City of Elk Grove
Development Services • Building Safety & Inspection
8401 Laguna Palms Way • Elk Grove, California 95758
Phone (916) 478-2235 • Email Bldonline@elkgrovecity.org
www.elkgrovecity.org

T.I.E.R Program
(Tenant Improvement Expedited Review)

March 2023

Purpose: T.I.E.R Program

This program establishes a procedure that allows a small business applicant to submit minor tenant improvements to the City of Elk Grove's Building, Planning, and Fire Department staff for the purpose of performing an expedited plan review and initial approval of a construction permit for a proposed tenant improvement of a Business (B) or Mercantile (M) occupancy, with a maximum floor area of 5,000 square feet. **This program does not include additions to existing tenant spaces or structural modifications.**

- To see if your project qualifies, please contact the Building Department by calling (916) 478-2235 or by email at: bldonline@elkgrovecity.org

- Expedited building plan review consists of (3) three business days for the review. Projects submitted after 12:00 pm will be processed the following day.

Note: Process does not ensure a final construction permit will be issued should additional outside agency approvals be required, such as CSD Fire Department, County Water and Sanitation Departments, County Health Department, Environmental Air Quality, etc. Please refer to the Agency Contact List for agency contact information.

Plan Document Submittal Requirements

- Depending on the scope of work a design professional (Architect/Engineer) *may* be needed for plan/code compliance.

- Complete a Building Permit Application and pay appropriate fees.

- Complete a CSD Fire Permit Application (fees assessed and collected by CSD). CSD Fire Application

- Complete the Disabled Access Accessibility Upgrade Summary Form .

- All applications, plans, and supporting documents shall be submitted electronically using the link below:
  Building Filedrop | City of Elk Grove
  Please reference our Electronic Plan Review Policy (G-19-33) for submittal guidelines.

Project Data

- Occupancy Type: B or M Construction Type: VB, II-B, etc.

- Complete Sheet Index

- Floor area: (Sq. Ft.) and label all rooms

Cover Sheet Specifying

- Project Name (Tenant Improvement or Tenant Name)

- Project Governing Codes: Current California Codes and Standards per Elk Grove Municipal Code.

- Existing building fire systems: fire walls, fire assembly's, fire sprinklers, sprinkler monitoring system or fire alarm system.

- Statement of project, Scope of Work and proposed Use of Space/ Business type.

- Suite Number.

Site Plan showing and specifying

- Location of building on the site and tenants or occupancy types adjacent to the proposed tenant improvement, with property line setbacks.

- Show "path of travel" from the proposed Tenant Improvement suite to "accessible parking spaces" and the "public way".

- Floor Plan(s) showing and specifying:

  a. All existing and new modifications related to the removal (demolition) and addition of walls, doors, new rooms and "accessible" restrooms. Egress components and egress plan.

- Provide additional detail and specification sheets related to wall type and connection requirements, door size, type and hardware requirements, firewalls, and accessibility details.

- Provide additional plan, detail, and specification sheets, where necessary to show and specify all existing and new mechanical HVAC systems, ducts, intake and exhaust registers and fans, electrical panel(s), light fixtures, outlets and switches, plumbing fixtures and piping, etc.

- Provide Title 24 Energy Compliance Documents.

Fees

Consult with a Permit Technician for building permit fees. Development Impact Fees may be applicable if the use of the tenant space or building has changed.

For additional information please contact the Building Department:

Phone: (916) 478-2235
Email: Bldonline @elkgrovecity.org
Hours: Monday through Friday
8:00 am - 5:00 pm