



City of Atascadero

Community Development Department

PUBLIC INFORMATION - BUILDING SERVICES

6500 Palma Avenue Atascadero, CA 93422 (805) 461-5035 fax (805) 461-7612

TENANT IMPROVEMENT INTAKE CHECKLIST

PERMIT SUBMITTAL INTAKE MEETINGS ARE BY APPOINTMENT ONLY

MONDAY – FRIDAY BETWEEN 8:30 A.M – 4:00 P.M.

Incomplete submittals and walk-in submittals will **not** be accepted at the Permit Counter.

I. Application and Forms:

- Commercial Intake Request Form – Email permitcenter@atascadero.org prior to schedule intake meeting.
- Complete Building Permit Application - Signed by Property Owner, Authorized Agent, or Licensed General Contractor.
- Complete Business License Application - Signed by Property Owner and Applicant (Not applicable if City of Atascadero Business License is current)
- Property Owner's Approval – Tenants must have written approval from property owner.
- Grant Deed / Title Report – Required if owner name is different than County Assessor's Records.
- Construction Waste Management Plan
- County Health Department Approval – Required on any food establishment business prior to permit issuance.
- OHSPD 3 Requirements – Declaration of request for plan review, inspection & certification form required to be signed at submittal for all new medical buildings.
- Encroachment Permit (Separate Application) – Required for all work within the City's Right-of-Way.

II. Fees:

- Advance Plan Check Fee – Determined prior to intake meeting. Additional fees applicable at permit issuance.

III. Site Plan, Construction Drawings, and Support Docs (3 complete sets):

- Site Plan – Shall include property lines, building and space placement, parking lot, handicap parking, handicap path of travel from public way, exterior signs and North arrow.
- Floor Plans – Existing and Proposed. Include egress routes, interior accessibility requirements, tank anchorage, restroom requirements, existing and proposed electrical & mechanical plans.
- Structural Calculations – (if necessary)
- Title 24 State Energy Analysis – (if necessary; required if changing lighting or modifying mechanical systems)

IV. Additional Requirements Required Prior to Permit Issuance:

- Commercial Business License – Businesses must have an active City business license at time of permit issuance.
- One (1) Additional Floor Plan For County Assessor – Min. 11"x17"
- Fire Sprinkler Plans / Fire Alarm Plans / Hood Suppression Systems (3 complete sets; if necessary)
– This is a separate deferred addendum permit that must be submitted for prior to issuance of new structure permit.

SEISMIC DESIGN CATEGORY C. D OR E – CLIMATE ZONE 4 – WIND ZONES 85 M.P.H EXPOSURE ZONE "B" OR "C"

ZONING ORDINANCE – NATIVE TREE ORDINANCE – ATASCADERO MUNICIPAL CODE – 2019 CBC – 2019 CRC – 2019 CEC – 2019 CPC – 2019 CMC – 2019 CGBC – ENGINEERING STANDARDS – CALIFORNIA STATE ENERGY COMPLIANCE (TITLE 24)ⁱ