



Required Submittal Information for Permits Associated With Commercial, Industrial, and Manufacturing Tenant Finishes, Remodels, or Alterations

(See other side for general guidelines)

Project Address: _____
Building Owner: _____ Phone #: _____
Address: _____
Tenant Owner: _____ Phone #: _____
Address: _____

Building Construction Type: _____ or, a general description of the structural construction materials of the building: _____

Building # of Stories: _____ Fire Sprinkler Provided?: _____ Alarm System Provided?: _____

General description of Business or Occupancy for which permit is being applied. _____

Use areas and Occupant Load Determination:

Space Use Description	Occupancy Group	Area in square feet	Occupant Load Factor (OLF)	Occupancy Load (Area ÷ OLF)
Office	B		150	
Conference/Meeting Rooms	B or A-3		15	
Mercantile	M		60	
		Storage/stock/shipping areas	300 gross	
*Manufacturing/Assembly/Shop/Production	Low Hazard (Non-Combustible)	F-2	200	
	Moderate Hazard	F-1		
	High Hazard (Fire, explosion, or health)	H-1 thru 7		
*Warehouse/Storage	Low Hazard (Non-Combustible)	S-2	500	
	Moderate Hazard	S-1	500	
	High Hazard (Fire, explosion, or health)	H-1 thru 7	500	
Total Occupant Load				

*Do the Storage Areas or Manufacturing processes contain or utilize any of the following? And if yes, in what quantities and how are they stored or used?

	Yes/No	Quantities	How Stored or Used
Flammable or Combustible Liquids?	_____	_____	_____
Welding or Open Flame operations?	_____	_____	_____
Vehicle storage, repair, maintenance?	_____	_____	_____
Storage racks over 6 feet tall?	_____	_____	_____
Storage height over 12 feet tall?	_____	_____	_____
Other Hazardous Materials?	_____	_____	_____

Describe: _____

Is an Architect or Engineer required for the preparation and submittal of these plans? _____
(see other side for determination)

This is only intended as a quick and simple aid in assisting you in providing the information necessary to the Building Division and Fire Department to properly evaluate and approve your permit application. It is not intended to be all inclusive. Specific conditions unique to your building, occupancy or use may require the submittal of additional information.

Is a Design Professional Required?

- Does the Tenant Finish, Remodel, or Alteration involve Structural Modifications?
- Does the Tenant Finish, Remodel, or Alteration cause an increase in the occupant load of the tenant space to more than 10 persons?
- Does the Tenant Finish, Remodel, or Alteration cause a change in the prior approved occupancy or use to a different or more hazardous use in terms of life safety or fire risk to the occupants of the building?

If you answered yes to any of the above questions, an Architect or Engineer is generally required to prepare plans and specifications for your permit application.

What information is required?

An Architect or Engineer providing plans and specifications for your Tenant Finish, Remodel, or Alteration permit application, working within the limits of his/her areas of expertise, should be knowledgeable as to what information is required and provide all necessary information.

If an Architect or Engineer is not involved with the production of your plans and specifications, the following Check list provides general guidelines for a complete permit application submittal package. Generally three to four sets of all submittal documents are required.

All uses

- The type of construction or the general description of the structural construction materials utilized in the original construction and subsequent tenant finishes.
- A determination of the number of stories of the building which houses the Tenant Finish, Remodel, or Alteration.
- Whether the building and tenant space is provided with fire sprinkler and/or fire alarm systems.
- The foot print and square footage of the building which houses the Tenant Finish, Remodel, or Alteration and a description of the all the individual tenants and their respective square footage, clearly identifying the adjoining tenants (those sharing common walls and floor/ceiling assemblies), as contained within the building.
- Dimensioned and scaleable drawings consisting of accurate floor plans indicating existing and proposed uses of all rooms and spaces including corridors and exit ways.
- Location and sizes of all doors and windows including any safety glazing and fire rating requirements.
- Construction details of all wall and ceiling assemblies including any fire rated requirements and approved assemblies.
- Fire and Smoke Damper listing and locations and listed assemblies for all fire rated assembly penetrations.
- Location of any building service equipment including heating, ventilating, air-conditioning, and water heaters.
- Location and clearances around toilet fixtures and elevations of toilet rooms for determinations of compliance to accessibility (handicap) requirements.
- Floor and wall finish materials.

Storage uses

- Identify all materials and quantities to be stored and provide material data sheets when available.
- Identify method of storage (pallets, racks, bins, cabinets, etc).
- Identify anchorage, construction details, and height of all storage racking systems over 6 feet tall and whether they are to be serviced by fork lifts or other mechanized equipment.
- Indicate all aisle clearances.
- Indicate if street vehicles will be housed, parked, or stored in structure.

Manufacturing/Production uses

- Identify and locate all process and manufacturing equipment.
- Identify all process and manufacturing materials and quantities stored and in use.
- Identify all process and manufacturing chemicals and quantities stored and in use.
- Provide material data sheets for all materials and chemicals used or stored and how and in what quantities such materials will be used or stored.

Miscellaneous

Other submittal documents and information may be required based on the special hazards or conditions created by a specific occupancy, use or type of construction.