

If opening a new business, or altering an existing business, what building permits are required?

There are three different types of Commercial Occupancy Permits:

1. Commercial Tenant Improvement(TI)
2. Commercial Change of Use (COU)
3. (No Work) Occupancy Permit

When do I need a Building Permit?

A building permit is required any time a commercial tenant space is proposed to be used for a business.

- If moving into a space where work will be done to the building to accommodate the business, then a commercial tenant improvement permit is required.
- If the existing space was previously used for a different type of use or purpose, then a change of use permit is required.
- If a new business is moving into an existing space, where previously a similar use had been, a simple (No Work) Occupancy permit is all that is required.



What is a “Change of Use” Permit?

A “Change of Use” is when a building is proposed to be used for something other than what it had been used for previously. Building codes have differing requirements based on the use and occupancy of a building. For example, a building used for an office will have different requirements than one used for a church, or a salon. Another example would be how a retail sales building may have very different requirements than one used for a restaurant or a school. When a building is

approved to be used for a certain type of function, that use may be maintained indefinitely. However, if a previously existing use is different that a new use is proposed, the Building Code requires the building to satisfy the code requirements applicable to the new use. So even if work is not being done to the building, the building must be reviewed to ensure that it satisfies

the code requirements for the new, different type of use. A Change of Use permit may, or may not include work being done to the building.

What is a (No Work) Occupancy Permit?

When a building or tenant space is proposed to be used by a different business than the one that used it before, but there is no work proposed to be done, and the building will be used for the same Occupancy Class and same Use Group, an Occupancy Permit is required in order to update the City’s records, inspect the building for safe occupancy, and update the information included on the building’s

(or portion of building’s)
Certificate of Occupancy.

What is a Certificate of Occupancy?

A Certificate of Occupancy (CO) is a document that is issued after building and fire inspectors inspect the building and verify that no violations of the building or fire codes or any other ordinance have

What is a “Tenant Improvement” Permit?

A Tenant Improvement Permit is a Building Permit required for the completion or remodel/alteration of a space within an existing building. Plans are submitted and reviewed to determine compliance with applicable building, fire and zoning code requirements. A permit is then issued to do the work shown on the plans; and when the work has been completed and inspected, a Certificate of Occupancy is issued.

been identified. The CO contains the building permit number, property address, name and address of the owner or business, description of the portion of the building for which it is issued, the occupancy classification of the building, and its allowable use. A certificate of occupancy is required to legally occupy a building, obtain utility service and/or to obtain a business license for a commercial occupancy within the City. The Certificate of Occupancy shall be posted in the business along with the State and local business licenses.

Permit Requirements

To apply for a Tenant Improvement Permit, or a Change of Use Permit, the following shall be provided:

1. **Permit application**, including:
 - Owner's name, address and contact information
 - Applicant's name, address and contact information
 - Site address
 - Assessor's tax parcel account number
 - Contractor's name, address and contact information
 - Lender's name, address and phone number
 - Previous tenant's name
 - Previous tenant's use of the building
 - A brief description of the proposed project
2. **Site Plan** –Assuming that there is no expansion of the existing footprint, only a basic site plan is required. It must contain:
 - Property lines
 - North arrow
 - Location of other buildings on the same property (include other tenants within the same building)
 - Existing road access
 - Existing fire apparatus access
 - Parking spaces
 - Accessible parking spaces, details and signage
 - Accessible routes of travel
3. **Floor Plans**, including:
 - Arrangement of walls, partitions and rooms
 - Location of new and existing plumbing fixtures and appliances
4. **Energy Code Application** including:
 - Building Envelope Summary, if any change is being made to the building envelope
 - Mechanical Summary, if any change is being made to existing HVAC systems.
 - Lighting Summary, indicating allowances, if any change is being made to the existing lighting.

(WSEC Energy compliance forms may be obtained at: <http://www.neec.net/resources/resources.html>)

Change of Use Considerations

If you are changing the use of a building or tenant space there are likely code requirements that go well beyond the scope of this bulletin. If the business you are proposing is different from the previous, then check to see if it is a significant change of use. Changing the use of a building may require changes to the fire-resistive features of the building, accessibility requirements, exiting, etc. in order to fully satisfy the building and fire code requirements.

If you are a new tenant, please also check with the City Planning Department to see if the use you are proposing is allowed within the zone.

If food service preparation or sale is involved, check with the local Health Department for any additional requirements.

Other Permits May Also Be Required

Additional permits required may include:

- Mechanical Permit
- Plumbing Permit
- Installation or revision of a fire sprinkler system
- Installation or revision of a fire alarm system
- Commercial kitchen hood/fire suppression systems are typically required for food preparation uses
- Sign Permit
- Electrical Permit from Washington State Department of Labor and Industries
- Storage racks that exceed 5'9" high.
- Fire Code Operational Permit

Building Permit Process

After you submit your application and plans to the City, building plans examiners review your plans and identify any potential code violations. If the plans are incomplete or incorrect, the plans examiner requests additional or corrected information. Planners review your site plan, setbacks, land use conditions, and environmental impacts for compliance with zoning and critical area codes and ordinances.

