



PLANNING & BUILDING SERVICES

TENANT IMPROVEMENTS

GENERAL INFORMATION

This brochure addresses tenant improvements in "Spec" buildings, multi-tenant building where typically the building shell and some spaces may be completed initially with other spaces partially finished, and individual respective tenants complete their individual spaces. Usually all the tenants are not known at the time of initial building permit application and each individual space is complete as a tenant improvement.

This handout serves as a brief overview on Tenant Improvements, for more information on specific requirements, please refer to the City of Liberty Lake Building and Development Codes.

APPLICATION PROCESS

What permits are required?

Separate building permits are required for each tenant space. Permits for plumbing and mechanical will be separate for the building as a whole and each individual tenant space.

What fees are required?

Fees for individual tenant improvement permits will be based on the value to finish/ occupy the individual space(s). The valuation is determined by using data taken from the Building Valuation Data Sheet printed in the "Building Safety Journal" published by the International Code Council. The adopted City Building Permit Fee Schedule includes the most recent valuation data and is updated as the data changes.

In addition to the building permit fee, applicants are responsible for the SBCC fee, plan review fees, plumbing permit fees (based on total fixture count for tenant space), mechanical permit fees (based on type of equipment being installed for tenant space), Engineer review fees, Planning review fees, and other fees established by the current adopted fee schedule, as applicable.

The majority of projects within the City of Liberty Lake also participate in the Harvard Road Mitigation Plan, in lieu of a transportation impact study. The fees charged in conjunction with this mitigation plan are applied towards City transportation improvements and are based on the types of land uses associated with the project. A fee is paid at the time the "building shell" permit is issued, based on the anticipated use of the building. If the tenant improvement use is a higher traffic use, the fee difference is added to the tenant improvement permit. Please contact Planning & Building Services for more information on adopted mitigation fees.

How long does it take to process a Tenant Improvement permit?

A tenant improvement permit can usually be processed by the City in less than 3 weeks.

What submittals are required?

The following outlines the minimum application requirements for most Tenant Improvements, please consult the City for additional information or project specific requirements:

- **Completed Building, Mechanical, & Plumbing Permit Applications w/ Signatures**
- **Copy of Sewer / Water Permit, if applicable**
- **(1) Hard Copy of the following submittals - Wet Stamped by Architect and Engineer, as applicable & (1) PDF CD:**
 - Spec. Books, etc. (Wet Stamped by Architect & Engineer) - if applicable
 - NREC (Details, Calculations, Lighting budgets, Plan review & inspection acknowledgment forms)
 - Hazardous Materials Lists - if required
 - Signage Packet
- **(1) Full Plan Set (full size) - Wet Stamped by Architect and Engineer, as applicable & (1) PDF CD of the following:**
 - Code Narrative Sheet
 - Site / Parking Plan
 - Scale & North Arrow, Contact information for project designer.
 - The basic development site, including boundaries, dimensions, and gross area with location and number of existing parking spaces;
 - Locations, sizes, and types of signs.
 - Other information, determined by the City, in conformance with the Development Code.
 - Architectural
 - Cover w/ Detail List
 - Master floor plan of the building identifying the location of the new tenant space
 - Tenant improvement floor plan
 - Structural
 - Mechanical (show existing & proposed)
 - Heating, ventilation and a/c drawings (show equipment locations, exhaust systems, & duct system layout, including; ducts, registers, diffusers, grill sizes, air quantities, and duct smoke detector locations, if required)
 - Fire dampers and listings
 - Kitchen hood details/shafts
 - Plumbing
 - Electrical
 - Fixture locations
 - Exit signage & lighting
 - Fire Alarm
 - Fire Suppression
- **Additional Items:**
 - Electrical permits can be obtained from the WA State Dept. of Labor and Industries, (324-2640). For connection to the power distribution lines, contact the serving utility.
 - Sign permits are required prior to any signage installation.
 - Any exterior changes to the building or site may need to be reviewed for compliance with the City design standards and other applicable portions of the Development Code.

INSPECTIONS

What inspections are required?

The following inspections are required of Tenant Improvements in Liberty Lake, as applicable:

- **Footing/ Foundation** - When forms/ reinforcement are in place & prior to placement of conc.
 - **Framing** - After all framing, bracing and blocking is in place & prior to concealing.
 - **Electrical** - At framing & final.
 - **Plumbing** - After rough-in, before covering, & final.
 - **Mechanical** - Rough in of piping, before covering metal chimneys, before concealment, & final.
 - **Insulation** - After the insulation is installed.
 - **Drywall** - After nailing is complete but before taping or finishing (Fire Walls & Sheer Walls).
 - **Fire Systems** - Fire alarm and sprinkler systems must be tested and witnessed by the Building Inspector.
 - **Special Inspections** - The owner may be required to employ an approved special inspector for the types of work listed under Chapter 17 of the International Building Code.
 - **Final Site Improvements**
 - **Final** - When complete, prior to occupancy.
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Please note that while every effort is made to assure the accuracy of the information contained in this brochure it is not warranted for accuracy. This document is not intended to address all aspects or regulatory requirements for a project and should serve as a starting point for your investigation.

For detailed information on a particular project, permit, or code requirement refer directly to applicable file and/or code/regulatory documents or contact the City of Liberty Lake Planning & Building Services.

FOR MORE INFORMATION PLEASE CONTACT:

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