



BUILDING AND FIRE SAFETY SERVICES

TENANT IMPROVEMENT SUBMITTAL CHECKLIST

The following is a list of minimum requirements for submittal of a complete building permit application for a Tenant Improvement. These are the minimum requirements and other documents may be required after review of the application file.

- ☐ [Complete Application Form](#)
- ☐ Set of building plans, site plan (site plans are required if increasing building footprint or changing use.)
- ☐ Washington State Energy Code Compliance Form <http://www.energy.wsu.edu/buildingefficiency/energycode.aspx>
 - Building Envelope
 - Lighting Summary
 - Mechanical Summary
- ☐ Plumbing Application (deferred?) *See worksheet below*
- ☐ Mechanical Application (deferred?) *See worksheet below*
- ☐ CRC (Concurrency Reservation Certificate)

Plumbing Information Required No. of Fixtures	Mechanical Information Requested No. of Fixtures
<input type="checkbox"/> Wash Basins <input type="checkbox"/> Hot Water Tanks <input type="checkbox"/> Laundry Trays <input type="checkbox"/> Rain Leaders <input type="checkbox"/> Gas Piping <input type="checkbox"/> Water Closets <input type="checkbox"/> Sinks <input type="checkbox"/> Drains <input type="checkbox"/> Urinals <input type="checkbox"/> Sumps <input type="checkbox"/> Side Sewer <input type="checkbox"/> Bath Tubs <input type="checkbox"/> Dish Washing Machine <input type="checkbox"/> Laundry Washers <input type="checkbox"/> Drinking Fountains <input type="checkbox"/> Vacuum Breakers <input type="checkbox"/> Water Service Line <input type="checkbox"/> Shower Baths <input type="checkbox"/> Backflow Devices <input type="checkbox"/> Other	<input type="checkbox"/> Wall Heaters <input type="checkbox"/> Furnace <input type="checkbox"/> Fireplaces (gas, freestanding or insert) <input type="checkbox"/> Range Hoods <input type="checkbox"/> Ventilation Fans <input type="checkbox"/> Air Conditioners <input type="checkbox"/> Ventilation Fans (bathrooms, laundry)



BUILDING AND FIRE SAFETY SERVICES

DEFERRED SUBMITTAL AGREEMENT

Project Name:	Permit Number:	Date:
Project Address:		

Gig Harbor Municipal Code (GHMC) Title 15.06 states that a complete building permit application must be accompanied by plans, diagrams, computations, specifications and other data as required by the building official. In general, all submittal documents must be complete and construction ready at the time of permit application. The City recognizes however, that bidder design of systems is a common practice in the construction industry and that plans and specifications for mechanical, plumbing, fire protection, and similar systems may not be available at the time of building permit application. In these instances, the building official **may** approve deferred submittal of particular items not available at the time of permit application.

With this agreement the undersigned applicant requests deferred submittal status for the following submittal documents and agrees to provide said documents in accordance with the schedule contained herein. Deferred submittal items must be accompanied by a letter from the design professional in responsible charge stating that the deferred submittal items are in general conformance with the building design. Deferred submittal items must be listed on the plans by the design professional in responsible charge.

DEFERRED SUBMITTAL STATUS IS REQUESTED FOR: (check all that apply)			
<input type="checkbox"/>	Plumbing system plans, specifications and calculations	Intended submittal date:	
<input type="checkbox"/>	Mechanical system plans, specifications and calculations	Intended submittal date:	
<input type="checkbox"/>	Fire alarm system plans, specifications and calculations	Intended submittal date:	
<input type="checkbox"/>	Fire sprinkler system plans, specifications and calculations	Intended submittal date:	
<input type="checkbox"/>	Commercial cooking ventilation systems	Intended submittal date:	
<input type="checkbox"/>	Comm. cooking fire suppression system plans, specs. and calcs.	Intended submittal date:	
<input type="checkbox"/>	Hazardous materials inventories / MSDS	Intended submittal date:	
<input type="checkbox"/>	Other (specify)	Intended submittal date:	

ACKNOWLEDGEMENTS

I have read and agree to the terms and conditions of this agreement. I understand that no work for which deferred submittal status has been requested may begin prior to approval of the deferred submittals by the building official.

Applicant	By	Date
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Approved by the City of Gig Harbor, Development Services

By	Date
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