

Commercial Tenant Improvement (TI)

Change of Use (COU)

- Complete Application
- PLANS MUST HAVE CURRENT OREGON ENGINEERING STAMP WITH SIGNATURE.**
- Plan Submittal Check List –
- Complete applications (Building, Plumbing, Mechanical, Electrical when applicable)
- Engineering Review Application will be required if you make any changes to Grading and Drainage along with 2 site plans prepared by a licensed Engineer.
- System Development Charge (SDC) Collection Point Deferral Agreement is required if you decide to defer the SDC's.
 - A Tenant Improvement (TI) or Change of Use may require additional SDC's based on the change of uses in the building. Additional Sewer, Water or Transportation SDC's may be required to be paid depending on the work you are proposing. You may want to submit a Mock Routing to get an estimate of fees for your project.
- Waste water Pre-Treatment Survey
- Water meter Size Determination form,(completed and signed by a licensed plumber, if using existing water meter please note existing meter size and if existing meter will be sufficient for new TI or COU)
- Sidewalk & Driveway Access Permit (changes to driveway cuts and sidewalk work require permits)
- 2 Sets of building plans TO SCALE (suggested scale 1/4"= 1' or 1/8"= 1') addressing all structural changes. If no structural changes are proposed please submit 2 sets of floor plans showing existing floor plan and any proposed changes to the floor plan.
- 1 Additional Floor Plan
- Accessibility: Barrier Removal Plan (ORS 447.241) – Every project for renovation, alteration or modification to affected buildings and related facilities shall be made to insure that the path of travel to the altered areas are readily accessible to individuals with disabilities. Please see the Accessibility; Barrier Removal Plan handout for details or ask the building plans examiner.
- Proof of Ownership or Written Permission to Submit with Owner's Original Signature (Written permission is required if application is not submitted or signed by owner)
- Plan Review Deposit Fee - We Accept Cash, Check, or Visa/MasterCard
- Electrical Permits – Require Separate Application
- Health Department Approval – If this permit involves a food or beverage establishment, please contact Deschutes County Health Dept. for plan approval before permits can be issued (541-383-6717).
- Fire Department -If changes are required to a fire sprinkler or fire alarm system for this project please obtain the proper application and checklist for these requirements. A separate permit and application is required.
- Before demolition or renovation work starts, Department of Environmental Quality (DEQ) requires that the owner or operator of the building must have an accredited inspector survey the building for the presence of asbestos containing materials in the affected part(s) of the building. The survey must include the sampling of materials suspected to contain asbestos. For more information please contact Frank Messina at 541-388-6146 x 226, or go to DEQ's website at <http://www.deq.state.or.us/aq/asbestos/index.htm>.
- Drywells and other Underground Injection Control (UIC) systems must be registered and approved by the Oregon Department of Environmental Quality (DEQ) prior to construction plan approval or Building Permit issuance. This may apply to existing systems and changes to be made to existing systems. This review process may take up to 90 days through DEQ. If you have any questions regarding this you can call Larry Morse in the City of Redmond Wastewater Division his telephone number is 541-504-5079 or email him at larrym@ci.redmond.or.us.
- Customer Service Survey.

Any Questions – Please contact us at:

Community Development Department / Building Division (541) 923-7721