



TENANT IMPROVEMENT PERMIT CHECKLIST

This checklist has been designed to assist applicants in knowing what information is required to be submitted with the permit application. Submit one (1) copy of the permit application and one (1) copy of the following required information:

One (1) copy is required, plans submitted **must** be drawn scale. The plans must contain the following:

- _____ (a) The name of the tenant and the precise location/address. Include a site plan or overall floor plan of the center showing where the improvement is to occur.
- _____ (b) All existing improvements such as walls, electric, fire sprinklers, plumbing etc.
- _____ (c) Wall section.
- _____ (d) Electrical service and load calculations.
- _____ (e) Plumbing riser if new plumbing is to be added.
- _____ (f) Complete piping diagram if the fire sprinkler system changed.
- _____ (g) A/C unit make and model, duct size and location if air conditioning system modified.

GENERAL INFORMATION

Tenant Improvements are also known as Interior Renovations or Commercial Remodels, or a combination of these words (such as Tenant Renovations or Interior Remodeling). Tenant Improvements are changes to the interior of commercial or business spaces (such as retail stores or business offices). Tenant improvements generally occur when one tenant moves out of a space and another tenant requires modifications to the space, when a tenant expands by taking over an adjoining bay, or when a tenant decides to improve/re-do his/her existing space.

SPECIFIC REQUIREMENTS

Prior to applying for a building permit, a Local Business Tax Receipt must be applied for and the zoning approved. This is to ensure that the type of business proposed is compatible with the allowable uses in the particular zoning district.

Signature of Applicant

Date

Applicant Name Printed

Building Permit #

Planning, Zoning and Building Department
12300 West Forest Hill Boulevard Wellington, FL 33414
Phone: (561) 753-2430 Fax: (561) 791-4045
www.wellingtonfl.gov



CODES ADOPTED BY WELLINGTON EFFECTIVE JUNE 30, 2015

The following codes as amended by Wellington are enforced within Wellington limits:

1. The Florida Building Code 5th Edition
 - a. Building
 - b. Accessibility
 - c. Residential
 - d. Existing Building
 - e. Plumbing
 - f. Fuel Gas
 - g. Mechanical
 - h. Energy Conservation
2. Florida Fire Prevention Code 5th Edition with Local Amendments (effective 01/01/2015).
3. International Property Maintenance Code, 2015 edition as published by the International Code Council, Inc (effective 02/09/2016).
4. The 2011 edition of the National Electrical Code.
5. Know the Florida Litter Law. Florida Statutes 403.413 commercial illegal dumping is a 3rd degree felony, which can be punishable by imprisonment, fines, and forfeiture of equipment and civil penalties.
6. Anyone planning to do excavation work must notify the one-call "Call Sunshine" Notification Center at 1-800-432-4770 prior to any excavation work being done in order to prevent underground damage. Florida Statute 556.