CITY OF SEQUIM

DEPARTMENT OF COMMUNITY DEVELOPMENT
152 W. Cedar Street, Sequim, WA 98382
(360) 683-4908

COMMERCIAL TENANT IMPROVEMENT (REMODEL) CHECKLIST

This permit application is for interior or exterior renovations to existing commercial buildings. This does not include change of use or occupancy.

Legal Description - Provide legal description from property title report.

Construction Type - Indicate the construction type for individual buildings.

Building Occupancy - Indicate the occupancy type for individual buildings.

Number of Stories - Indicate the number of stories for the primary building.

Occupant Load - Estimate occupant load for building.

Number of Toilets - Indicate the number of toilets for the building.

Number of Lavatories - Indicate the number of sinks.

Certificate of Occupancy - Indicate if you have a C of O. Please attach a copy if you have one. **(C of O needed for new construction and changes of use)**

Number of Units - Indicate the number of units the building will have.

Water Connection - Indicate if the project will have a new water connection.

Water Hook-up Type - Indicate what type of new water connection is being proposed. ***If not applicable, please choose "N/A"**

Water Meter Size - Indicate the size of the meter to be installed. ***If not applicable, please choose "N/A"**

Meter Usage Info - Please select your use type from the table **(In the event the applicant selects the wrong use type, the City of Sequim reserves the right to pick the correct use for your project). *If not applicable, please choose "N/A"**

Commercial and Industrial Meter Usage Info - Please select your use type from the table **(In the event the applicant selects the wrong use type, the City of Sequim reserves the right to pick the correct use for your project). *If not applicable, please choose "N/A"**

Well in Dungeness Water Rule Area - Indicate if the property is in the Dungeness Water Rule Area (select "Unknown" if you do not know).

Irrigation Connection - Indicate if there will be a new irrigation connection made.

Irrigation System Type - Indicate the type of irrigation system being installed. ***If not applicable, please choose "N/A"**

Irrigation System on Separate Meter - If on City irrigation, indicate if a separate meter will be installed. ***If not applicable, please choose "N/A"**

Irrigation Meter Size - If installing a separate meter for irrigation, indicate the size. ***If not applicable, please choose "N/A"**

A few things regarding the portal: If a document that is marked "Required" is not applicable to your project, please upload a blank PDF stating "Not applicable."

Before you upload your documents, make sure you have everything ready. Your uploaded documents will not save if you close the application before completing it.

You will need to upload the following:

Before/After Floor Plan – Illustrate what the current layout is and indicate what the proposed layout will be.

Energy Compliance - Include commercial worksheets and specs as applicable, available here: Washington State Energy Code
*Note, you must create an account.