



Public Works
Building Inspection
311 Vernon Street
Roseville, California 95678-2649
916.774.5332 fax 916.774.5394

TENANT IMPROVEMENT DESIGN REQUIREMENTS

Permit applications for Tenant Improvements (T.I.'s) on commercial buildings shall be accompanied by plans, specifications, calculations, etc. as necessary to show the location, nature and scope of the work proposed. Plans shall be prepared by, or under the direct supervision of, a California licensed architect or registered engineer, unless the design for the proposed work is specifically exempted by state law. Electrical, mechanical, plumbing and fire sprinkler designs may be done by the installing contractor when licensed by the state for that specialty.

The person preparing the plans must be qualified for the design work. If, in the opinion of the building official, the person preparing the plans is not qualified to prepare the plans, then the building official may require that a licensed architect or registered engineer do the design work.

The following plans for Tenant Improvements **must** be prepared by or under the direct supervision of a licensed architect or registered engineer:

1. Changes which affect the structural system of the building.
2. Walls that form corridors required to be of fire-resistive construction.
3. Fire-rated assemblies.
4. Unlisted or Non-prescriptive suspended ceilings.
5. Change in occupancy to Group A, E or H occupancy.
6. Change in use from R-3 residential to commercial or multi-family.
7. Modifications to designated historical buildings.
8. Health care related facilities (dental, outpatient surgery, etc.)

The following plans for Tenant Improvements **may** be prepared by a non-licensed person where it is found that the changes to the building do not affect the safety of the building or its occupants:

1. Non-structural walls or repair work in existing tenant spaces.
2. Minor alterations to plumbing, electrical or mechanical systems.
3. Non-structural store fronts.
4. Proprietary suspended ceilings.