



Development Services Division
1055 S. Grady Way
Renton, WA 98057
(425) 430-7200
www.rentonwa.gov

SUBMITTAL REQUIREMENTS

INTERIOR REMODELS

RESIDENTIAL AND COMMERCIAL INTERIOR REMODELS

If you are applying for a restaurant tenant improvement you need to check with Public Works regarding the grease interceptor requirements prior to submitting for a building permit.

If you are remodeling or starting a food service establishment, please submit your design to [King County Public Health](#). We will need King County Public Health Approval prior to issuance of the Building Permit.

Separate permits are required for electrical, plumbing and mechanical work, detached structures, signage, sprinklers and alarms, etc.

No new oil heating systems will be allowed in the aquifer protection areas.

THE APPLICANT SHALL SUBMIT AN ELECTRONIC COPY OF THE COMPLETE SET OF PLANS ACCORDING TO [RENTON FILE STANDARDS](#) FOR ANY STRUCTURE OR ADDITION. SUBMITTED PLANS SHOULD BE A BUILDABLE SET OF DOCUMENTS.

DUE TO THE CLOSURE OF CITY HALL TO THE PUBLIC WE ARE CURRENTLY USING A FILE SHARING SERVICE TO ACCEPT APPLICATIONS ELECTRONICALLY. EMAIL PERMITTECH@RENTONWA.GOV WITH THE FOLLOWING INFORMATION:

- APPLICATION TYPE
- ADDRESS OF PROPOSED WORK
- PROJECT NAME

YOU WILL BE PROVIDED WITH A LINK TO A WEBPAGE FOR YOUR APPLICATION MATERIALS.

Application Materials required for your submittal:

1. **Completed Building Permit Application**
2. **Site Plan – 8 ½” x 11” FORMAT WITH ALL OF THE FOLLOWING:**
Scale (1” = 20’ or 1” = 40’) and North Arrow.

Location, identification and dimensions of all buildings, property lines, streets, alleys and easements

Show approaches, driveways, and public sidewalks. Note maximum % of driveway grade.

Legal description, address, north arrow and parcel number.

3. Construction Plans:

Floor Plan drawn to scale: 1/4" = 1' - 0" for Residential
 1/8" = 1' - 0" for Commercial and Multi-family

General building layout, both **existing and proposed**.

Room use

IBC occupancy type

IBC type of construction

Window and door size and ventilation

Elevation Cross Section

- a) Show typical foundation, floor, wall, ceiling, and roof construction, with structural members labeled as to size and spacing as well as bracing, blocking, bridging, special connectors, and anchor bolts, as well as insulation of walls, floor, and roof/ceiling.

Additional Submittals

- a) Details of stairs, fireplaces, and special construction, if any.
- b) Heat loss calculations required if the furnace is to be replaced. Energy code checklist may be required-check with the plan reviewer.

The person signing the application shall be either the owner or the person responsible for the work, and they shall furnish a reasonable estimate of the value of the job, including material and labor.

The plan reviewer will check plans, but will do no design work. Sizing of structural members and spacing of supports is the responsibility of the owner or builder and must conform to Code requirements.

Note: Prior to performing any renovation or demolition work, Puget Sound Clean Air Agency and Washington Department of Labor and Industries regulations require an asbestos survey be performed to determine whether there are asbestos-containing materials in the work area or structure. For more information, please contact the Clean Air Agency through their web site at www.pscleanair.org or by phone at 1-800-552-3565 or (206) 343-8800. The L&I web site can be found at <http://www.lni.wa.gov/TradesLicensing/LicensingReq/Asbestos/>

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