Processing/Technology Fee					\$25.00
Total					\$

PRESSURE PIPING SCHEMATIC

COMPLETE FOR GAS PIPING ONLY – USE A SEPARATE SHEET, IF NECESSARY

<input type="checkbox"/> SCHEMATIC IS TO SCALE	<input type="checkbox"/> SCHEMATIC NOT TO SCALE
Show Pipe Size(s) and Length(s) from meter to all appliances NOTE: Any interior pressure regulators must be indicated	

COMMERCIAL TENANT IMPROVEMENT

PLUMBING SYSTEM INFORMATION

Type of Permit: <input type="checkbox"/> New Installation <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Replaced <input type="checkbox"/> Industrial					
Plumbing Contractor: _____			Office No.: _____		
Email Address: _____			Cell No.: _____		
Mailing Address: _____		City: _____	State: _____	Zip: _____	
L&I Contractor License Number: _____			Expiration Date: _____		

The following items need to be specified on the plans:

- Fixture specifications and equipment with locations.
- Location and type of all backflow assemblies for each fixture.
- Calculations for Grease Interceptor.
- Pipe size and location of sanitary and potable water systems.
- Riser diagram of waste, vent, and rain water systems, including sizes.
- Medical gas piping riser diagram, type of gas, storage room and size of piping.

PLUMBING PERMIT FEES (per fixture)

Commercial plumbing permits are required to submit line drawings. A plan review fee of 65% per Table 4-6 for plumbing permits will be assessed at time of submittal. Includes two (2) inspections with permit.

Type of Fixture	No. of Fixtures	Cost per Fixture		Subtotal
Additional Plan Review fees	x	\$ 75.00	=	
Alteration/repair piping	x	\$ 15.00	=	
Backflow Assembly	x	\$25.00	=	
Base Plumbing Fee		\$ 25.00		\$25.00
Bath/Shower Combo	x	\$ 15.00	=	
Building Main Waste	x	\$ 25.00	=	
Clothes Washer	x	\$ 15.00	=	
Dishwasher	x	\$ 15.00	=	
Drinking Fountain	x	\$ 15.00	=	
Floor Drains	x	\$ 15.00	=	

COMMERCIAL TENANT IMPROVEMENT

PLUMBING PERMIT FEES (per fixture)

Grease Interceptor	x	\$ 75.00	=	
Grease Trap	x	\$ 25.00	=	
Hose Bibb	x	\$ 15.00	=	
Icemaker/Refrigerator	x	\$ 15.00	=	
Irrigation – per meter	x	\$ 25.00	=	
Kitchen Sink & Disposal	x	\$ 15.00	=	
Laundry Tray	x	\$ 15.00	=	
Lavatory	x	\$ 15.00	=	
Med Gas Piping ≤ 5 inlets/outlets	x	\$ 60.00	=	
Med Gas Piping > 5 inlets/outlets (plus ≤ 5 inlets/outlets)	x	\$ 5.00	=	
Miscellaneous – regulated by plumbing code, not otherwise specified	x	\$ 15.00	=	
Pretreatment Interceptor	x	\$ 15.00	=	
Re-inspection Fee (all)	x	\$ 75.00	=	
Roof Drains	x	\$ 15.00	=	
Shower (only)	x	\$ 15.00	=	
Sink (bar, service, etc.)	x	\$ 15.00	=	
Toilets	x	\$ 15.00	=	
Urinal	x	\$ 15.00	=	
Vacuum Breakers	x	\$ 25.00	=	
Water Heater	x	\$ 25.00	=	
Water Heater - Tankless	x	\$ 25.00	=	
			Permit Fee	
			Table 4-6; Plan Review Fee	
			Processing/Technology Fee	\$25.00
			Total	

PROPOSED BUILDING USE

- New Addition/Alteration Medical Automotive Based Industrial
 Office Restaurant Machine Shop Other: _____

CROSS CONNECTION

Please check all appliances that are proposed or permanently connected to the water supply.

- | | | |
|--|--|--|
| <input type="checkbox"/> Ice Machine | <input type="checkbox"/> Dialysis Equip. | <input type="checkbox"/> Air washers |
| <input type="checkbox"/> Coffee Urn/Espresso | <input type="checkbox"/> Hydrotherapy Equip. | <input type="checkbox"/> Steam Generators |
| <input type="checkbox"/> Carbonated Bev. | <input type="checkbox"/> Dental Equip. | <input type="checkbox"/> Dye Vats |
| <input type="checkbox"/> Fume Hoods | <input type="checkbox"/> Laboratory Equip. | <input type="checkbox"/> Pressure Washers |
| <input type="checkbox"/> Degreasers | <input type="checkbox"/> Autoclave/Sterilizers | <input type="checkbox"/> Cooling Towers |
| <input type="checkbox"/> Hot Tub/Spa | <input type="checkbox"/> Decorative Fountain | <input type="checkbox"/> Fire Sprinkler |
| <input type="checkbox"/> Aquarium | <input type="checkbox"/> Swimming Pools | <input type="checkbox"/> Sprinkler w/chemicals |
| <input type="checkbox"/> Lawn Irrigation | <input type="checkbox"/> Well on property | <input type="checkbox"/> Other: _____ |

