

## **Commercial Tenant Improvement Building Permit Checklist**

### **Tenant Improvement Submittal Requirements:**

- Fill out online building application.  
[https://highland.mycityinspector.com/register?registration\\_id=159b9391628a1f](https://highland.mycityinspector.com/register?registration_id=159b9391628a1f)
- Complete set of working drawings.
- Electrical & Mechanical Engineering.
- Plans with engineer requirements must be wet stamped.
- Plans will only include what will be built.
- Meter base location and amperage of service along with breaker panel locations.
- Post and beam sizes and locations.
- Gas piping diagrams showing BTU's for each appliance; and footage only.
- MEC check or equivalent com check.
- Landscape bond estimate (from your engineer/landscape architect) for all landscaping included on approved sit/landscape plan submitted to city for approval.
- Posted bond for landscaping in the amount equal to 20% of bond estimate, to be kept by the city for 1 year to guarantee landscaping lives.
- Storm water pollution prevention plan (SWPPP) -See details on website.
- Plan for grease trap and sampling manhole if required.
- \$500.00 deposit