

Tenant Improvement Permit Packet



New Commercial OR Tenant Improvements

-Notice-

Permit Applications will only be accepted between the hours of
8:00 A.M. to 11:30 A.M.

Dear Applicant:

Please be aware of the following:

- ❖ On the permit application you must provide all ON-SITE INFORMATION. The permit application must be filled out in its entirety, when a section of the application doesn't apply, you must indicate (N/A). Please provide all information for square footage, stories, type of construction, valuation and occupancy type.
- ❖ All deferral applications must be submitted in accordance with CGSC, Section 196.3.4.
- ❖ Your permit expires if work isn't started within 180 days from the date of issue. Your permit expires if work is suspended or abandoned for 180 days or more. If you can't work within a 180-day period and don't wish to abandon the project, you may submit a written request to extend your permit for an additional 180-day period.

Erosion Control (if applicable)

- ❖ This application is to be submitted to the Engineering Department. Please contact Debra Clark at (503) 636-0100 for more information.

Tree Protection (if applicable)

- ❖ If your lot includes any trees, please contact the Planning Department at (503) 636-0200 for more information.

*Permits cannot be issued if Erosion Control, Tree Protection or Tree Cutting Approval(s) required & have not been signed off by the appropriate department.

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