Notes:
First Review Period:
- Level 1 – 5 working days or less (refer to the Minor Tenant Improvement Submittal Checklist for definition).
- Level 2 – 10-14 working days or less (refer to the Minor Tenant Improvement Submittal Checklist for definition).
- Level 3 Major Tenant Improvement is a separate process.
- If there are any minor exterior alterations, Planning approval must be obtained first.
- Verify if approval from Central District Health Department is needed prior to submittal (food service/food storage tenants).
- New or modified cooking hoods require electrical, mechanical, fire alarm, and fire suppression permits.
- A separate Erosion & Sediment Control Permit may be required depending on project scope. Separate electrical, plumbing, or mechanical trade permits are to be obtained by a licensed contractor.
- Fire sprinkler and fire alarm permits are required for any modifications to these systems.

Required Submittal Documents:
- Minor Tenant Improvement Application
- Minor Tenant Improvement Submittal Checklist
- Plans & Documents (Refer to Submittal Checklist for requirements)

Note:
- Other divisions that could review the plans, depending on the project scope, include:
  1) Public Works Addressing
  2) Public Works Sewer Rating
  3) Public Works Environmental
  4) Design Review/Planning
  5) Plumbing
  6) Erosion & Sediment Control
  7) Fire Plan Review

All days noted are working days.

3/6/2009
Notes:
- Corrected plans and documents may be required multiple times until full compliance.
- Additional review fees will apply on the third resubmittal.

Notes:
- Inspections are required at various stages throughout construction.
- If there are other related trades permits, inspections for these are also required.
- The Structural/Building Final Inspection should always be the last inspection requested for final approval.

Notes:
- The applicant must bring in the Occupancy Request card with Inspector signatures to obtain a Temporary or Permanent Certificate of Occupancy.
- The applicant may be required to post a bond for Temporary Occupancy.
- Temporary Occupancy lasts for 90 days. Extensions past 90 days may be granted with a letter of request to the Building Division Manager.
- Permanent Certificates of Occupancy cannot be issued if any outstanding fees exceed $500.00.