TENANT IMPROVEMENT QUESTIONNAIRE

BLD20____________________

Please complete this entire form. If you do not have all of the information, please make every attempt to obtain and complete this application. If you have questions, please ask a staff member for assistance.

Job Address:________________________________________________________________________

Applicant:____________________________________________________ Phone No:________

Property Owner:__________________________________________ Phone No:________

Tenant (Business Name):__________________________________________

Business Owner:__________________________________________ Phone No:________

Business Description:__________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

1. Are any proposed facilities located outside the building (above ground tanks, pads, canopies, etc.)?
   YES_____ NO_____
   If YES, make a separate application to the Development Services Counter. An additional review deposit and additional plans may be required with your submittal. For more information, call (510) 494-4480.

2. Will your improvement add square footage inside the building, such as a mezzanine or second story?
   YES_____ NO_____
   If YES, contact planning staff regarding Citywide Development Impact Fees.

3. Is your business involved in the production, assembly, storage, wholesale trade, transfer or transport of electronic computer components (disk drives, memory chips, CPU chips, etc.)?
   YES_____ NO_____
   If YES, contact Plans & Permits staff regarding additional security requirements for your business.

4. Are hazardous materials used or stored by your business?
   YES_____ NO_____
   If YES, please contact the Fire Department, HAZMAT Division, at (510) 494-4279 for any special requirements.

5. Have you contacted other key agencies?
   YES_____ NO_____
   If NO, please coordinate with all appropriate agencies on our list of Public Service Agencies.