



Building Safety Division
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CONCURRENT COMMERCIAL SHELL AND TENANT IMPROVEMENT PERMITS

I. PURPOSE

This document provides guidelines for starting tenant improvement (TI) work under a separate building permit prior to completion of the base shell building and final inspections.

II. GUIDELINES

1. All Tenant Improvements shall be submitted as a separate application from the shell building unless the project is phased. Tenant Improvement permit applications shall not be submitted for plan review prior to issuance of the shell building permit.
2. The items in the following list under “completed prior to issuance of TI” must be completed by the core and shell contractor prior to the tenant improvement contractor commencing construction. The items under “Completed prior to issuance of C of O” are the remaining items which must be completed prior to obtaining a certificate of occupancy for the tenant improvement.

Completed Prior to Issuance of TI

- Shell building deemed substantially complete.**
- Shell Building Deferred Submittals: Deferred submittals shall be reviewed, approved and issued.
- Shell fire-rated assemblies completed, inspected and approved.
- Fireproofing complete, inspected, and approved
- Fire stopping of penetrations in fire rated walls and floor assemblies completed, inspected and approved.
- Gypsum floor fill complete, inspected and approved at upper floors
- Gypsum complete and taped on tenant side of all core walls
- Window framing mullions and adapters installed
- Building shell fire sprinkler system installation complete and hydro-test inspection approved.
- Underground sewer system installed, inspected and approved.
- Waste, water and vent systems roughed into core and tenant space, inspected and approved.
- Main air loop and vertical shaft complete, installed, inspected and approved
- Hot and cold water loops complete, installed, inspected and approved.

- Shell and core fire/smoke dampers installed, inspected and approved
- All shell building overhead conduit and wire that passes through tenant space installed, inspected and approved
- Shell electrical service complete, green tagged and energized.

Completed prior to Issuance of C of O for the TI

- Shell building structure complete and all final inspections approved
- Site Improvement permit: all final inspections approved (if applicable)
- Restrooms complete, inspected and approved
- Elevator complete, inspected and approved
- Exterior concrete flatwork complete, inspected and approved
- Landscape and any other planning specific requirements, complete and inspected including irrigations and trees
- Fire systems shall be monitored
- Domestic premise isolation backflow device and pressure reducer assembly inspected and approved
- Main HVAC units installed on roof inspected and approved
- Control wiring installed inspected and approved
- Shell sub panels and lighting conduit complete, inspected and approved
- Fire alarm conduit, cable and equipment complete, inspected and approved

** A structure will be deemed "Substantially Complete" if rough inspections, framing inspection, and shear wall inspections are approved; Mechanical, Electrical, Plumbing and Fire Systems located in the space of the tenant improvement are inspected and approved; the structure is dried/weathered in; electrical service is energized; and structural components as applicable per the structural engineer. A letter signed by the Design Professional in Charge, Structural Engineer and General Contractor will be required prior to issuance of a TI permit.

III. GENERAL REQUIREMENTS

1. **No Certificate of Occupancy** will be issued for any tenant or portion of the building until, at minimum, the shell building permit has passed all final inspections, unless clearly identified and approved through a phasing plan.
2. **Certificates of occupancy will not be issued until all requirements of other divisions are met (i.e. Engineering, Planning and Fire Department)**
3. **Fire, Life & Safety components of the shell building** must be complete and approved by inspection, i.e., fire lines and hydrants, emergency power, SIMP or Grading permits, etc.
4. **No shell permit revisions** that overlap with the TI area may be in review (not issued yet). Shell revisions that overlap will require work to be stopped on the TI (or will delay TI review) until shell permit revisions are issued.
5. **Tenant Improvement permits** are not required to be submitted by the Design Professional of Record for the shell.
6. **The Building Official** may deem the shell incomplete for other project specific items not outlined here such as land use conditions of approval, easements, maintenance agreements, etc.