



Building Department

CHECKLIST FOR COMMERCIAL TENANT IMPROVEMENT PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number and pin number, C# if applicable
- Property address
- Legal description
- Owner's information
- Business owner's information
- Contractor's information
- Architect/Engineer's information
- Detailed description of work and special conditions
- Name of business
- Tenant improvement/change of occupancy/shell permit
- Class of work
- Health department number
- Sprinkler system
- Number of stories
- Elevator
- Occupancy group
- Total square footage of the building
- Water/sewer type and provider
- Valuation
- Notarized Contractor/eowner builder signature
- For office use only – application date and received by

PLANS AND DOCUMENTS – Provide 2 copies:

- Approval from the Planning & Zoning Department and the Utilities Department. (Must have approval prior to submitting for Building Permit.)
- Plans signed and sealed by a licensed Architect/Engineer. (Must have product approvals superimposed on each set of plans and are to be securely stapled and coincide with one another.)
- In addition to paper copies, one complete set of plans must be submitted electronically (i.e. on flash drive or disk). (Must be submitted as one single file, not multiple pages.)
- Manual N, energy codes and load calculations, if applicable
- Wind load calculation form, if applicable
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.