



**Sam Shahrouri**  
Deputy Director of TLMA  
Building Official

# COUNTY OF RIVERSIDE BUILDING AND SAFETY DEPARTMENT

## Non-Construction Tenant Improvement

### Certificate of Occupancy Requirements

All **non-construction** Tenant Improvement applications shall include the following 4 items:

**1. Building Permit application** (284-500)

**2. Notice of Intent Disclosure form** (284-103)

Explain the exact nature of the proposed business. If the tenant space has been previously occupied, describe the type of business which was operated by the last tenant. Indicate the total square footage of all use areas, and estimate the number of anticipated employees.

**3. Floor Plan**

Provide four (4) copies of the floor plan (including one for the Fire Department) for all leased or owned areas. Plans shall be drawn to standardized scale and shall include all walls, partitions, counters, shelves, displays, equipment, etc. Indicate the height of shelving and/or storage racks. Show locations of all doors, egress path of travel, and sanitary (restroom) facilities, (including electrical, mechanical and plumbing equipment). Please be aware that occupancy classification changes may call for alterations or improvements, which would require building plan submittals to the Building and other applicable departments for review.

**4. Site Plan**

Provide site plans showing the location of the proposed business within a commercial/ industrial center or single building location. Indicate the accessible parking and loading/unloading space, and connecting accessible path of travel to the business entrance.

*Continue to page 2,*

Once the minimum requirements have been established, the building permit for the *non-construction* certificate of occupancy will be issued and the applicant shall:

1. Bring a copy of the non-construction tenant disclosure and above plan information to the Fire Department, to schedule their inspection.
2. Schedule a Health Inspection (if applicable).

Once the inspections have been completed, the applicant shall schedule the final Building Inspection. After Building Department inspection approval, the Certificate of Occupancy will be available for pick up at the Building and Safety office, or it may be mailed to the building or to the business owner.

**Department Contacts:**

Riverside Office

Land Use/ Planning: (951) 955-3200  
Building Department: (951) 955-1800  
Fire Department: (951) 955-4777  
Health Department: (951) 955-8980

Palm Desert Office

Land Use/ Planning (760) 863-8271  
Building Department (760) 863-8271  
Fire Department (760) 863-8886  
Health Department (760) 863-7570