

## Tenant Improvement Application Checklist

**Project Address:** \_\_\_\_\_

Complete and sign this checklist with each application.

For minor, **non-structural modifications** with a tenant improvement, applicants may request an "over the counter" plan review. All of the applicable information listed below must be submitted with the application. The plans examiner will determine if the proposed work is minor, and an "over the counter" plan review is warranted.

The Building permit will not be issued prior to approval and/or issuance of any Plumbing, Mechanical, Electrical, Fire Sprinkler, Fire Alarm, or Smoke Detection system permits related to the project.

If any of the applicable information for each application has not been provided, the permit cannot be approved and issued. Check the following items that are included with this application, **or mark N/A if not applicable**.

Completed permit applications for:

- ☐ Land Use (see Planning Dept.)
- ☐ Building (Complete Section 1)
- ☐ Plumbing (Complete Section 2)
- ☐ Mechanical (Complete Section 3)
- ☐ Electrical (Plans per OAR 918-320-320) – Applications at Columbia County Land Development Services
- ☐ Automatic Fire Extinguishing System\* (Complete Section 4)
- ☐ Smoke Detection System\* (Complete Section 5)
- ☐ Fire Alarm System\* (Complete Section 5)
- ☐ Storage Racks\* (Complete Section 6)
- ☐ Commercial Exhaust Hood and Duct System\* (Complete Sections 3 & 4)

\*When done in conjunction with a Building Permit, a separate permit application is not required. (Contractor name, address, phone number, state board number, property tax number and owner's name is still required).

Applications must include the name, address and telephone number of the owner, tenant, designer, architect, and/or engineer. Applications must include the site address and suite number or letter designation of the tenant space. The contractor information must be completed, including appropriate signatures, prior to issuance of permits.

### **Section 1: Building Permit Application**

An applicant needs to submit:

- ☐ Three (3) sets of plans drawn to scale (preferably ¼ or 1/8 inch = 1 foot).
- ☐ Site plan showing the location of the tenant space within the structure, adjacent streets, property lines and accessible parking locations.
- ☐ The plans specify:
  - \_\_\_Type of Construction
  - \_\_\_Occupancy Classification

\_\_\_ Automatic Fire Extinguishing System  
\_\_\_ Smoke Detection System  
\_\_\_ Fire Alarm System  
\_\_\_ The number of stories in the building  
\_\_\_ The floor where construction occurs

- ☐ \*\*The plans include written documentation that identifies the required 25 percent monies are to be spent for architectural barrier removal in accordance with Chapter 11 of the State of Oregon Structural Specialty Code (OSSC). The following list is the order in which barriers shall be eliminated from a property:
  1. Accessible parking stall(s)
  2. An accessible route from the accessible parking stall(s) to the building entrance
  3. An accessible route to the altered area
  4. At least one accessible restroom for each sex or a single unisex restroom
  5. Accessible public telephones
  6. Accessible drinking fountains
  7. When possible accessible elements such as storage and alarms
- ☐ An approved barrier removal plan is on file.
- ☐ \*\*Where alterations occur, the altered area must be constructed to be free of architectural barriers. **In addition** to the altered area an amount up to 25 percent of the cost of the alteration must be spent on removing architectural barriers that exist in the remainder of the building. A written description must be provided that identifies the barrier(s) to be removed, and the cost of removing the barriers.
- ☐ If no architectural barriers exist, or will exist after the altered area is completed, no additional money must be spent. If the removal of remaining architectural barriers does not equal 25 percent of the cost of the alteration, only the amount to remove the remaining architectural barriers must be spent. Money does not need to be spent on removing barriers that do not exist.
- ☐ The plans specify the Business Type (retail sale, warehouse, office use, medical use, educational, woodworking, auto repair, use of hazardous materials, etc...)
- ☐ The use of each room or space labeled for its proposed use (i.e. "Office", "Storage", "Corridor", "Classroom", etc...)
- ☐ The plans include a description of the work (New tenant, removing and/or replacing walls, interior alteration, etc.)
- ☐ A floor plan with dimensions identifying all new and existing construction.
- ☐ A cross section of new partition walls showing all components of the wall or a written description of the wall construction, including the method of attaching the walls to the floor and bracing at the top of partition walls.
- ☐ Restroom elevations when work is proposed for accessibility to persons with disabilities.
- ☐ A reflected ceiling plan when a change to the ceiling is anticipated, including details for seismic bracing of the ceiling grid and suspended lights.
- ☐ Any specification books or additional details that are necessary to identify materials or methods of construction.

