



City of Atascadero

COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

Email: permitcenter@atascadero.org if you have questions

TENANT IMPROVEMENT INTAKE CHECKLIST

INTAKE MEETINGS ARE REQUIRED AND BY APPOINTMENT ONLY.

MON – THURS BETWEEN 9:00 A.M – 3:30 P.M. AND FRIDAY BETWEEN 9:00 A.M. – 11:30 A.M.

Incomplete submittals and walk-in submittals will **not** be accepted at the counter.

SEISMIC DESIGN CATEGORY C, D or E - CLIMATE ZONE 4 - WIND ZONES 85 M.P.H - EXPOSURE ZONE "B" OR "C"

ZONING ORDINANCE - NATIVE TREE ORDINANCE - ATASCADERO MUNICIPAL CODE - 2025 CBC - 2025 CRC - 2025 CEC
2025 CPC - 2025 CMC - 2025 CGBC - ENGINEERING STANDARDS - CALIFORNIA STATE ENERGY COMPLIANCE (TITLE 24)

I. Application and Forms:

- ☐ Commercial Intake Request Form – Email permitcenter@atascadero.org prior to schedule intake meeting.
- ☐ Complete Building Permit Application – Signed by Property Owner, Authorized Agent, or Licensed General Contractor.
- ☐ Complete Business License Application – Signed by Property Owner and Applicant (Not applicable if City of Atascadero Business License is current).
- ☐ Property Owner's Approval – Tenants must have written approval from property owner.
- ☐ Grant Deed/ Title Report – Required is owner name is different than County Assessor's Records.
- ☐ Construction Waste Management Plan
- ☐ County Health Department Approval – Required on any food establishment business prior to permit issuance.
- ☐ OHSPD 3 Requirements – Declaration of request for plan review, inspection & certified to be signed at submittal for all new Medical buildings.
- ☐ Encroachment Permit (Separate Application) – Require for all work within the City's Right-of-Way.

II. Fees:

- ☐ Advanced Plan Check Fee – Determine prior to intake meeting. Additional fees applicable at permit issuance.

III. Site Plan, Construction Drawings, and Support Docs (3 complete sets):

- ☐ Site Plan – shall include property lines, building and space placement, parking lot, handicap parking, handicap path of travel from public way, exterior signs and North arrow.
- ☐ Floor Plans – Existing and Proposed. Include egress routes, interior accessibility requirements, tank anchorage, restroom requirements, existing and proposed electrical & mechanical plans.
- ☐ Structural Calculations – (if necessary)
- ☐ Title 24 State Energy Analysis – (if necessary; required if changing lighting or modifying mechanical systems)

IV. Additional Requirements Required Prior to Permit Issuance:

- ☐ Commercial Business License – Businesses must have an active City business license at time of permit issuance.
- ☐ One (1) Additional Floor Plan for County Assessor – Min. 11" x 17"
- ☐ Fire Sprinkler Plans/ Fire Alarm Plans/ Hood Suppression Systems (3 complete sets; if necessary for a Type I hood)
-This is a separate deferred addendum permit that must be submitted prior to issuance of new structure permit.