

TENANT IMPROVEMENT REQUIREMENTS FOR COMMERCIAL AND INDUSTRIAL BUILDINGS UNDER 1000 SQ. FT.

Complete Permit Application and Obtain Activity numbers and Approval from Planning

Submit (2) sets of Planning Approved plans to Building and Safety for Plan Check

Plan check fee must be paid upon submittal

Plans must include:

Site Plan

Floor Plan

Framing Plan

Roof framing plan

Elevations (All sides to be shown)

Electrical and Plumbing Single line Diagram

¼"=1" Scale Preferred

Note: Other Agency approvals may be required once plans are reviewed