



## COMMERCIAL - TENANT IMPROVEMENT CHECK LIST

### SUBMIT THE FOLLOWING ITEMS FOR A COMPLETE AND TIMELY PLAN REVIEW:

1. The entire plan review fee must be paid when submitting for a commercial tenant finish permit.
2. **Full** Plan Review fee must be paid when submitting for a commercial tenant improvement building permit. Building valuation dollar amount must be also provided at this time.
3. Fill out application completely, date and sign. Be sure to include:
  - a. Building address including suite number.
  - b. Owner's Name. (Owner of the Parcel not the tenant)
  - c. Engineer and architect names, addresses and phone numbers. (as applicable)
  - d. General Contractor's name, address, license number & phone number.
  - e. Current copies of contractor license and business license.
  - f. Sub-contractors' names, license numbers and phone numbers.
  - g. Subdivision or Business Park name & building # as applicable.
  - h. Tenant's Name.
  - i. Type of business to be conducted.
  - j. Building valuation.
4. On the cover sheet show:
  - a. An index of pages on the plans.
  - b. A code analysis for the project per IBC 2012.
  - c. Location of the space in relation to entire building and the extent of the space. (Cloud or highlight, if necessary)
5. Submit ELECTRONIC PLANS ONLY (pdf) with digital stamp (*if necessary*) showing architectural, electrical, mechanical, plumbing and structural details, if any. Tenant finishes less than 3,000 ft<sup>2</sup> do not require an architect's stamp. Plans should include the following:
  - a. Dimensions for the overall space and as necessary throughout.
  - b. Label the use of all rooms on the plans.
  - c. **Enlarged** restroom plans with dimensions.
  - d. Details for restrooms to show that accessibility requirements are met.
  - e. Details of all wall, floor and ceiling coverings and provide a door schedule.
  - f. Details of any fire-resistant-rated walls and/or floor/ceiling or roof/ceiling assemblies in their entirety.
  - g. All applicable sections of a 2012 COMcheck signed & dated by the designer(s).
  - h. A demolition plan, if applicable.
  - i. A complete exiting plan for the space.
  - j. Structural calculations, if applicable.
6. Refer to digital submittal requirements.