



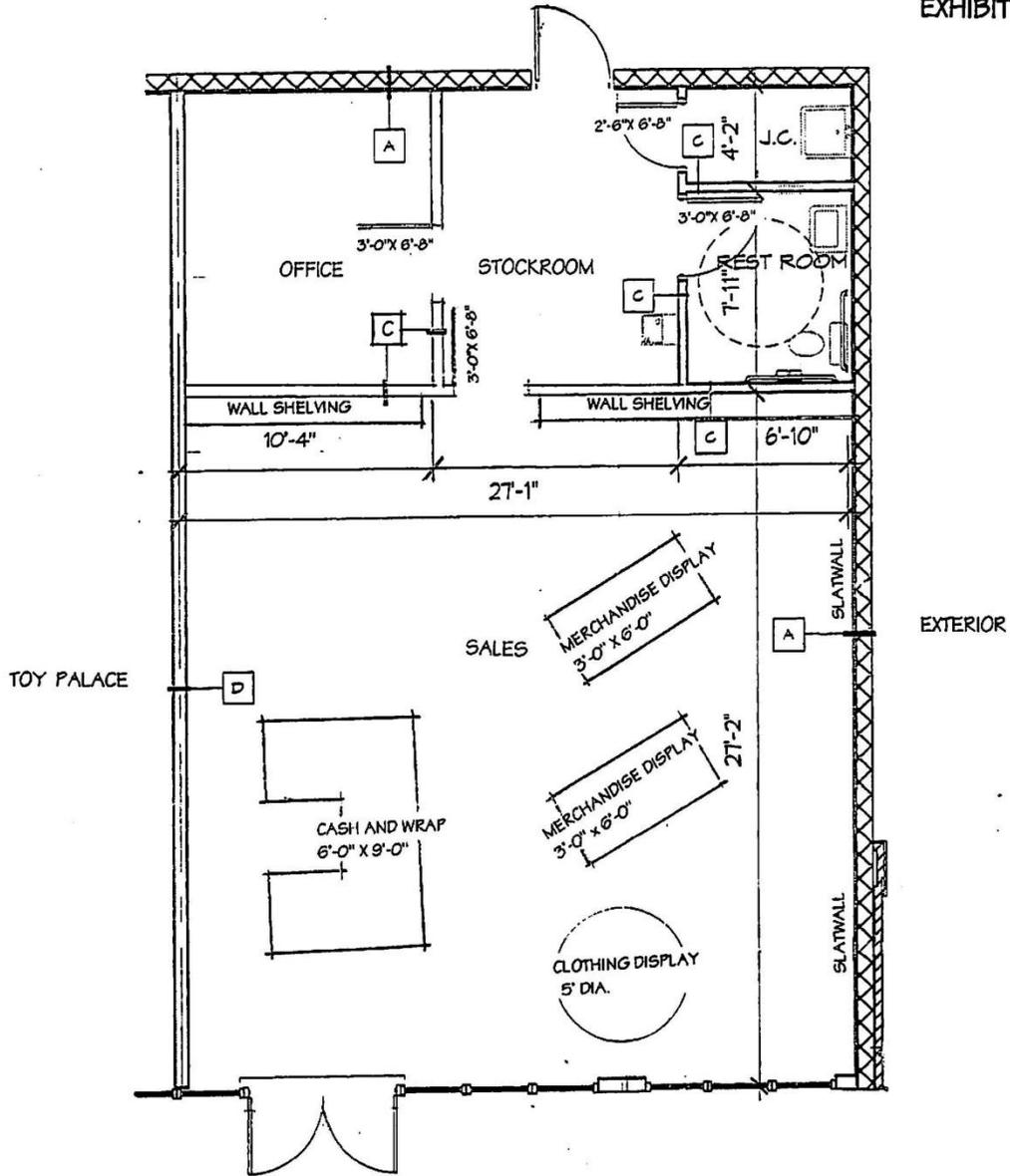
Division of Building Regulation

Tenant Build-Out or Change of Occupancy Submission Requirements (other than Food Service)

1. Complete York County Permit Application. All of the required information shall be provided, especially the correct address, including suite designation. Failure to provide information could result in the drawings not being reviewed.
2. Provide a detailed description of the work/use to be performed in the space. If several functions are to be performed, fully describe each.
3. Submit three (3) sets of floor plans, drawn to a scale (not less than 1/8" = 1'-0") in which the following are depicted: (See Exhibit A for an example)
 - a. Full dimensions of the space/building.
 - b. Full dimensions of each room within the space/building.
 - c. Identify the use of each room, including restrooms.
 - d. Include the location and size of all display fixtures, customer service counters, special equipment, etc. and the associated aisles.
 - e. Identify all new construction and include the materials that will be used for that construction. This construction shall be "highlighted", cross hatched or in some fashion distinguishable from the existing construction.
 - f. Locate the required water fountain and service sink (as applicable).
 - g. Identify adjacent tenants in multi-tenant facilities.
4. For Occupancies within multi-tenant facilities, include a "key plan" that indicates the location of your space in relation to other tenants and accessible parking. (See Exhibit B for an example)
5. Some Occupancy's may require Health Department approval prior to the issuance of any permits or Certificate of Occupancy. (Contact the Peninsula Health Department)
6. Certain Occupancies will require increased ventilation rates over the existing HVAC rates i.e. nail salons, beauty salons, spas, exercise facilities, etc. A balancing certification of the HVAC system by a qualified mechanical technician shall be presented to the mechanical inspector for review and approval prior to the issuance of the Certificate of Occupancy.
7. Projects that incorporate additional plumbing systems, electrical systems and/or mechanical systems above those supplied with the tenant space, may require submission of plans for those trades.
8. As a general rule spaces, other than Assembly, that do not exceed 5,000 sq.ft. in gross floor area do not require the services of a design professional (i.e. Architect or Professional Engineer) for preparation of the drawings.

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EXHIBIT A



WALL LEGEND:
 A-EXISTING EXTERIOR WALL
 B- EXISTING INTERIOR PARTITION
 C-NEW PARTITION (DESCRIBE MATERIALS)
 D- EXISTING TENANT DEMISING WALL

FLOOR PLAN

1/4" = 1'-0"

KEY PLAN

George Washington Mem. Hwy.

