



CDD Building Division Policy and Procedures

Policy Category – Public Information	Number: 1.004 – 11-15-18	Revised:
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Tenant Improvement Permits in New/Remodeled “Shell Only” Buildings

Purpose:

To avoid potential conflicts or misunderstandings during construction, the following administrative policy/procedure is intended to provide guideline for the issuance of tenant improvement permits in new “shell only” buildings or in remodeled existing buildings with landlord/market ready improvements.

General:

In new “shell” or existing buildings with landlord/market ready improvements where construction permits are active, tenant improvement plans may be submitted for review at any time.

Policy/Procedure:

However, the tenant improvement permit will not be issued until the building “shell” permit or the landlord/market-ready improvements are substantially complete. The following items are examples of what is needed to demonstrate readiness to start tenant improvements:

- Electrical meter release provided, and meter(s) installed.
- Gas meter release provided, and meter installed.
- Restroom core is complete.
- Stair enclosures complete.
- Fire underground utilities are installed, inspected and approved.
- Fire alarm installed and monitored.
- Fire sprinklers are installed, inspected and approved.

In addition, the following documents shall be provided as part of the tenant improvement plan submittal:

- Confirmation letters provided from the special inspection agency and engineer of record.
- Letter from the property owner, or their contractor, verifying approval that the tenant improvements may proceed.

- Letter from the proposed tenant stating that they understand and agree that no occupancy of the of the new tenant space will be allowed until the building “shell” permit or landlord/market ready improvement is inspected, approved, and issued a “Certificate”, or “Temporary Certificate of Occupancy.”

If the projects applicant believes that circumstances exist presenting a hardship to meet the above procedures, the applicant may request a meeting with the Chief Building Official. During the meeting, the project applicant may present an alternative coordination plan that is agreed to by both the “shell only” permit project team, as well as the tenant improvement permit project team. **The Chief Building Official will make a final determination on acceptance of the proposed alternative coordination plan.**