



TENANT IMPROVEMENT SUBMITTAL CHECKLIST

FOR INTERIOR CHANGES ONLY;
NO ALTERATIONS TO THE BUILDING EXTERIOR OR FOOTPRINT

ALL SUBMITTALS **MUST** BE COMPLETE

APPLICATIONS SHALL BE SUBMITTED ON THE [SSPP](#)

- Floor plans** – drawn to $\frac{1}{4}'' = 1'$ or larger scale
Must include the following:
 - Dimensions and proposed uses of each room
 - 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
 - Location of all equipment such as plumbing fixtures, water heaters, furnaces, and appliances (indicate various fuels that appliances will use), if affected by remodel
 - Beam, header, girders, columns, and post sizes
 - Direction, size, and spacing of all floor and ceiling frame members
 - Floor and wall assemblies
 - Stairways, handrails, guardrail and rails
 - Listed design rated ceiling and wall assemblies
 - Location of all smoke detectors, vent fans, and attic access
- 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 layout for approval – provide 2 copies of Mfg engineered layout.
 - 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
- Energy Code Compliance** worksheets (WSEC) if applicable
- Plumbing/Mechanical Fee Worksheets** if applicable