



# Minimum Submittal Requirements Checklist for Commercial Tenant Improvements

For PDS Use Only

PROJECT FILE NUMBER: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

Tenant improvement permits only apply to interior remodels of existing commercial structures that do not result in any increase in floor area. Building additions, second floors, lofts or mezzanine areas all require a Commercial Building Permit as an addition. Changes in ingress and egress for fire and life safety is also covered in this review.

## FORMS/FEES

- \_\_\_\_\_ 1. Completed Commercial Application - check "Tenant Improvement" for Type of Project
- \_\_\_\_\_ 2. Hearing Examiner's Decision (if applicable)
- \_\_\_\_\_ 3. Plan Check Fee

## PLANS

**(2 sets) ARCHITECTURAL/STRUCTURAL PLANS** detailing the proposed work (**3 sets** are required if the proposed use involves food service or schools, OR if the site is served by a septic system. The architecture/structural plans must include all of the following elements:

- \_\_\_\_\_ 1. Plans must be legible and drawn to a standard architectural scale, preferably 1/4 inch = 1 ft.
- \_\_\_\_\_ 2. Floor Plan
- \_\_\_\_\_ 3. Identification of how all ADA accessibility issues will be handled.
- \_\_\_\_\_ 4. A thorough description of the construction materials proposed as well as a description of the structural materials present in the existing building.
- \_\_\_\_\_ 5. A brief written text of the scope of work to be performed. Include a detailed explanation of how the space will be used and indicate if there will be storage or use of combustible/hazardous materials in the space.

## SITE PLANS

**(2 sets) SITE PLANS** (**3 sets** are required if the proposed use involves food service, schools OR if the site is served by a septic system.) The site plans must include all of the following elements:

- \_\_\_\_\_ 1. Vicinity Map
- \_\_\_\_\_ 2. Property Tax Account Number(s)
- \_\_\_\_\_ 3. Legal Description
- \_\_\_\_\_ 4. North arrow
- \_\_\_\_\_ 5. Site plans must be legible and drawn to a standard Engineering scale, e.g. 1"=20' or 1" = 30'
- \_\_\_\_\_ 6. Date of preparation
- \_\_\_\_\_ 7. All Property lines must show dimensions
- \_\_\_\_\_ 8. Depiction of the tenant space in the building and the location of the building on the project site