- ❑ State of Oregon “Energy Code Compliance Forms” as required by Chapter 13 of the OSSC for the following work involved in the project:

- \_\_\_\_\_ Summary Sheets, per Chapter 2.
- \_\_\_\_\_ Exterior Building Envelope, per Chapter 3. Required when previously unheated and/or cooled space is to be heated/cooled, or the exterior walls are altered.
- \_\_\_\_\_ Systems; mechanical (HVAC) per Chapter 4. Required when new heating or cooling equipment is being installed. Provide form 4a and applicable worksheets.
- \_\_\_\_\_ Artificial Lighting per Chapter 5. Provide Forms 5a, 5b or 5c and applicable worksheets. Required when new lighting is to be installed (this includes areas where existing lighting has been removed and is to be reinstalled).

- ❑ The plans have been stamped by an Architect or Engineer registered and licensed to practice in the State of Oregon, if the building is over 4000 square feet in ground area or more than 20 feet in height, measured from the lowest finished floor to the highest overhead ceiling, and there are structural changes proposed.
- ❑ Structural calculations stamped by the licensed Oregon engineer.
- ❑ Where fire walls or fire resistive construction is involved, the appropriate fire resistive design data is provided (i.e., U.L. Listing, Gypsum Manual Number, Table 7-A, 7-B or 7C item number of the Oregon Structural Specialty Code).
- ❑ Where Special Inspection is required, it is called for on the plans, and the name(s) and qualifications of the individual (s) are provided for approval by this office for:

- \_\_\_\_\_ Concrete
- \_\_\_\_\_ Bolts in concrete
- \_\_\_\_\_ Special moment-resisting concrete frame
- \_\_\_\_\_ Reinforcing steel
- \_\_\_\_\_ Prestressing steel tendons
- \_\_\_\_\_ Site Welding
- \_\_\_\_\_ Fabrication shop welding
- \_\_\_\_\_ High-strength bolting
- \_\_\_\_\_ Structural masonry
- \_\_\_\_\_ Reinforced gypsum concrete
- \_\_\_\_\_ Insulating concrete fill
- \_\_\_\_\_ Spray-applied fireproofing
- \_\_\_\_\_ Piling, drilled piers and caissons
- \_\_\_\_\_ Shotcrete
- \_\_\_\_\_ Special grading, excavation and filling

## **Section 2: Plumbing Permits**

An applicant needs to submit:

- ☐ Three (3) sets of plans.
- ☐ Water Meter – Commercial \_\_\_\_\_Size Required \_\_\_\_\_Number Required
- ☐ Water Meter – Multi-Family \_\_\_\_\_Size Required \_\_\_\_\_Number Required
- ☐ Site Plan complying with Section 1.
- ☐ Submitted for a Grading Permit – for any site work
- ☐ Show new and existing plumbing fixtures, and any fixtures to be removed (if not shown on the building plans).
- ☐ Plumbing plans (if more than three trapped fixtures are to be connected to the drainage system) that shows:
  - \_\_\_\_\_ Main supply water pressure
  - \_\_\_\_\_ The distance to the water meter
  - \_\_\_\_\_ Fixture unit load on existing system
  - \_\_\_\_\_ Drain, waste, vent piping diagrams and material type
  - \_\_\_\_\_ Water supply piping diagrams and material type
  - \_\_\_\_\_ All new pipe sizes and lengths
- ☐ Plans identify if water closets are:
  - \_\_\_\_\_ Tank type
  - \_\_\_\_\_ Flushometer valve type
- ☐ Where grease traps are required, the size, locations and details are provided.
- ☐ Horsepower rating for garbage disposals is provided.

