



APPLY ONLINE AT WWW.CITYOFR.C.US/ACCELA

SUBMIT ELECTRONIC PLANS ■ TRACK STATUS ■ SCHEDULE INSPECTIONS

PERMITTING CHECKLIST FOR TENANT IMPROVEMENTS

ELECTRONIC PLAN REVIEW IS AVAILABLE FOR THIS PERMIT TYPE ON THE **ONLINE PERMIT CENTER**

The following is a checklist of required information requested by each department for Tenant Improvement applications:

PLANNING REQUIREMENTS:

Description of the use/proposed business at the site: _____

Address/Parcel Number (if available): _____

Zoning for this property (if available): _____

Changes to square footage of the building or exterior additions (e.g. outdoor patio): _____

The minimum lot coverage/FAR (if available): _____

(Please be aware that the proposed square footage changes/additions may impact lot coverage/floor-area-ratio (FAR) and setback requirements. When submitted, staff will review the proposed plans in compliance with the Development Code.)

Changes proposed to the exterior of existing building(s)/structure(s) and/or site: _____

(Please be aware that changes to the exterior of the building or site may require a planning entitlement application prior to submittal of a building permit)

Changes proposed to the interior of existing building(s)/structure(s) onsite: _____

(Please be aware that changes to the interior of the building may impact parking spaces. Additional parking spaces may be required onsite prior to approval of interior changes to the building.)

New or changes to the use of outdoor area: _____

List tenants in existing building(s)/suite(s) (if applicable): _____

ENGINEERING REQUIREMENTS:

Additions trigger Transportation Impact Fees, Police Impact Fees, and Drainage Impact Fees (if applicable).

Contact Engineering for more information.

C&D Deposit if valuation is over \$100,000:

Diversion Deposit		
Square Footage	Deposit	Valuation
1,000 to 9,999	\$5,000	>\$100,000
10,000 to	\$10,000	>\$100,000
>20,000	\$15,000	>\$100,000

** Diversion Deposit is refundable upon receiving the weigh tickets from the contractor within 60 days after job completion.

Administrative Fee

Square Footage	Fee
Less than 5,000	\$250
5,000-9,999	\$500
10,000-19,999	\$750
20,000 and greater	\$1,000

**Administrative fee is non-refundable

Frontage Improvements Required if addition is:

Over 2,500 square feet for commercial
Over 10,000 square feet for industrial



BUILDING REQUIREMENTS:

Current or Previous Occupancy Classification/Use: _____

Proposed Occupancy Classification/Use: _____

Property Address: _____

Square Footage: _____

Building Construction Type (ex. I, II, III, IV or V): _____

FIRE REQUIREMENTS

Does the building have a fire sprinkler system? Yes___ No___ Not Sure___

Does the building have a fire sprinkler monitoring system? Yes___ No___ Not Sure___

Does the building have a fire alarm system with notification devices? Yes___ No___ Not Sure___

Will there be any storage over 12 feet in height? Yes___ No___ Not Sure___

Will there be any cooking or food preparation? Yes___ No___ Not Sure___

Will alcohol be served? Yes___ No___ Not Sure___

Will the business store, handle, use, or sell hazardous materials? Yes___ No___ Not Sure___

What is the maximum number of people expected to be in the business at any given time? _____