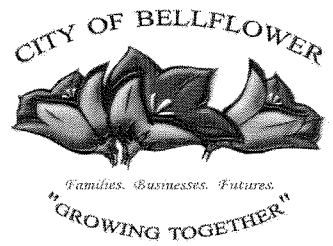




Citizen's Guide To Building Permits For Tenant Improvements



BUILDING & SAFETY DIVISION

What is a tenant improvement and when is a building permit required?

A tenant improvement is an alteration, renovation, and/or remodeling of an existing commercial or industrial space or structure. Before tenant improvement construction begins, a building permit must be obtained from the City of Bellflower. You are advised to check with the Planning Division for any zoning regulation.

What is its purpose?

Building and other life and safety codes exist as a way of safeguarding those who will use and inhabit the structures. The permit process provides for plan review and field inspections to ensure compliance with the Codes.

What permits do I need and what does it cost?

You may need building, electrical, plumbing, mechanical, or fire permits. The fees will vary depending upon the size of the project. A Fee Information handout is available at the Community Development Counter.

Who can apply for the permits?

The property owner, a California licensed contractor or an authorized agent can apply for a building permit. However, only a California licensed contractor can perform the work.

How long does the process take?

The completeness, accuracy, and complexity of your submittal will determine how long it will take to complete a first review and correction list. First review is generally completed within two weeks. Some permits for minor tenant improvements may be completed within one to seven days.

Who approves the permit?

Tenant Improvement plans are checked and approved by Building and Planning Divisions. The permit is issued by Community Development Staff.

What materials do I submit?

For detailed information about submittal materials, please refer to the Tenant Improvement Plan Submittal Checklist available at the Community Development Counter.

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What is involved in the permit process?

The following procedure applies to a tenant improvement permit:

Submit your completed building permit application and plans along with plan review fee to the Community Development counter staff. The Planning and Building Divisions will review the plans. You will be notified when your permit is ready to be issued. At that time, you must pay the balance of your permit fee and other required fees in order to receive the building permit. Construction shall not begin until a permit has been issued.

When and how do I arrange for an inspection?

You will need a series of building inspections during the course of construction. Review the inspection sequence on the reverse side of the building permit card, for different required inspections.

Call the inspection request line at (562) 804-1424 ext. 2230 to request an inspection. No work is to be concealed without inspection approval

Note: The property owner is responsible for mending all open or expired permits on the property. All expired permits must be finalized before any new permits are issued.