



City of Covington
Community Development Department
16720 SE 271st Street • Suite 100 • Covington, WA 98042
Phone: (253) 480-2400 • www.covingtonwa.gov
For appointments: PermitServices@covingtonwa.gov or call (253) 480-2400, ext. 0.

TENANT IMPROVEMENT SUBMITTAL CHECKLIST

This checklist applies to commercial tenant improvements. Some items may not be required based on the scope of the project. The plans and other documents need to clearly indicate a change of occupancy. Architectural, and structural plans are required to be stamped by a Washington State Licensed Architect or Engineer. This requirement may be waived if structure is less than 4,000 square feet in area. Please contact permitservices@covingtonwa.gov with questions.

View the [Tenant Improvement Minimum Drawings Checklist](#) for detailed requirements for plans/drawings.

When submitting for an ePermit (electronic plan review), please submit in accordance with the Electronic Submittal Naming Convention and Requirements for Electronic Documents. A sample of the electronic document name is provided below.

Prerequisites for Submittal: (For Change of Occupancy Only)

- [Certificate of Water Availability](#) (OS1WaterAvailability.pdf)
Contact Covington Water District: (253) 631-0565 www.covingtonwater.com
OR Lake Meridian Water District (253) 631-3770 www.lakemeridianwater.com
- [Certificate of Sewer Availability](#) (OS1SewerAvailability.pdf)
Contact Soos Creek Water & Sewer District: (253) 630-9900 www.sooscreek.com

Four (4) copies of the following:

- Site Plan (OS1SitePlan.pdf)
- Construction Drawings (OS1ConstDrawings.pdf)
- Elevation Views (OS1Elevations.pdf)

Two (2) copies of the following:

- Engineers Calculations (OS1EngCalcs.pdf)

One (1) copy of the following:

- [Building Permit Application](#) (OS1Application.pdf)
- Tenant Improvement Submittal Checklist (OS1TIChecklist.pdf)

Other Requirements:

- Change of Occupancy** - [Certificate of Water Availability](#) (OS1WaterAvailability.pdf)
- Change of Occupancy** - [Certificate of Sewer Availability](#) (OS1SewerAvailability.pdf)
- Washington State Energy Code Compliance Form (OS1WSEC Form)
- Food Service Establishments: **One (1)** copy of Seattle-King County Department of Public Health Plan Review Approval (required at submittal)

Permit Fees:

The plan review fee and technology surcharge fee are due at time of submittal. Remaining fees will be paid at permit issuance. You may contact permitservices@covingtonwa.gov for a fee estimate prior to permit submittal. Please provide a valuation for the scope of work.

Appointments Required:

Appointments are required for permit submittals and pickups and you may schedule by email: permitservices@covingtonwa.gov or by phone: 253-480-2400, dial 0 to reach reception.