



Land Use Services Department
Building & Safety Division

TENANT IMPROVEMENT STANDARD REQUIREMENTS

PERMIT NUMBER: _____ DATE: _____

Address: _____

To submit for plan check, you will need **ONE (1) COMPLETE SET OF PLANS AND ONE (1) SET OF ATTACHMENTS (I.E. STRUCTURAL CALCULATIONS, REPORTS OR OTHER DATA)** submitted through the EZ Online Permitting website located at the below link. Please upload plans as one file, maximum file size is 120 MB. Once the plan is approved, applicant will be notified to pay any required fees prior to permit issuance. Submitting multiple plan files could result in a delay of the plan review process. Plans shall include the following information:

1. **Site Plans** – Show building location (vicinity map) and legal address.
2. **Disabled Access Requirements** – Show handicapped access route from public sidewalk, parking space and within tenant space which includes restrooms, drinking fountains and public telephones.
3. **Floor Plan** – Show overall floor plans of building and indicate adjacent space, side yards, parking areas, etc.
4. **Occupancy** – Indicate type of occupancy and the proposed use of the improved area (i.e., retail sales, woodshop, office, etc.)
5. **Type of Construction** – Indicate type of construction of the existing building (i.e., wood frame, concrete tilt-up masonry, etc.)
6. **Detailing** – Show all existing and proposed walls, indicating which are the proposed. Also provide a wall section detail showing stud size and type, plates, method of attachment at floor and ceiling or roof, suspended ceiling detail, etc.
7. **Doors** – Show all door locations, fire-rating (if applicable), direction of swing, self-closing mechanisms, etc.
8. **Single Line Diagram** – Provide electrical single line diagrams and load calculation if new or upgraded service is proposed.
9. **Lighting and Electrical Layout** -Provide lighting and electrical layout. Include panel schedule with load calculations. Energy forms are required for the addition of new lights.
10. **Plumbing** – Plumbing plans may be required if any new plumbing is being proposed. Consult Plan Checker.

11. **Mechanical** – Provide mechanical drawing showing location of existing and proposed registers, location to HVAC equipment and duct locations and size. Energy forms are required when installing a new system. If the mechanical upgrades include a commercial cooking hood, provide complete plans for support and exhaust.

12. **Energy Compliance Forms** – Provide Title 24 Energy Calculations for proposed Tenant Improvement spaces involving conditioned space for new additions within a shell building. Required forms would include calculations for the envelope, lighting and mechanical. Print completed signed forms on plans.

13. **Occupancy Reclassification** – If there is any proposed change in the use, the applicant shall state the proposed use (i.e. from office to retail) and indicated square footage of affected areas.

14. **Note** – Approval from the following agencies may be required prior to permit issuance

TENANT IMPROVEMENT SUBMITTAL QUESTIONNAIRE

Has the building or unit been vacant? Yes No

How long? _____

Change of Use? _____

Is any outside work being proposed? (i.e. new signs, changes in awnings, facades, painting, etc)?

Yes No

Any parking planter changes? Yes No

Parking lot lighting? Yes No

Additional landscape? Yes No

Replacement of parking areas? Yes No

Accessible parking changes? Yes No

Sidewalk or driveway ramps? Yes No

Have you received or been required to have Planning department conditions? Yes No

You may have accessibility improvements required as a percentage of the costs. Example: bathrooms, path of travel, exit doors.

Are windows or doors being changed or replaced? Yes No

Printed Name

Signature

Date