



www.redmond.gov/BuildingPermits

Expedited Permit for Minor Tenant Improvement Work



PERMITS WILL NOT BE EXPEDITED WITH OUT THE FOLLOWING INFORMATION: CONTRACTOR INFORMATION, STATE CONTRACTORS LICENSE AND CITY OF REDMOND BUSINESS LICENSE.

Expedited building permits may be issued for **MINOR** commercial tenant improvement work for retail or office space only. Examples include:

- Adding, moving, or replacing a door or relite in a wall of a room
- Replacing sheetrock on an interior wall in the same location
- Adding a single wall or under 750 sq ft to divide a room into two smaller rooms
- Removing a wall to create a larger room
- Adding, moving, or replacing supporting grid for suspended acoustical ceiling tile

NOTE:
Expedited permits will not be issued at the time of application. They will be processed in a timely fashion if the project qualifies as expedited.

QUALIFICATION CHECKLIST

If the answer to any of the following questions is **YES**, the work does **NOT** qualify for an expedited permit.

- YES NO 1. Are structural changes being made?
- YES NO 2. Are rated walls, corridors, occupancy separation walls or exits being built or altered?
- YES NO 3. Will hazardous materials be used or stored on site?
- YES NO 4. Is there a warehouse which includes high pile (more than 12 ft. in height) storage of combustible materials?
- YES NO 5. Does the scope of work include exterior changes to the building?
- YES NO 6. Is the current use being changed?
- YES NO 7. Is the current use other than retail (Group M) or office (Group B)?

EXPEDITED PERMIT INFORMATION

- The standard Tenant Improvement Submittal Requirements must be included with your Expedited Permit application.
- Your submittal will be reviewed for accuracy, completeness and determine if the project qualifies as expedited. Depending upon staffing availability and complexity of the plans, expedited permits will be accepted.
- If it is determined that your project exceeds the scope of work of an expedited permit, the permit becomes null and void. A new permit application along with plans depicting the actual scope of work shall be submitted for review and approval via the standard permit process. Additional plan review and permit fees will be charged—expedited permit fees are non-refundable.

EXPEDITED PERMIT ACCEPTED BY:

Permit Technician: _____

Date: _____