

	<b>STANDARD OPERATING POLICY AND PROCEDURE</b> Community Development and Public Works	Number:  <b>1-12</b>
<b>Subject: Definitions and Requirements for Tenant Improvements</b>		<b>Approval Date:</b> March 27, 2007
<b>Approval:</b> Chuck King, Building Official		<b>Effective Date:</b> March 27, 2007

**1.0 PURPOSE**

This document defines types of tenant improvements and resulting occupancy designations.

**2.0 DISTRIBUTION**

Public, Community Development and Public Works (CDPW) Personnel

**3.0 REVISION HISTORY**

May 28, 2008  
 September, 2015

**4.0 CODE REFERENCE**

See related SOP 1-2 Permit Issuance Requirements for Tenant Improvements  
 2012 International Building Code (IBC), Section 111.

**5.0 POLICY**

Upgrades or specific improvements to tenant spaces are considered to be Tenant Improvements (TI). Improvements may be to a previously occupied space or to a shell building. Shell buildings are structures that have never had a tenant but have been approved for a specific business type (e.g. –retail, office). When construction of shell buildings is completed there shall be a Certificate of Substantial Completion (SC) issued. A Certificate of Occupancy (C of O) is only issued when an occupant is identified for the tenant space. This may include tenant spaces that only utilize a portion of a shell building. Electrical power for a shell building is limited to the house panel.

A separate building permit shall be required for all tenant spaces where improvements are to be made or a C of O is expected to be issued. Construction documents for a TI permit will not be accepted for review until the Building Shell plans have been approved and the permit is issued. The option to defer plan review elements (e.g. -fire sprinklers) from construction plans for a TI is not available due to the limited construction time period of typical projects. A complete submittal, inclusive of all elements necessary to construct the tenant space shall be required.

There are two types of TI permits and are described as follows:

1. TI for a specific occupant. This TI has a specific occupant designated to use the space. This provides the ability to review the plans for occupant loads, egress requirements, ventilation rates, bathroom facilities, and other code requirements for that specific use and occupancy type. Electrical service and gas connection are allowed as part of this permit and a C of O will be issued upon completion.
2. TI without a specific occupant. This TI, commonly referred to as a Landlord Improvement, has **no** specific occupant but has improvements such as toilet facilities, ceilings and finishes, and mechanical systems. This permit will not receive a C of O, but will receive an SC. A tenant is not permitted to occupy spaces without completion of a TI for C of O. Plans shall clearly indicate that a C of O will not be issued and that a specific tenant will have to apply for a permit prior to occupancy.