

BULLETIN

Permitting Tips

(01/20)

This bulletin is to make you aware of issues that have been identified by the City or other retailers and suggest Tenant's architect and engineer pursue further as it relates to Tenant's contract documents.

- Landlord approval is required for permit application submittal.
- Name, business certificate and license number of the General Contractor is required for permit application.
- Permit application will not accept suite numbers with alpha characters; the suite number must be numerical only.
- Both Structural Review Section (Bldg. Department.) and Fire Emergency Services (Fire Department) shall review plans for code compliance. Both departments must approve prior to permit issuance.
- Fire Department review may take up to 1 week.
- Typical Building Department permit turnaround: 2 weeks.
- An expeditor is recommended for plan submittal.