

Application Checklist: Tenant Improvement

Project Address: _____

DRAWINGS REQUIRED (Please check off all items being submitted)

- ☐ Construction Drawings – with Engineer’s stamp affixed (if applicable)
- ☐ 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)



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