

**TENANT IMPROVEMENT  
REQUIREMENTS FOR COMMERCIAL AND INDUSTRIAL  
BUILDINGS  
OVER 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)

¼"=1" Scale Preferred

**Agency Approvals needed prior to permit issuance:**

Electrical

Mechanical

**Possible Agency approvals needed**

Fire Dept

Industrial Waste

Health Dept