



City of Wilton Manors Community Development Services Department

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TENANT
IMPROVEMENTS

TENANT IMPROVEMENTS

This checklist is designed to expedite permit application processing by ensuring that all required documentation is submitted with your application. **Submit one notarized copy of the permit application and two (2) copies of the following required information:**

- _____ 1. Plans submitted must be drawn on standard 24"x36" blueprint paper and must be drawn to scale. The plans must contain the following:
 - _____ (a) The name of the tenant and the precise location/address. Include a site plan or overall floor plan of the center showing the improvement is to occur.
 - _____ (b) All existing improvements such as walls, electric, fire sprinklers, plumbing, etc.
 - _____ (c) All new proposed improvements. (The difference between the existing improvements and the new improvements must be clearly delineated.)
 - _____ (d) Wall section.
 - _____ (e) Electrical service and load calculation.
 - _____ (f) Plumbing riser if new plumbing to be added.
 - _____ (g) Complete piping diagram if fire sprinkler system changed.
 - _____ (h) AC unit make and model, duct size and location if air conditioning system modified.
 - _____ (i) Locations of sewer connects and disconnects if project includes demolition.
 - _____ (j) Each set of plans shall include a Registered Land Surveyor's Certificate.
- _____ 2. If a substantial portion of the existing improvements are to be removed, a separate demolition permit may be required.
- _____ 3. The permit application must be signed by the Property Owner and the General Contractor. If the tenant signs the application as the owner, then separate written authorization from the owner of the building or shopping center is required.
- _____ 4. Owner/Builder Affidavit if installed/constructed by Owner.
- _____ 5. If installed/constructed by a contractor, include proof of Workers' Compensation Insurance, copy of contractor's license and copy of contract.

GENERAL INFORMATION:

Tenant Improvements are also known as Interior Renovations or Commercial Remodeling, or a combination of these words (such as Tenant Renovations or Interior Remodeling). Tenant Improvements are changes to the interior of commercial or business spaces (such as retail stores or business offices). Tenant Improvements generally occur when one tenant moves out of a space and another tenant requires modifications to the space, or when a tenant expands by taking over an adjoining bay, or when a tenant decides to improve/re-do his/her existing space.

SPECIFIC REQUIREMENTS:

Prior to applying for a building permit, an occupational license must be applied for and the zoning approved. This is to ensure that the type of business proposed is compatible with the allowable uses in the particular zoning district.

INSPECTIONS:

Inspection list will be provided when permit is issued.

All inspection requests must be called in by **2:45pm** for inspection on the next Business Day.

Signature of Applicant

Date

Printed Name of Applicant