



City of Modesto
Community and Economic Development Department
Building Safety and Neighborhood Preservation Division
1010 Tenth Street, Suite 3100
Modesto, CA 95354 209-577-5232

“Tenant Improvement Tuesday” Expedited Process

Purpose

This procedure establishes a program allowing permit applicants to schedule appointments on any **Tuesday** to meet one-on-one with Building, Planning, and Fire Department plan review staff for the purpose of performing a plan review **and initial approval** for proposed simple tenant improvements.

There is no additional charge for this expedited service

Scope

- Business (B) or Mercantile (M) occupancy
- Floor area of 2,500 square feet or less.

Appointments

May be scheduled between 9:00 am to 3:00 p.m. by calling **(209) 577-5232 extension 0**. Please also email a pdf copy of the working plans prior to the meeting.

NOTE: This process does not insure a permit will be issued. Additionally, additional agency approvals may be required, such as County Health Department or Environmental Review.

Plan Document Submittal Requirements

- A. The design professional will attend the scheduled appointment in order to make minor corrections to plans in order to make them issuable.
- B. Building Permit and Fire Permit Applications
- C. Disabled Access Declaration Worksheet
- D. Four (4) complete sets of minimum 18"x24" stamped and signed (when required) plans:
 1. Cover Sheet specifying:
 - a. Project Name (Spec Tenant Improvement or Tenant Name) and Suite Number
 - b. Project Governing Codes: 2016 California Building, Mechanical, Electrical, Plumbing Fire and Green Building and Energy Codes
 - c. Project General Notes and Specifications
 - d. Project Data:
Occupancy Type: B or M
Construction Type: VB, II-B, etc.
Floor Area: (Sq. Ft.)
 - e. Description of the Scope of Work and Proposed Use of Space

2. Site plan showing:
 - a. the location of building on the site
 - b. adjacent tenant occupancy types
 - c. the complete accessible path of travel to accessible parking spaces and the public way.
3. Architectural floor plan(s) showing all existing and new work. Specify room uses, egress, wall types and connection requirements, door sizes, type and hardware requirements, rated building elements and accessibility details.
4. Provide additional plumbing, mechanical and electrical plans, details and specifications'. Show all existing and new: mechanical HVAC systems, plumbing plans and electrical Plans (power and lighting plans, one-line diagrams, panel(s), light fixtures, outlets and switches, etc.)
6. Provide signed and completed Title 24 Energy Compliance as required.
7. Include stamped and signed structural calculations for minor work (where applicable).
8. Include Green Building Standard Code checklists (as applicable >\$200,000 valuation)
9. Automatic Fire Sprinklers, Alarms, and Hoods may be deferred.

Fees

Consult with a Building Services Technician for building permit fees. Development Impact Fees may be applicable if the use of the tenant space or building is changed. For estimates use:
<http://www.modestogov.com/DocumentCenter/Home/View/4331> (See especially page 23)

Application Forms

Permit Applications and Disabled Access Declaration worksheet may be obtained at

<https://www.modestogov.com/DocumentCenter/Home/View/1147>
<https://www.modestogov.com/DocumentCenter/Home/View/1139>
<http://www.modestofire.com/DocumentCenter/Home/View/4587>

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