



Tenant Improvement Permit Document List

Initial build out of a new tenant space or change of use of an existing tenant space (BY), or changes to the interior of a new or existing building (BZ).

Required Documents

These documents are the minimum necessary to proceed with the application process.

Architectural Plan

Value of Improvements

Site Plan A

Project Specific Requirements

These documents may be required during the review process depending on the scope of your project.

Building Permit Checklist

Color Samples & Building Materials

Energy Code Sheet/Envelope Summary

Environmental Checklist – Environmental review may be required for remodeling which involves material expansion, a change of use over 4,000 gross square feet or an increase in parking by 20 or more stalls.

Final Landscape Plan

Structural Calculations

Structural Plan