The best way to ensure that the review process will get you quickly on your way is to make sure the plans are clear, accurate and complete.

Once the plans are approved, the permit will be approved for issuance. Upon payment of the permit fees, the permit will be issued and construction may begin.

As the project progresses, building inspectors visit the site to make sure that it complies with adopted code requirements. Typical required inspections can be found in IBC Section 109. However, your required inspections will likely vary depending on the scope of your project.

If Project requires a Commercial Tenant Improvement (TI) permit, or a Commercial Change of Use (COU) permit, please submit a completed building permit application.

If the project only requires a (No Work) Occupancy Permit, (CO Revision) please complete the application document below.

Revised Certificate of Occupancy (No Work)

Revised Certificate of Occupancy (In accordance with RMC 12.22.010)

Tenant Change Owner or Business Name Change Copy or Replacement

Fee: \$94.50 = (\$90.00 + \$4.50 State Surcharge)

To qualify for a “CO Revision”, all 9 statements must be true:

- | True | False | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Less than 4,000 square feet of occupancy space, |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. No change in use |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. No change in parking requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. No change in access |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. No change of mechanical appliances or plumbing fixtures |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. No change to lighting |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. No change to the structure or of the building/tenant space |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Previous occupancy/tenant has a current, valid certificate of occupancy
Name of previous occupancy/tenant: _____(Required) |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. The property is currently served with public water, sewer and power |

Possible additional permits:

- ❖ New businesses in an existing location, selling or handling food products may require a new or revised food handling permit from the Tacoma-Pierce County Health Department. Contact at: 253-798-4711.
- ❖ All storage racks exceeding 5'-9" in height require separate permits.
- ❖ **All new signs require separate permits and must be submitted with this application.**
- ❖ Business occupancy may require an operational Fire Code Permit (FCPO)



BUILDING DEPARTMENT
 5117 N. Winnifred Street
 Ruston, Washington 98407-6597
 Phone (253) 759-3544, Fax (253) 752-3754
www.rustonwa.org | www.codeproswa.com

CODEPROs, LLC.
 Permit Number:
 RST19-_____

REVISED CERTIFICATE OF OCCUPANCY (NO WORK) PERMIT APPLICATION

Applicant Information: Applicant Name: _____ Applicant Address: _____ City, State, Zip: _____ Phone Number: _____ E-mail Address: _____	Owner Information: Owner Name: _____ Owner Address: _____ City, State, Zip: _____ Phone Number: _____ E-mail Address: _____
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Lender Information: Lender's Name: _____ Lender's Address: _____ City, State, Zip: _____ Lender's Phone Number: _____	Business Information: Business Name: _____ Business Owner Name: _____ Business Phone Number: _____ Business License Applied For? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Will Before Opening
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Parcel/Property Information: Site Address: _____ Parcel Number: _____ Parcel Zoning: _____ Parcel Area: _____	Existing Number of Parking Spaces: _____ Existing Number of Accessible Parking Spaces: _____ Existing Number of Van Accessible Parking Spaces: _____
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Project Information:

A detailed floor plan is required that includes:

- The arrangement of rooms and partitions;
- The location and dimensions of existing cabinets, racks, aisles, exit paths, windows, and doors.
- The direction of door swings and all door hardware.
- All existing plumbing fixtures, mechanical equipment, mechanical rooms, and storage areas.

I hereby certify that I have read and examined this application and know that the information contained herein is true and correct, and acknowledge that this project satisfies all of the criteria shown on the reverse side of this application. I hereby authorize representatives of the City of Ruston to enter upon the property for inspection purposes. I understand that the granting of a permit does not presume to give the authority to violate or cancel provisions of any State or local law regulating construction or the performance of the construction. I understand that failure to comply with such laws or the submission of inaccurate information may result in the revocation of any permit issued pursuant to this application.

Applicant _____ Date _____

Note: A review of City of Ruston permit records will be performed to verify the existence of a valid, current certificate of occupancy. If the current certificate cannot be verified, the CO revision will be denied, and it will be necessary for the applicant to submit a full "Tenant Improvement" permit (TI) prior to any use or occupancy of the building.

A certificate of occupancy will not be issued until all final inspections are approved.

Office Use Only: Existing CO Verified: <input type="checkbox"/> Yes, Previous building permit number _____ <input type="checkbox"/> No, Permit Denied, Date letter sent: _____ <input type="checkbox"/> Approved By _____ Date: _____ Fire Marshal's Office Inspection: Approved: _____, or Corrections required: _____ Date: _____	Permit Fees: Building Permit Fee: \$ 90.00 WA SBCC Surcharge: \$ 4.50 <hr/> Total: \$ 94.50 Paid Date: _____ Receipt Number: _____
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