



City of Atascadero

COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

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 92 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 – 2025 CWUI - ENGINEERING STANDARDS - CALIFORNIA STATE ENERGY COMPLIANCE
(TITLE 24)

I. Application and Forms:

- Email permitcenter@atascadero.org prior to schedule intake meeting or submit digitally by requesting an upload link.
- 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 if owner name is different than County Assessor records. A title report may also be required if outdoor construction is proposed.
- 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 – Determined at the 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 required prior to main permit issuance.

Email: permitcenter@atascadero.org if you have questions.

REV AUG 2026