



SHELL-ONLY & TENANT IMPROVEMENT PERMITS

The City of Richland allows “shell-only” building permits provided the following requirements are met.

1. Shell-only permits are allowed for multi-tenant, speculation retail and office buildings of “B” or “M” occupancy and some “A” occupancy restaurants, but not on any other types of buildings. A shell-only permit is for buildings where the occupants and/or use are not specifically known.
2. If the entire building is more than 4,000sf. in floor area (as defined by the adopted building code), then the entire set of plans submitted to the City must be stamped by a licensed architect or engineer, including all plans showing the minimum mechanical, plumbing, and other information as described below. (See RCW 18.08) See the City handout entitled “Deferred Submittals” for information about bidder-designs and these mechanical and plumbing plans.
3. A full set of plans must be submitted as per the standard checklist (see site plan requirements listed on the permit application), with the following MINIMUM PLANS (deferrals allowed per standard procedures; see City handout “Deferred Submittals”):
4. Exterior Elevations (stamped) showing all information per the standard permit application.
5. Floor Plan (stamped) showing all information per the standard permit application.
6. Foundation Plan (stamped) showing all information per the standard permit application.
7. Details and Sections (stamped) showing information per the standard permit application.
8. Mechanical Plan (stamped) showing layout of entire system, ductwork associated with the shell permit (obviously some ductwork will be done at the tenant improvement phase), duct insulation and sizes, and notes or schedules of all mechanical units with their sizes, capacities, electrical requirements, efficiency ratings, economizers, fan horsepower, and controls. Mechanical plans must also show ventilation design per applicable codes based on anticipated tenants (and the plans must state what the assumptions were). The mechanical system NEED NOT be installed at the “shell” stage unless a fire sprinkler system is required, but the mechanical plans MUST be submitted in either case.
9. No electrical plan is required for shell-only permits. Please talk directly with the City of Richland Energy Services department for requirements needed by them for electric meters, etc. You must comply with all State L&I electrical requirements; call 735-0100 for information about whether they allow partial electrical permits, etc.
10. Plumbing System (stamped) showing piping materials, sizes, and slopes, and TOTAL FIXTURE COUNTS that have been assumed for the tenant spaces. The shell-only permit may terminate the rough plumbing at any point outside or inside the building, but the plumbing system plan (stamped) must show the fixture counts that have been assumed by the engineer or architect, as well as the items listed above.
11. The “Worksheet for Commercial Plan” must be completed using assumed “B” or “M” occupancy tenants (or “A” restaurant if approved by City) and applicable construction types, etc., as shown in the worksheet (signed by the architect of record as indicated).

If the preceding minimum requirements are met, then the initial tenant improvement plans DO NOT NEED TO BE STAMPED, unless the actual interior space to be occupied by the tenant exceeds 4,000sf. in and of itself. When the space exceeds 4,000sf., then all the T.I. plans must be stamped. In both cases, tenant improvement floor plan must contain the minimum items shown under “Floor Plans” in the commercial permit application “Checklist of Minimum Plans”.