



TENANT IMPROVEMENT PERMIT SUBMITTAL REQUIREMENTS

Updated 12/29/2020

Tenant Improvements are required to have a full plan review. This is not an over the counter permit.

1. [Permit application](#). (The applicant is the person applying for the permit not the contractor)
 - a. Provide a clear scope of work
 - b. Ensure the application is legible.
2. Letter of authorization on company letterhead authorizing the individual applying for and obtaining the permit on the company's behalf.
3. Method of payment – utilize the [credit card authorization form](#) available on the Building page.
4. Full construction drawings with Cover Sheet, Indexing, and Site Plan.
5. Floor plans identifying each space.
6. Electrical plans.
7. Plumbing plans.
8. Mechanical plans.
9. 2019 CEC Energy Documentation.
10. Elevation drawings showing any exterior modifications.
11. Framing for any walls, partitions, corridors, etc.
12. Structural calculations if applicable.
13. Accessibility components.

Fees: Please refer to the [fee schedule](#).

Email these items to building2@ci.pinole.ca.us