

Tenant Improvement Tuesdays (By Appointment Review & Permit Program)

Policy and Procedure No.: **B-12-030**

Rev: Dec. 2016

Purpose

This procedure establishes a program allowing a small business applicant to schedule an appointment on any **Tuesday** to meet one-on-one with Building, Planning and Fire Department plan review staff for the purpose of performing a plan review and initial approval for construction permit for proposed simple tenant improvements of a Business (B) or Mercantile (M) occupancy with a floor area of 5,000 square feet. Times will be scheduled in one hour increments from 8:00 am to 3:00 pm by calling (916) 478-2235.

Note: Process does not insure a final construction permit will be issued should additional outside agency approvals be required, such as County Water and Sanitation Department, County Health Department, Environmental Air Quality, etc.

Plan Document Submittal Requirements

- A. Building Permit Application and Fire Permit Application
- B. Four (4) complete sets of Design Plans: (minimum 18" x 24" sheets size drawn to a standard of practice scale, typically 1/4" = 1'-0")
 - 1. Cover Sheet specifying:
 - a. Project Name (Spec Tenant Improvement or Tenant Name) and Suite Number
 - b. Project Governing Codes: 2016 California Building, Mechanical, Electrical, Plumbing and Energy Codes
 - c. Project General Notes and Specifications
 - d. Project Data:
Occupancy Type: B or M
Construction Type: VB, II-B, etc.
Floor Area: (Sq. Ft.)
 - e. Statement of project Scope of Work and Proposed Use of Space
 - 2. Site Plan showing and specifying:
 - a. Location of building on the site and tenants or occupancy types adjacent to the proposed tenant improvement.

- b. Show "path of travel" from the proposed Tenant Improvement suite to "accessible parking spaces" and the "public way".
- 3. Floor Plan(s) showing and specifying:
 - a. All existing and new modifications related to the removal (demolition) and addition of walls, doors, new rooms and "accessible" restrooms.
- 4. Provide additional detail and specification sheets related to wall type and connection requirements, door size, type and hardware requirements and accessibility details.
- 5. Provide additional plan, detail and specification sheets, where necessary to show and specify all existing and new mechanical HVAC systems, ducts, intake and exhaust registers and fans, electrical panel(s), light fixtures, outlets and switches and plumbing fixtures and piping, etc.
- 6. Provide Title 24 Energy Compliance Documents for lighting, heating and air conditioning systems that have been changed, added or modified.
- 7. Include structural calculations (where applicable).

Fees

Consult with a Permit Technician for building permit fees. Development Impact Fees may be applicable if the use of the tenant space or building is changed.

Application Forms

An Application for Permit form may be obtained at www.elkgrovecity.org or requested at the Building Safety & Inspection office located at:

Address: **8401 Laguna Palms Way**
Phone: **(916) 478-2235**
Hours: **Monday through Friday**
8:00 am - 5:00 pm