WASTEWATER DISCHARGE

Does the plumbing system currently have a grease interceptor? Yes No Don't Know

Does the plumbing system currently have an oil/water separator? Yes No Don't Know

COMMERCIAL TENANT IMPROVEMENT

Is water used in the business process (washing, rinsing, cooling)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know
Does your business require a NPDES permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know

I hereby certify that the above information is correct and that the construction on, and the occupancy and the use of the above-described property will be in accordance with the laws, rules and regulation of the State of Washington.

Signature

Print Name

Date



Are Fire Sprinklers Required for My Project?

Community and Economic Development

City of Arlington • 18204 59th Avenue NE • Arlington, WA 98223 • Phone (360) 403-3551

On November 17, 2025, [Ordinance No. 2025-020](#) was approved by City Council amending AMC Title 15 pertaining to Fire Sprinkler Systems which went into effect on November 26, 2025. Please see the checklist below to determine if your project will require Fire Sprinklers.

If your project meets any of the following criteria, a Fire Sprinkler System shall be required in:

Commercial Projects:

An area separation wall or fire wall, or occupancy separation or fire barrier wall, or a distance of 10 feet or less shall be constitute separation between two commercial structures on the same property

Non-Habitable structure where the building area is 3,000 square feet or more. (Example could be a bus shelter, covered walkway, etc.) *Please see exceptions below.

Structures where the calculated fire flow demand exceeds available flow.

Buildings with an A-2 occupancy where one or more of the following exists;

- 1.) An Occupant load greater than 100 or
- 2.) An A-2 fire area is located on a floor other than the level of exit discharge.

A Building with an assembly occupancy where the total occupant load of the building over 200.

Existing commercial buildings where one of the following applies; 1.) Additions resulting in gross area greater than 3,000 square feet, or 2.) May be required if a building undergoes a change of use or occupancy. Refer to the International Fire Code section 102.3.

Residential Projects:

New one- and two-family dwellings as described in the International Residential Code. *Please see exceptions below.

Existing one- and two-family dwelling units with an addition to an existing dwelling resulting in gross floor greater than 3,600 gross square feet.

Existing one- and two-family dwelling units with an addition to a dwelling unit resulting in 100% or greater in gross floor area.

Existing one- and two-family dwelling units if the dwelling is expanded or altered and the access roadway exceeds 150 feet to all portions of the building.

Existing one- and two-family dwelling units with an addition that is in a low flow area that exceeds the available and required fire flow.

Existing one- and two-family dwelling units when the grade of the access roadway (on or off site) is greater than 10%.

Existing one- and two-family dwelling units when the access roadway surface is not an all-weather surface (concrete or asphalt).

Existing one- and two-family dwelling units when the distance of the dwelling unit to the nearest hydrant is greater than 300ft.

Existing one- and two-family dwelling units when the total construction costs on all building permits within a three-year period exceeds the Snohomish County assessed value of the structure at the beginning of a three-year period

Existing one- and two-family dwelling units when a non-conforming structure that has been destroyed, damaged or incurred a loss greater than 50% of its Snohomish County assessed value.

ADUs when attached to or within an existing single-family home both the ADU and existing single-family home shall be sprinklered. *Please see exceptions below.

All one- and two-family dwelling units that will be licensed as an adult family home.

Or, where required elsewhere by the Arlington Fire Code or the International Building Code.

Exceptions:

- Fire Sprinklers are allowed to be omitted under non-habitable roof structures when all of the following conditions exist:
 - I. Roof Structures are stand- alone, detached, and built with noncombustible building materials.
 - II. Used to provide weather protection for people.
 - III. Are open on greater than 50% of the perimeter sides to allow ventilation of heat and smoke.
 - IV. Are not intended to store combustibles or have combustible materials contained beneath the roof line. The roof structure shall not extend over any transit vehicle or curb.
 - V. When no other code or applicable standard requires fire sprinklers.
- Mobile homes or manufactured homes are not required to install a Fire Sprinkler System.
- When the ADU and existing single-family home are separated in accordance with the International Residential Code, Fire Sprinklers will not be required. Refer to the International Residential Code Section R302.3.