

Tenant Improvement Tuesdays (Appointment Review & Permit Program)

Purpose:

This policy establishes a procedure that allows a small business applicant to schedule an appointment on a **Tuesday** to meet with the City of Elk Grove's Building and Planning staff along with Fire Department staff, either in person, on a conference call or a virtual meeting for the purpose of performing a plan review and initial approval of a construction permit for a proposed tenant improvement of a Business (B) or Mercantile (M) occupancy, with a maximum floor area of 5,000 square feet.

- To obtain a reservation you must submit a request to the building division no later than the **Friday** before the requested Tuesday. You can schedule your T.I appointment by calling (916) 478-2235 or email at: blonline@elkgrovecity.org

Times will be scheduled in one-hour increments from 8:00 am to 12:00 pm.

Note: Process does not ensure 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

- Complete a Building Permit Application and Fire Permit Application.
- An Application form for a Building Permit may be obtained at: or requested at the Building, Safety & Inspection office located at:
http://www.elkgrovecity.org/city_hall/departments_divisions/building_safety_inspection_permits/forms_handouts_featured_articles
Address: 8401 Laguna Palms Way
Phone: (916) 478-2235 Monday through Friday 8:00 am - 5:00 pm
- Fire Department application can be found at
http://www.elkgrovecity.org/UserFiles/Servers/Server_109585/File/Departments/Building/Forms/2019%20Policies%20and%20Forms/CSD%20Fire%20Department%20Plan%20Review%20Application.pdf
- Please provide electronic submittals using the URL
<http://share.elkgrovecity.org/filedrop/BuildingFileDrop>
- Two (2) complete sets of Design Plans: (minimum 18" x 24" sheets size drawn to a standard of practice scale, typically 1/4" = 1'-0")

Cover Sheet specifying

- Project Name (Spec Tenant Improvement or Tenant Name) and Suite Number
- Project Governing Codes: 2019 California Building

- Mechanical, Fire, Green Building Standards Code
- Electrical, Plumbing and Energy Codes

Project Data:

- Occupancy Type: B or M Construction Type: VB, II-B, etc.
- Floor Area: (Sq. Ft.)
- Existing building fire systems: fire sprinklers, sprinkler monitoring system or fire alarm system
- Statement of project, Scope of Work and proposed Use of Space/ Business type
- Complete Sheet Index

Site Plan showing and specifying:

- Location of building on the site and tenants or occupancy types adjacent to the proposed tenant improvement, with property line setbacks.
- Show "path of travel" from the proposed Tenant Improvement suite to "accessible parking spaces" and the "public way".
- Floor Plan(s) showing and specifying:
 - All existing and new modifications related to the removal (demolition) and addition of walls, doors, new rooms and "accessible" restrooms.
- Provide additional detail and specification sheets related to wall type and connection requirements, door size, type and hardware requirements and accessibility details.
- 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.
- Provide Title 24 Energy Compliance Documents incorporated in the plans for lighting, heating and air conditioning systems that have been changed, added or modified.
- 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 has changed. Fire department fees can be found at <https://www.yourcsd.com/DocumentCenter/View/10821/Cosumnes-Fire-Department-Plan-Check-and-Inspection-Fees-Schedule-PDF>. Cosumnes Fire Department staff will contact you directly to make payment arrangements prior to permit issuance. For fire fee questions contact the Cosumnes Fire Department at (916)-405-7100