



Date: \_\_\_\_\_  
Completed by: \_\_\_\_\_

## Community Development Tenant Improvement/Interior Build-Out Phased Plan Review

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Project Name: \_\_\_\_\_

Plan Review #: \_\_\_\_\_

The Community Development Department offers phased plan review for projects as an alternative process to a full building permit submittal. Under the phased plan review process, projects for new construction may be segmented into one of more phases for plan review, permitting and inspections. This allows for construction to begin on a portion of the building while final design is occurring for the entire building. For projects that elect a phased plan review, each phase will be treated as an individual submittal. Individual building permit applications and fees will be required for each phase. Plans are required for the specific portion of the work within each phase. Submittals deemed incomplete by the Community Development Department's development clerks or chief building official (CBO) will be returned and a plan review will not be performed.

- Application form
- Written scope of work
- Four sets of sealed plans (24'x36')
  - Cover sheet with index
  - Any plans that were not part of the footing and foundation permit
  - Architectural drawings, including an architectural site plan
  - Construction details for all interior partitions including the required fire resistance rating wall construction details
  - Electrical, plumbing, and/or mechanical drawings if the finishes of interior partitions are a part of the request
- Applicable special inspections statement, if required by section 1704 OBC
- Fabricator information, if needed
- Building energy compliance documents
- Additional information, if needed
  - Kitchen drawings (including hood)
  - Hood suppression
  - Seismic information
  - Other deferred submittals

### General Information

- \$250.00 base fee due at time of phased submittal
- Commercial plan review fees are charged per hour and will be due at the time of pick up