

Do I Need a Tenant Improvement (TI) Permit?*

Is the Type/Use of business changing at this location?

Will you be decreasing or increasing the seating or occupancy?

Installing fixed furniture or partitions over 5'9"?

Will you be changing the floor layout?

Will you be altering the vehicle parking, landscape or irrigation areas, or the exterior of the building?

Was the previous use at this location permitted?

Will you be altering any of the mechanical, plumbing, or fire sprinkler/alarm components of the building?

Altering/changing customer service counters? Are they ADA compliant?

If you checked any of these boxes, a TI permit will be required prior to commencing work.

**Please note, other alterations may require permits, too. These are just primary examples.*



DISCLAIMER

There are a variety of factors that can trigger the need for a tenant improvement permit. This brochure is to help start the conversation and *should not* be used as a final answer when starting your business. We strongly encourage you to speak with any of our staff at Community Development so we can review your specific situation and needs.



RESOURCES

For questions, please contact our **Building Division** at building@ci.wilsonville.or.us

503-682-4960

Or visit our website at www.ci.wilsonville.or.us/Building

Permits & Inspections:

www.ci.wilsonville.or.us/Inspections

Fire Department- Tualatin Valley Fire & Rescue:

www.tvfr.com

Electrical- Clackamas County:

<http://www.clackamas.us/building/electrical.html>



COMMERCIAL TENANT IMPROVEMENT (TI) PERMITS



**Community Development
Building Division**
29799 SW Town Center Loop E
Wilsonville, OR 97070
503-682-4960

How Do Local Requirements Affect Me?

In addition to the building code requirements, tenant improvement proposals are also reviewed for compliance with other Wilsonville codes. Projects are reviewed to determine if the proposed changes would impact site's parking, vehicle maneuvering, Systems Development Charges, Old Town Overlay Zone regulations, landscaping, and other requirements.

This includes reviewing the proposal to ensure it complies with the permitted uses in the underlying zone.



The Wilsonville Development Code may be accessed at our website:

<http://www.ci.wilsonville.or.us/278/Development-Code>

If you have specific questions about the Development Code regarding your business, please contact one of our Planners in Community Development at 503-682-4960.

Important Things to Consider...

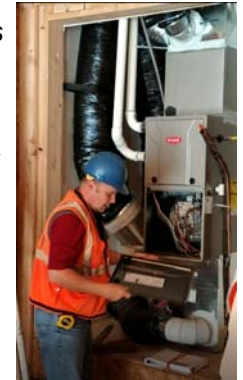
- Will the zoning allow this type of business?
- Will you be serving food? Is a grease trap interceptor installed? A kitchen hood?
- Are there any open violations or inquiries on the property?
- Is the overall structure 4,000 square feet or more? You may need to have a design professional involved.
- Is the building in Old Town?
- Will you be adding to or enlarging the existing signage for your business?
- Do you need to speak with the Health Department, Fire Department or any other overseeing agencies for your type of business?
- Will fire sprinklers/fire alarms need to be modified or installed?
- Will you meet ADA requirements if changing bathrooms or customer service areas?
- Do you know what System Development Charges are and when they apply?
- Do you have a City Business License?



When is a Permit Required?*

In accordance with Section 105 of the Oregon Structural Specialty Code (OSSC), a permit is required as follows:

“Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, change the character or use of occupancy of a building or structure which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.”



Work that Requires a Permit

Structural Work- Examples include: Altering windows, changing floor layouts, creating new types of space.

Mechanical Work- Examples include: Bathroom fans, installation of air conditioner or heat pump, exhaust hood for cooking.

Fire Sprinkler/Alarm- Examples include: Modifications of the space.

Plumbing Work- Examples include: Installation of water heater, re-piping water or waste lines, installation of new plumbing fixtures.

Electrical Work- Contact Clackamas County at 503-742-4240.

*Please note, other alterations may require permits, too. These are just primary examples.