



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

2 sets of building plans, 3 site plans (site plans are required if increasing building footprint or changing use.)

Washington State Energy Code Compliance Form

- 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
Wash Basins	Wall Heaters
Hot Water Tanks	Furnace
Laundry Trays	Fireplaces (gas, freestanding or insert)
Rain Leaders	Range Hoods
Gas Piping	Ventilation Fans
Water Closets	Air Conditioners
Sinks	Ventilation Fans (bathrooms, laundry)
Drains	
Urinals	
Sumps	
Side Sewer	
Bath Tubs	
Dish Washing Machine	
Laundry Washers	
Drinking Fountains	
Vacuum Breakers	
Water Service Line	
Shower Baths	
Backflow Devices	
Other	



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"/>	Comm. 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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