



COMMERCIAL TENANT IMPROVEMENT OR CHANGE OF OCCUPANT SUBMITTAL REQUIREMENTS

A Tenant Improvement or Change of Occupant permit is needed for the creation of a new tenant, space or the remodel/alteration of a space within an existing building or change of use in a previously occupied space. Plans are submitted and reviewed for applicable code requirements. A permit is then issued to do the work shown on the plans, and when the work has been completed and inspected a Certificate of Occupancy is issued for the tenant. Each tenant that moves into an existing space or within a shell building is required to obtain a permit in order to issue a Certificate of Occupancy to that tenant per IBC section 111.1.

A change of “use” of a building or tenant space, or an addition onto a building is not considered a Tenant Improvement and shall be considered as a new structure and all the associated requirements.

PLANS

General Requirements

- Complete sets of plans.
- All drawings shall be scaled at 1/4” = 1’0”. Note: 1/8” = 1’0” scale shall be pre-approved by the building official.
- Plans sets shall be clear and legible and each page shall be numbered consecutively.
- All submitted construction documents shall be of sufficient detail to show clearly the project in its entirety with emphasis on the following:
 1. Structural integrity
 2. Fire and Life safety
 3. Accessibility
 4. Compliance with applicable codes
 5. Scope of work

INFORMATION REQUIRED ON PLANS

Cover Sheet

- A clear statement describing the Scope of Work to be done including a code analysis.
- Building construction type and occupancy type.
- The tenant’s name, mailing address and email address.
- The agent or contact person’s name, mailing address, phone number and email address.
- The type of business and proposed business name.
- Parcel number.
- Any information about the Fire and Life Safety elements of the existing building (i.e. sprinklered, alarmed, fire system monitored, etc.)
- The square footage of the tenant space.
- Heating method (electrical, gas, radiant, solar etc.)

Architectural Plans

- Construction drawings shall be drawn to scale of $\frac{1}{4}'' = 1'0''$.
- Plans sets shall be clear and legible and each page shall be numbered consecutively.
- Detail existing space and what is proposed.
- Floor plans including entrances, exits, windows, partitions, fixed walls, fixtures, shelving, etc.
- Label the use of all areas/rooms. Also, label the use of the adjacent tenant spaces.
- Room and floor finish schedule.
- Cross-sectional of walls and ceiling grid.
- Demonstrate barrier free accessibility to and within the tenant space.
- Specify any storage. Detail the height of all storage.
- Identify any flammable, combustible liquids use, storage and hazardous materials or processes.
- Detail the type of suspended ceiling to be installed (if this type of ceiling is to be installed).

Mechanical

- Energy and ventilation code compliance information shall be included in the mechanical permit submittal. (Nail salons shall comply with the 2015 International Mechanical Code)
- Type I hood and fire suppression systems for food services.
- Sprinkler Permit.
- Fire Alarm Permit.

Plumbing

- Plumbing riser diagram and fixture calculations are required for all food service tenants and tenants with banks of fixtures.
- Tenants with plumbing serving only a restroom group (two) need not provide a riser diagram.
- Cross-connection device (s).
- Oil/grease separators, interceptors etc.

Other Permits May Be Required

- Fire Alarm
- Fire Sprinkler
- Sign Permit
- Electrical (Labor & Industries)
- Septic Approval (PC Health Department)