

The purpose of this guide is to explain to owners, professionals, and contractors the requirements for obtaining tenant improvement (TI) permits prior to occupancy of the shell of the base building.

Ideally, an occupancy permit is issued for a new base building prior to the issuance of permits for TI work for commercial spaces. TI permits will not be issued prior to base building occupancy unless the procedures and the following requirements outlined below are followed.

Option 1: Single Consulting Team

- The base building **Coordinating Registered Professional** coordinates all TI permits and submits a Letter of Assurance, Schedule A for each of the TI permit applications.
- The design and field review for all TIs is to be done by the same group of professionals responsible for the base building. TI permit applications must include signed and sealed drawings with Letters of Assurance from these professionals.

Option 2: Multiple Consulting Teams (MCT)

- If TIs are being done by professionals other than those responsible for the base building: the registered professionals of record for each TI submits signed and sealed drawings and Letters of Assurance as required by their respective scopes of the work.
- A **Multiple Consulting Team Coordinator** is a registered professional (either an architect or professional engineer) who coordinates all TI work with the base building work and submits a letter confirming the coordination of the concurrent works.
- All drawings submitted for TI permits are to be reviewed by the base building professionals of record and documented in the form of a letter from each of the registered professionals of record. This serves to confirm that the base building approach to code compliance is being followed and that ongoing TI work does not negatively affect agreed code parameters.

Prior to TI Permit Issuance

The owner of the base building is required to submit a letter to the City confirming the option chosen, the name of the Multiple Consulting Team Coordinator (if Option 2 is chosen), and a list of tenants subject to the option chosen.

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Post TI Permit Issuance Process

Once a TI permit is issued but prior to the TI contractor starting work, the base building registered professionals of record, coordinated by the Coordinating Registered Professional, must conduct a joint field review with the TI registered professionals of record to confirm that the TI space meets the base building design criteria documented on the base building permit drawings. Any outstanding work must be identified in a report drafted by the Multiple Consulting Team Coordinator and delegated to specific parties to ensure that all are clear on where the division of responsibility lies.

Construction

The General Contractor for the base building remains responsible for the site safety of the entire project and must provide coordination and ongoing assurance that the ongoing base building construction and the concurrent TI commercial space construction activities are not in conflict.

It is recommended that the base building's fire and life safety systems be installed and commissioned prior to the tenant improvement permit application. If this is not feasible, it is recommended that any work on these systems be done by the base building sprinkler and fire alarm contractors. This will ensure that TI work being done on the base building systems is seamlessly integrated and will avoid conflicts in construction and commissioning.

The base building general contractor and the TI general contractor are each responsible for collecting field review reports generated by the registered professionals and copying them to the base building registered professionals to keep them notified of TI progress and activity.

Occupancy

A TI space cannot be occupied until the base building's occupancy permit has been issued.