



TENANT IMPROVEMENT CHECKLIST

In order for the City to provide you complete and expeditious service, the plans and documents indicated below must be provided to Building & Development Services in order for us to properly log in your application and distribute it to the reviewing departments. Omission of any required information will be deemed an incomplete submittal and returned to the applicant. All forms can be obtained from www.modestogov.com

1. Submitted by: _____
2. Accepted by: _____
3. Name of project: _____
4. Address or legal description: _____
5. The following submittal requirements apply:

FOR BUILDING REVIEW: (209) 577-5232

- 1 Permit Application
- 1 Tenant Improvement Checklist
- 3 sets of complete building plans -- (this includes one set for Fire review) NOTE: Building Code compliance items to be fully detailed on plans
- 2 sets of State Energy forms
- 1 completed Disabled Access Declaration form
- Contacted and submitted plans to County Health Department (209) 525-6700 (food operations, drinking and dining establishments, commercial pools)
- Special inspection required per California Building Code (CBC), Section 1701

FOR LAND DEVELOPMENT ENGINEERING: (209) 571-5520

- 1 Copy of floor plan

FOR PLANNING REVIEW: (209) 577-5267

For Projects With Exterior Changes or a Change to Higher Parking Requirements

- 1 Copy of floor plan
- 1 Copy of parking survey
- 1 Copy of elevations

FOR STORMWATER REVIEW: (209) 577-5264

For Projects With Exterior Soil Disturbance

- 1 Storm Water Pollution Control Plan

PUBLIC WORKS: (209) 571-5569

For Projects With Grease, Oil, Sand, Food, or Drinking Establishments

- 1 Copy Fats, Oil, Grease Checklist
- 1 Copy of floor plan
- 1 Copy of equipment plan
- 1 Copy of plumbing plans
- 1 Copy of WWDS form

Office Use Only Initial/Date

