



TENANT IMPROVEMENT PERMITS IN NEW/REMODELED SHELL BUILDINGS

In order to avoid potential conflicts or misunderstanding during construction, the following administrative procedure is intended to provide a guideline for the issuance of tenant improvement permits in new shell buildings (or existing buildings with landlord/market-ready improvements).

In new shell buildings (or existing buildings with landlord/market-ready improvements) where construction permits are active, tenant improvement plans may be submitted for review at any time. However, the tenant improvement permit will not be issued until the building shell permit (or landlord/market-ready improvement) is substantially complete. The following items are examples of what is needed to demonstrate readiness to start tenant improvements:

- Electric meter release provided and meters installed;
- Gas meter release provided and meters installed;
- Restroom core is complete;
- Stair enclosures complete;
- Fire underground permit is complete;
- Fire alarm installed and monitored; and
- Fire sprinklers are complete.

Additionally, the following documents shall be provided as part of the tenant improvement plans prior to issuance of the tenant improvement permit:

- Confirmation letters provided from the special inspection agency, engineer or record, and LEED AP;
- Letter from the property owner (or their contractor) verifying approval that the tenant improvements may begin; and
- Letter from the tenant stating they understand no occupancy will be allowed until the building shell permit (or landlord/market-ready improvement) is finalled.

If a project applicant believes that circumstances exist presenting a hardship to meet the above procedures, the applicant may request a meeting with the Building Safety Division. During the meeting, the project applicant may present an alternative coordination plan that is agreed to by both the shell project team as well as the tenant improvement project team. The Chief Building Official will make a final determination on acceptance of the proposed alternative coordination plan.