

Application Checklist: Tenant Improvement

Project Address: _____

DRAWINGS REQUIRED (Please check off all items being submitted)

- 2 sets of plans – 24" x 36" standard size, drawn at ¼" = 1'- 0" unless noted otherwise (graph or lined paper not accepted)
- Site Plan/Key Plan (scale not less than 1/8" = 1'- 0 include project data)
- Floor Plans (all floors affected by renovation)
- Cross-Section
- Structural Plans (as required)
- Civil Engineering Plans (as applicable to placement within foundation)
- Traffic Management Plan (during construction)

* All plans by professionals to be signed and sealed

DOCUMENTS REQUIRED

- Completed Application Form
- Owner's Authorization of Agent Form (if applicable)
- Proof of Ownership (if acquired within the last 3 months)
- Hazardous Materials Testing and Abatement Form (for removal of existing conditions)
- Letters of Assurance – Schedules A and B - from certified professionals (if applicable)
- VIHA health approval (stamped floor plan where applicable)