



Portal Entry for a Commercial Tenant Improvement Permit

Step 1 Permit Application – Description and Type

1. Application Type – Select Commercial Alteration from the drop down menu
2. Nature of work auto fills
3. Describe Work – A brief description including the tenant name. Example Tenant finish for XYZ Shoes
4. Building Use – Auto fills
5. Model – Leave blank
6. Subdivision – Leave blank
7. Phase – Leave blank
8. Filing – Leave blank
9. Number of Stories – enter # of stories
10. Number of Units – enter 1
11. Total Sq. Ft. - enter total sq. ft.
12. Basement Finish - Leave blank
13. Type of Work CALT – Select Tenant Improvement from the drop down menu
14. Tap Meter Number – Leave blank
15. Meter Size – Leave blank
16. Owner Builder – Select No from the drop down menu
17. Next Step

Step 2 Permit Type

1. Building, electrical, plumbing, mechanical are already checked
2. Next Step

Step 3 Work Items

1. Building Permit – Scroll down and check mark the Tenant Improvement (BDG) box.
2. Electrical Permit – Check mark the Tenant Improvement box.
3. Mechanical Permit - Check mark the Tenant Improvement box.
4. Plumbing Permit - Check mark the Tenant Improvement box.
5. Next Step

Step 4 Description of Work

1. Insert the Labor and Material Cost for the entire project including MEP in the appropriate box
2. For the Electrical, Mechanical, and Plumbing Work Items please enter the labor and material cost for that discipline. The valuation will be the sum of the Labor cost and Material cost. If the labor and material costs have not yet been determined enter 0.00
3. Next Step

Step 5 location of Work Being Done

1. Enter the street address for the project.
2. Next Step



Step 6 Contacts

1. The applicant will auto populate using your registration information.
2. Click the Add Business/Contact from address book hyperlink to add a Building Contractor. Select the name from the address book. **DO NOT** USE THE ADD NEW CONTACT LINK.
NOTE: If you are applying as a contractor you still need to add your company as the Building Contractor even if you are already listed as the Applicant.
3. Repeat the process above to add the Electrical, Mechanical and Plumbing Contractors.
4. Next Step

Step 7 Upload Files

1. Please combine all construction plans and a building key plan into a single PDF and upload using the Construction Plans submittal section. Combine all Energy Compliance Reports into a single pdf and upload using the Energy Compliance Reports section. You do not have to upload the application unless it contains information that has not been included in the online application.
2. Next Step (Since not all sections of the Submittal were used you will receive a reminder telling you that not all documents have been uploaded. Select the OK button.)

Step 8 Review and Submit

1. Review your application and make any corrections
2. Read and sign the application using the “Do you agree?” drop down box
3. Complete the Captcha.
4. Submit application

This completes the submittal process.