



Tenant Improvement Requirements

Application Requirements

There are several departments and agencies that are tasked with review of tenant improvement permits. Projects are reviewed for compliance with building, fire traffic and zoning codes. We understand that time is important to our customers and accordingly have developed the following list of items that must be provided with your application. Our goal is to process your permit expeditiously. The timeliness of our review is directly proportionate to the quality and quantity of the information you provide.

Staples will not be used for any roof sheeting or shear walls, or on any roofing

- A completed permit application- this can be completed through our application portal: https://enumclaw.wa.permitrax.com/Citizen/Home/ENUMCLAW_L/PERMIT**

Instructions to using our portal can be found on our website here:

<https://cityofenumclaw.net/565/E-Permits-Online-Applications-And-Paymen>

- A site plan drawn to standard engineering scale.** Site plans must show at a minimum:
 1. A vicinity map;
 2. Property boundaries and easements;
 3. Each building on the property (including fences and signs);
 4. Distance between each building;
 5. Distance from buildings to property lines;
 6. Parking layout including an analysis demonstrating minimum parking is provided;
 7. Location of fire hydrants on the property and within 300' of the proposed tenant space;
 8. Landscaping, both existing and proposed.
- Building plans drawn to standard architectural scale.-** these plans must be uploaded to the portal at time of application to begin intake review.
 1. Floor plan of the entire building that the tenant space is in. In most cases the only information needed for spaces not included in the tenant improvement will be the occupancy classification and the square footage of each separate tenant of the building;
 2. Detailed construction drawings for the tenant space. Drawings at a minimum should include; floor plans, wall sections, reflected ceiling plans, sprinkler system drawings and calculations (in sprinklered buildings) and energy code calculations;
 3. Please note that for buildings exceeding 4,000 square feet in size, the plans must be prepared by an architect or engineer registered in the State Of Washington. The 4,000 limitation applies to the building as a whole irregardless of the size of the tenant space.

Drawing Format

Drawings must be clear, legible and non-altered. Drawings can be in blue or black ink.

Additional Information

Items noted above are minimum requirements. Unusual or complex projects often require additional information.

Enumclaw Municipal Code

DEDICATION, IMPROVEMENT AND MAINTENANCE Chapter 12.18

12.18.010 Requirement.

No building or structure shall be erected or relocated, or expanded or altered in an amount exceeding \$50,000 and no building permit shall be issued therefor on any lot unless one-half of the street abutting thereon has been dedicated and improved with curb, gutter, sidewalk, drainage structure and street paveout for the full width of the lot in accordance with city standards, or such dedication and improvements have been assured to the satisfaction of the city engineer, subject to the following limitations:

A. The maximum area of land required to be so dedicated shall not exceed 25 percent of the area of any such lot nor shall such dedication reduce the lot between the required minimum lot sizes, widths and areas required, unless a variance for the same has been granted, and in no case shall such dedication be required if the remaining lot area has a width less than 50 feet or an area less than 5,000 square feet.

B. No such dedication may be required with respect to the portion of a lot occupied by a main building.

C. EMC [12.18.056](#)(D) and (E) shall apply to the construction of a single-family dwelling or customary accessory building in the RS and RA zones. (Ord. 1460 § 1, 1984; Ord. 1227 § 1, 1977; Ord. 1188 § 1, 1976; Ord. 1172 § 1, 1976).

Please call the city engineer at (360)-825-3593 if you have any questions about the Enumclaw Municipal Code Chapter 12.18 listed above

The City of Enumclaw makes every effort to provide prospective applicants with a comprehensive overview of the submittal requirements. This handout is intended to serve as a general guide and may not describe all materials necessary to ensure a complete application. It is recommended that you consult with the City staff for additional information.