

# COMMERCIAL

## Interior Alterations / Tenant Improvements



PO Box 1995 \* Vancouver, WA 98668-1995 \* www.cityofvancouver.us \* Phone: (360) 487-7802 Fax: (360) 487-7808

*Please review the submittal requirements. Incomplete applications will not be accepted.*

**Applicant:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

**Contractor:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

**Contact Person Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Contact E-mail Address:** \_\_\_\_\_

**Property Address:** *(tax assessor serial number or nearest intersection if no address)*  
\_\_\_\_\_

**Complete description of all work to be performed:**  
\_\_\_\_\_

**Sq. Ft. of existing tenant space:** \_\_\_\_\_ **Sq. Ft. of proposed tenant space:** \_\_\_\_\_

**Previous use of structure/ space:** \_\_\_\_\_

**Proposed use of structure/space:** \_\_\_\_\_

**Estimated cost of interior alteration/construction (materials and labor):** \$ \_\_\_\_\_

*I/we understand that per VMC 20.210.090 (Review for Counter Complete Status), if it is determined that the application is not complete, the City shall immediately reject and return the application and identify in writing what is needed to make the application counter complete. It is the responsibility of the applicant/owner to comply with all private conditions, covenants and restrictions (CC&R's) associated with this property.*

*I/we agree that City of Vancouver staff may enter upon the subject property at any reasonable time to consider the merits of the application, to take photographs and to post public notices.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_



SUBMIT TO:
Development Review Services
4400 NE 77th Ave
Vancouver, WA 98662

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Submittal Requirements

The following information is required to be submitted with Commercial Tenant Improvement applications. Plans must be a blue-line print or drawn in ink. Plans are to be drawn to scale as appropriate (i.e. 1"=10', 1"=20', 1/4"=1', etc.) Applications without the required information will not be accepted.

- Any fees associated with the application
SUBMITTAL REQUIREMENTS
Completed and signed application.
Three (3) sets of the following plans drawn to scale and produced in such a way as to clearly indicate compliance with all applicable requirements.
a. Floor plan of existing structure noting dimensions. Include elevations detail if any modifications to the exterior are proposed (i.e. windows, doors)
b. Proposed floor plan including dimensions of rooms and egress route
c. Electrical plan including electric load calculations and Washington State Energy Code lighting power budget calculations
d. Mechanical / HVAC plans
e. Water, sewer, gas piping plans
f. Structural plans (if applicable)
g. Additional information and/or plans may be required upon review
Reduced Site Plan (8.5" x 11") showing building location - used for addressing purposes
Reduced Floor Plan showing entire floor, adjacent suite numbers and North arrow - used for addressing

NOTE:

- Alterations to fire sprinkler systems require separate plans, plan review, permit and fees. Fire sprinkler plans must include Washington State Contractor's Certification Stamp.
Fire alarms require separate plans, plan review, permit and fees.
Additional proposed sign installations require separate plans, plan review, permit and fees. Submit completed Design Review application (if applicable).
Tenant Improvements will be reviewed by Transportation for applicable concurrency requirements

Please provide the following information on all projects with a valuation of \$5000 and greater per RCW19.27.095 (1) d:

[ ] N/A [ ] Financing Lender [ ] Bonding Firm

Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone: \_\_\_\_\_ ext. \_\_\_\_\_

Bond amt. is not less than 50% of total amt. of project [ ] Yes [ ] No