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2. Alterations completed solely for the purpose of removing barriers and providing accessible features;
3. Projects consisting only of reroofing, heating, ventilation, air conditioning, and electrical not involving the placement of switches receptacles;
4. When the construction cost for improvements is less than the current ENR valuation threshold, the cost of accessibility improvements shall be limited to 20% of the construction cost of the alteration.
5. When the adjusted construction cost for improvements exceeds the current ENR valuation threshold, full compliance shall be provided. When an Unreasonable Hardship Exception application is made, and the enforcing agency finds that compliance with the building standard would make the specific work of the project affected by the building standard infeasible, compliance may be achieved by equivalent facilitation or to the greatest extent possible without creating an unreasonable hardship, but in no case shall the cost of compliance be less than 20% of the adjusted construction cost of alterations.

Please make sure to contact the following City Agencies prior to submittal of plans:

- Planning Division
- Building Division
- Dept. of Public Works
- Fire Department
- Electric Department

If you have any questions or want to learn more about how your Community Development Department can serve you, please call 707/431-3346 or come by and visit us at the Healdsburg Community Development Center, 401 Grove St, weekdays between 7:30 a.m. and 5:30 p.m. (City Offices are closed on alternating Fridays).



City of Healdsburg

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**TENANT
IMPROVEMENT**

**PERMITS &
APPROVALS**

What is a Tenant Improvement?

Generally, a Tenant Improvement is construction to remodel, renovate, repair or improve an existing or new commercial space in preparation for use by a new tenant or relocated business.

Are there Zoning restrictions for tenant improvements?

The type of business including interior usage and improvements must be consistent with the allowable Zoning uses for the property. Exterior improvements and signage are subject to Design Review approval by the Planning Department.

Before remodeling, leasing, or renting a commercial space, you should ask the Planning Department if:

The uses that you are planning for the space require a Conditional Use permit. Be sure to describe as fully as possible the type of uses you are planning, especially if they involve food preparation or service, entertainment, or outdoor activities.

Any changes you are planning to the exterior of the space including signs, awnings, and painting require Design Review approval.

Are building permits required for a tenant improvement?

In addition to the Planning Department, there are other City approvals such as building permits and business licenses required for most tenant improvements.

The following information is required when applying for a Tenant Improvement planning permit.

- Two (2) floor plans drawn to scale (1/4" = 1 foot minimum scale). One showing the existing layout of the tenant space and the other showing the proposed layout. Include on the proposed floor plan the location of all equipment, counters, shelves, furniture, electrical installations, exits, and bathrooms. If applicable, parking and landscaping should be shown on a site plan.
- Provide a written narrative describing the proposed use, sales items, equipment, number of employees, and a valuation (job cost) of all improvements you are making to the tenant space.



The following information is required when applying for a Tenant Improvement building permit.

- Provide five (5) sets of construction plans for all improvements (interior and exterior) associated with the tenant improvement.
- California State Law requires that an architect or engineer prepare the tenant improvement plans for any structural work such as new stairways, mezzanines, bearing walls, removing bearing walls to create opening, etc.

Will other City Departments review my Tenant Improvement permit application?

Your Tenant Improvement application will be routed to the Planning Department, Fire Department, Electric Department and Public Works Department for review and approval. The proposed tenant must also obtain a business license and set up a utility billing account with the Finance Department before opening. It is advised that you contact those departments to determine what other requirements or fees may be necessary for your project.

Will I need to make my business accessible for people with disabilities?

All new work associated with additions or alterations to existing buildings must comply with the current accessibility standards. Also, when additions or alterations are made to existing buildings or facilities, an accessible path of travel to the specific area of alteration or addition shall be provided. The primary accessible path of travel shall include:

1. A primary entrance to the building or facility, including parking.
2. Toilet and bathing facilities serving the area.
3. Drinking fountains serving the area.
4. Public telephones serving the area, and
5. Signs.

Full compliance with accessibility regulations may not be required. There are some exceptions including:

1. If accessibility improvements to the area of the addition, alteration or to the primary path of travel were completed under the requirements of the immediately preceding code cycle;

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