



**Building Services**  
808 West Spokane Falls Blvd  
Spokane WA 99201-3343  
(509) 625-6300

**Over-the-Counter  
Commercial Building  
Plan Review (& Building  
Permit) Process**

The City of Spokane offers a formal Over-the-Counter (OTC) Plan Review process for commercial tenant improvements. OTC reviews are meant specifically for **minor exterior remodels, alterations, or for new tenants in existing spaces**. At the conclusion of a successful OTC Plan Review, a Building Permit may be purchased. Projects needing a Change of Use or Change of Occupancy, or involving exterior work are not eligible.

### **Eligibility Criteria**

To be eligible, a project must meet the following conditions:

- Affect no more than 100 linear feet of **interior** walls;
- Remodeled area be less than 4,000 square feet;
- Be an Occupancy Group as B (office), M (retail and wholesale), or R (residential);
- For **electrical**, affect 3 or fewer circuits;
- For **mechanical**, reconfiguring existing ductwork with 6 or fewer diffusers;
- For **plumbing**, affect 4 fixtures maximum in restroom remodels;
- Affects only a single floor; and
- Additional criteria at the discretion of the Plan Reviewer.

**NOTE:** Projects needing Change of Use or Change of Occupancy are not eligible for OTC.

### **The OTC Commercial Building Permit Review Process**

1. Subject to staff availability, OTC reviews can be scheduled on **Mondays and Wednesdays from 10 am to 3:30 pm** or **Thursdays 10 am to 11 am**.
2. Call to schedule an OTC review at least a day in advance.
3. The project must be small enough so the Plan Review can be completed within 30 minutes.
4. Arrive at the scheduled time and be present if any questions need answering or additional information is required during the review.
5. Submit complete information.
6. Be prepared to pay with cash, check or credit card (MasterCard or Visa).
7. Mailed or delivered permit applications will be processed as usual on a first-come, first-served basis and will not be accepted as an OTC application.

### **Plan Submittal Requirements**

- Signed and completed application form
- Three (3) sets of completed plans on a minimum size of 18" x 24" (or smaller pages tile-printed) that include:
  - Fully-dimensioned floor plans showing existing and proposed walls
  - Scaled to 1/8" = 1 foot or 1/4" = 1 foot
- Key plan showing location of project, vicinity within the building, and orientation

Incomplete applications will not be reviewed and may require the applicant to reschedule.

**Schedule Your OTC Review—Call (509) 625-6300** at least one day in advance; ask to schedule an Over-the-Counter Plan Review. You will need the project name, main contact person, project address, and contact phone number.

**Fees** for the OTC Review process are the standard fees and include the plan review and the permit fee.