## **Section 3: Mechanical Permits**

An applicant needs to submit:

- ☐ Three (3) sets of plans.
- ☐ Site plan complying with Section 1.
- ☐ Mechanical plans show all the new equipment locations.
- ☐ Equipment specifications (i.e., size, weight, Btu input, tonnage, horsepower, kW, SEER, EER rating of equipment).
- ☐ Details for how roof top units are anchored to the roof curb and how the roof curb is attached to the roof structure.
- ☐ The size, spacing, type and span of supporting roof or floor members, and supporting walls or columns.
- ☐ Structural calculations and drawings stamped by a registered engineer or architect for suspended or rooftop mechanical units for any unit(s) that weighs 500 pounds or more. For units weighing less than 500 lbs, Item 6 still applies.
- ☐ Size, cfm and location of all new, moved and/or removed supply and return air diffusers on a reflected ceiling plan.
- ☐ Plans identify required smoke and fire dampers.
- ☐ Gas pressure to be used
- ☐ Gas piping diagram showing the developed length and size(s) of pipe, all new and existing mechanical equipment served by the line and each of their Btu input demand.
- ☐ Clarification of the access to the equipment.

- ❑ Details for how suspended units are supported and braced against lateral (seismic) movement. Calculations are required for the bracing for any equipment that weighs 400 pounds or more.
- ❑ Exhaust Hoods (Type I and II), including hood size, metal gauge, construction, cfm, make-up air, shaft construction details, method of support for vertical and lateral (seismic) loads and fire suppression system (see items under Items 1, 3, 4, 7 and 10 of Section 4 below).
- ❑ Location and specifications for detection system providing automatic shut-down of HVAC units on supply side only for units over 2000 cfm or serving more than one tenant.

#### **Section 4: Automatic Fire Extinguishing System Permits**

An applicant needs to submit:

1. \_\_\_\_ Four (4) sets of plans
2. \_\_\_\_ Site plan complying with Section 1
3. \_\_\_\_ Locations of all existing, new, relocated and removed sprinkler heads
4. \_\_\_\_ Specification ("Cut") sheets for new sprinkler heads, control valves, backflow prevention valves.
5. \_\_\_\_ Hydraulic calculations if density is changed or floor area is increased
6. \_\_\_\_ Pipe sizes and schedules
7. \_\_\_\_ For self-contained chemical systems include the specification ("Cut") sheets for the listed system, including type of chemical and storage container size and location.
8. \_\_\_\_ Hazard designation for the sprinkler system design.
9. \_\_\_\_ Plans are stamped and signed by a professional engineer, or NICET Level III or IV certified person.
10. \_\_\_\_ Plans identify the type of system (i.e., wet, dry, anti-freeze, preaction, etc...)
11. \_\_\_\_ Details and locations of hangers and sway bracing.
12. \_\_\_\_ Location, size and type of stand pipes.

#### **Section 5: Fire Alarm/Smoke Detection Systems**

An applicant needs to submit:

- ❑ Four (4) sets of plans
- ❑ Site plan complying with Section 1
- ❑ Plan showing the locations of all existing, new, relocated and/or removed: detectors, pull stations, visual/audible alarms
- ❑ Specification ("Cut") sheets for detectors, pull stations, alarms (visual and Audible), Annunciator panels, etc.
- ❑ Wiring and riser diagrams (including wire types, sizes and power connection)
- ❑ Battery calculations

## **Section 6: Storage Racks**

An applicant needs to submit:

- ☐ Three (3) sets of plans for any racks 8 feet in height or greater (measured to the highest point a shelf, pallet or container can be placed).
- ☐ Site plan complying with Section 1
- ☐ Floor plan to show locations of all existing and proposed racks
- ☐ Plans, calculations and specifications stamped by a registered Oregon engineer that specify the racks structural design for vertical and seismic loads, and anchorage to the floor
- ☐ A description of the commodities to be stored, including how they are packaged (i.e., cardboard boxes, metal containers, plastic wrapped, etc...) Example: plastic product, packaged in plastic bags, stored in cardboard boxes on wood pallets, with shrink wrap around the pallets and cardboard boxes.

I certify that the above information is correct, and understand that incorrect or missing information will cause the application to be rejected, resulting in delays for the applicant. I further understand that re-submittals of complete information will be reviewed in the order received based on date of re-submittal.

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Signature of Applicant

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Date

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Title

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Telephone Number