



TENANT IMPROVEMENT (T/I) APPLICATION REQUIREMENTS

FOR INTERIOR CHANGES ONLY; NO ALTERATIONS TO THE EXTERIOR, FOOTPRINT, OR WINDOW/DOOR OPENINGS

ALL SUBMITTALS MUST BE COMPLETE
APPLICATIONS SHALL BE SUBMITTED ON THE [PERMIT PORTAL](#)

- [Applicant Contact List](#), must include all subcontractors operating under this permit
- Project Plans; include the following sheets:
 - Cover Sheet
 - Project information
 - Sheet index
 - Names, addresses, and phone numbers of applicant and project team
 - Address of the subject property including suite number
 - Existing and proposed occupancy group(s)
 - Tenant space size (in square feet)
 - All applicable codes and current code cycles
 - List of separate permits required
 - Existing conditions, demolition, and proposed floor plans; plans shall be scalable and include:
 - Dimensions and proposed uses of each room, including restrooms
 - If laboratory, chemical or other hazardous materials usage, provide a list of chemicals, quantities, hazard classifications, and hazardous processes (i.e., dispensing, distillation, etc.). Indicate type and height of storage method and provide a Hazardous Materials Inventory Statement if determined applicable during the Pre-Application conference.
 - Location of all walls, partitions, door and window sizes, and type of rated construction
 - Means of egress
 - Location of all equipment such as plumbing fixtures, water heaters, furnaces, and appliances (indicate various fuels and energy sources serving appliances)
 - Beam, header, girders, columns, and post sizes
 - Direction, size, and spacing of all floor and ceiling frame members
 - Floor and wall assembly details
 - Stairways, handrails, and guardrails
 - Listed rated ceiling and wall assemblies
 - Fire and life safety elements and devices
- Structural calculations and lateral analysis, if applicable. Must include the following:
 - Complete structural calculations and lateral analysis
 - Complete cross sections and wall details
 - Shear walls, bracing panels, and nailing/construction schedule details
 - Layout and size of beams and joists. Include grade and species of lumber. TJI or Mfg joists require engineered layout for approval.
 - Layout of trusses and girder truss bearing point. Roof frame design must include loads for HVAC or other equipment, and line of any dropped ceilings.
 - Construction details for stairways and handrails
 - Specify interior wall and ceiling finish materials
- Manufacturer cut sheets for all plumbing and mechanical equipment not separately permitted
- Energy Code Compliance worksheets (WSEC) if applicable