



TENANT IMPROVEMENT APPLICATION
Form 4564

Site Address Suite(s) Parcel #

Tenant Name New business at this location Yes No

Is this a code enforcement case? Yes No Historic Yes No Unknown

Applicant / Contact Name

Address

City State Zip Code

Phone # E-mail

Contractor Phone #

Chula Vista Business License # State Contractor's License # Class Expires

Property Owner Contact (phone/e-mail)

Address

City State Zip Code

Scope of Work: Valuation Cost:

For commercial utility permits only (fill this section).

Water Heater Mechanical/HVAC Electrical

Answering yes to any of the following questions may mean that full tenant improvement plans are required.

Is this a new use? Yes No Is this a new tenant? Yes No Is this new equipment? Yes No

Are there new fixtures feeding the equipment? Yes No

Will there be any other construction work taking place in this location? Yes No

Submit 2 sets of plans on a minimum 11x17" sheets that include the following:

- Site plan showing the location of the work
Use of space
Spec sheets for equipment
Energy calculations and HERS forms
Cubic feet per minute of airflow
Electrical plan showing whether new disconnects/circuit breakers/wires are needed
Presence of alarm system
Roof plans with structural plans or engineer stamp/approval (for roof units, as applicable)

For commercial accessory structures and solar, fill in this section, and continue to the following page.

Patio Cover/Enclosure (sq. ft.) Retaining Wall (sq. ft.) Linear ft Solar (# of panels)

Carpports (sq. ft.) Wall/Fence (sq. ft.) Linear ft. Number of New Trash Enclosures

For full tenant improvements, fill in the following information and continue to the following page.

Type of Construction Existing Occupancy New Occupancy Existing Shell Building Yes No

Existing Fire Sprinklers Yes No Changes to Facade Yes No New Square Footage Returning to Shell Yes No

Existing Suite Sq. Ft. Remodel Sq. Ft.



# TENANT IMPROVEMENT APPLICATION Form 4564

## MINIMUM SUBMITTAL REQUIREMENTS ( Required information, If applicable)

**Four (4) complete sets of fully dimensioned, drawn to scale plans which include all of the following:**

**Title Sheet**

- Scope of Work: (Detailed description of work - include addition, remodel, demolition (interior/partial), accessory structures, combining/dividing suites, number of A/C units, etc.)
- Sheet Index
- Location/Vicinity Map
- Code Enforcement Stamp
- Project Address (including suite number)
- Assessor Parcel Number
- Property Owner's Information (Name/Address/Phone/Email)
- Design Professionals Information (Name/Address/Phone/Email)
- Contractor's Information (Name/Address/Contract Lic)
- Square Footage (existing and proposed) by Occupancy Classification
- Occupancy Classification (existing and proposed)
- Construction Type
- Zoning & Legal Description
- Related Permits (Racking/Demo/CUP/Design Review/Solar/etc.)
- Lot Coverage / Floor Area Ratio
- Land Use (existing and proposed)
- Sprinklered (yes or no)
- Racking (linear feet, height + cubic feet)

**Floor Plans**

- Existing and Proposed (including restaurant seating)

**Site Plan**

- Building footprint (existing & proposed)
- Property lines
- Setbacks
- Label adjacent streets
- Fencing (existing & proposed)
- Easements

**Elevations**

- North/South/East/West

**Foundation Plan**

**Roof Plan**

**Cross Sections**

**Electrical Plans**

**Mechanical Plans**

**Plumbing Plans**

**Structural & Framing Plans**

**Two (2) copies of the following:**

**Documents**

- Title 24 - Energy forms
- Soil Report for detached structures and additions
- San Diego County Hazardous Materials Questionnaire
- Structural Calculations
- Truss Calculations (may be deferred)

**Wastewater Requirements**

In addition to the 4 sets of plans, submit a flash drive with a full set of plans in PDF and an 11x17" version of the following sheets:

- Title sheet
- General sheet
- Plumbing sheets
- Site layout

**One (1) copy of the following:**

- Storm Water Checklist
- Waste Management Report
- SDG&E work order

**Development Impact Fees**

Please contact the Neighborhood Services Team at 619-691-5047 to inquire about the DIFs that may be assessed on your project.

**Before the issuance of a permit, your project will require one or more of the following:**

- Chula Vista Business License
- Letter of Authorization
- Health Department approval letter
- Contractor's License
- Owner/Builder Form
- School Fee Letter (for additions)

**I, the applicant hereby acknowledge that any of the missing documents from the checklist above will be considered an incomplete application and will delay or deny the issuance of this permit.**

Applicant Signature: \_\_\_\_\_ Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_