

## Commercial Tenant Improvements

### How do I apply for a Commercial Tenant Improvement Building Permit?

Submit the Following:

1. A completed building permit application.
2. A completed supplemental application signed by the building owner/landlord that the proposed work is approved.
3. Two (2) copies of a site plan (minimum scale 1:20). Show parking and include the number of stalls on the site plan.
4. Two (2) copies of the floor plan of the existing building. Show the area of proposed change (1/4" = 1' scale minimum). Indicate any area separation walls or rated walls within the existing building.
5. Two (2) copies of the floor plan reduced to an 11x17 copy.

### What are Traffic Mitigation Fees? Will I have to pay them?

The City of Mukilteo assesses traffic impact fees on building permits, including permits for tenant improvements. Impact fees are paid to help mitigate traffic impacts and to provide part of the funding for the City's transportation infrastructure.

When assessing traffic impact fees on tenant improvements, the City determines if the improvement creates a change in the use of the building. For example, if traffic impact fees previously paid for the building were for manufacturing use and the new business keeps the use as manufacturing, then no fees will be assessed.

If the existing use is manufacturing and the new business is retail, then the City will use the *Institute of Transportation Engineers Trip Generation Manual* to calculate the difference in trip generation between the existing use and the proposed new use. The permit will be assessed the traffic mitigation fees for the increase in trips between the two uses. If there is a decrease in trips, no fees will be assessed or refunded.

Previously assessed traffic impact trips are specific to the property; in other words, trips cannot be transferred from one property to another. Credits already given for the traffic impact fees are also not transferable from one property, project, or development activity to another.

If you have any questions on traffic impact fees please contact the Engineering Department.

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#### For questions or additional information:

Call: (425) 263-8000

Visit us at City Hall: 11930 Cyrus Way, 98275

Hours: Monday – Friday 7:30am-5pm and Fridays to 4:30pm

Online: <https://mukilteowa.gov/departments/planning-development/>

Email: [Permittech@mukilteowa.gov](mailto:Permittech@mukilteowa.gov)

*This brochure is intended to be a guide for information only. Please be advised that the information contained in this brochure may not be complete and is subject to change.*