



CITY OF DUPONT BUILDING SERVICES DIVISION

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Tenant Space / Tenant Use Review

(for change in Tenant or "character" of a previously authorized use of any building, or portion thereof)

This form is intended to assist the City in determining whether a proposed "use" of a building, tenant space, or any portion thereof conforms to Codes and Regulations as may be applicable. Please complete this form with all necessary information requested below to allow staff to process your request / Permit Application in a timely manner. Provide diagrams, floor plan layouts, and related information, where available.

(Note: All applications must be signed by the building owner or tenant. Commercial tenant spaces must also be accompanied with a copy of a signed lease agreement, or other form of owner's approval for the intended use of the tenant space.)

(Information to be completed by applicant)

PROJECT NAME: _____
PROJECT ADDRESS: _____
DESCRIPTION OF BUSINESS (be specific): _____

Proposed Business Type (or use): _____ Proposed Tenant/Business Name: _____

Proposed Tenant Owner's Name: _____

Address: _____ Phone: _____

Anticipated Date of Business Opening at this location: _____

Previous Business Type (if applies): _____ Previous Tenant Business Name: _____

Owner of Building: _____ Contact Info: _____

- Is the business a change in use (business type) from the previous tenant, or a new use in previously unoccupied area?
(If yes, a Building Permit will be required and a Certificate of Occupancy must be issued prior to any use or occupancy) ___Y ___N

Contractor: _____ State Lic _____ City Lic _____

- Is any remodeling of the space required or planned for the space under consideration? ___Y ___N
(If yes, a Building Permit will be required and a Certificate of Occupancy issued.)

Contractor: _____ State Lic _____ City Lic _____

- Is any Plumbing or Mechanical work required or planned with the new use? ___Y ___N
(If yes, a Plumbing or Mechanical Permit will be required prior to commencing the work.)

Contractor: _____ State Lic _____ City Lic _____

Contractor: _____ State Lic _____ City Lic _____

(NOTE: If all answers above are "NO," a Pre-Opening Safety Inspection must be completed prior to conducting business. Please contact the Building Services Division to coordinate this inspection.)

IMPORTANT: By signing below I acknowledge that the above is true and accurate information.

I am the: Owner of the Building Tenant *(must provided a copy of a signed lease agreement)*

Signed: _____
Signature of Responsible Party of Record (Printed Name) Date

STAFF REVIEW *(attach comments or requirements for deferred submittals)*

Proposed use is a Group _____, Division _____, Occupancy (per _____ IBC), Permit Application submitted: Y / N
Previous use was a Group _____, Division _____, Occupancy (per _____ IBC)

Reviewed By: *(Indicate approval Yes (Y) No (N))*

Planning Dept _____ **Public Works Dept** _____ **Engineering** _____ **Fire Dept** _____

Pierce County Utilities _____ **Pierce County Health** _____ **BUILDING DEPT** _____

Project/Business Name: _____ Date Submitted: _____

Project Address: _____

Submitted	Approved	<u>SUBMITTAL REQUIREMENTS</u>
		Completed Building Application and Tenant Space / Use Review
		Payment of Plan Review Fee (75% of the Permit Fee)
		Contractor's State License Number
		DuPont Business License Number
		Copy of Pierce County Sewer Pretreatment Review Approval and Sewer Service Connection Permit (<i>when applicable</i>)
		Three (3) Sets of Plans for Review which include the following:

Submitted	Approved	<u>Architectural Plans</u>
		Plans Sealed by a Licensed Architect (<i>required for Commercial Bldg or spaces over 4000 sq. ft.</i>)
		Total Square Footage of Entire Building(s)
		Square Footage of Tenant Space
		Show Exiting Path to the Exterior Building
		Complete Floor Plans with Identification of Use of All Rooms
		Show Compliance with Accessibility Code
		Building Section of Typical Wall Construction Showing Floor and Ceiling Construction
		Stair Details (show dimensions of Risers & Treads)
		Non-Residential Energy Code Compliance Forms (Lighting summary, Mechanical Summary)

Submitted	Approved	<u>Structural Plans</u> (<i>where applicable</i>)
		Stamped & Signed by a Licensed Engineer
		Lumber Dimensions, Species, Grade Spans and Spacing
		Cross Sections
		Floor Framing Plans Showing Point loads, Hold-downs, etc.
		Roof Framing Plans
		Structural Calculations (Stamped by Licensed Engineer)

Submitted	Approved	<u>Three (3) Sets of Plans are required for the Following Subsequent Permits:</u>
		Mechanical Plans
		Plumbing Plans
		Fire Sprinkler Plans (<i>to be reviewed and approved by DuPont Fire Dept.</i>)
		Fire Alarm Plans (<i>to be reviewed and approved by DuPont Fire Dept.</i>)