



**TENANT IMPROVEMENT CHECKLIST**

The City of Modesto requires electronic submittals in pdf format of all documents including applications, SWPPPs, and calculations. In order for the City to provide you complete and expeditious service, the plans and documents indicated below must be provided to Building & Development Services on a USB flash drive for us to properly log in your application and distribute it to the reviewing departments. Omission of any required information will be deemed an incomplete submittal and returned to the applicant. File format must be PDF and a direct export of a CAD program. PDF portfolios should not be used. All files must be unsecured. All layers and comments must be flattened. Each unique document or discipline must be bookmarked in full page view. It is preferred that all sheets be bookmarked. The top of all sheets should be orientated to the top of the screen. Construction plans shall be merged into one PDF file.

1. Submitted by: \_\_\_\_\_
2. Accepted by: \_\_\_\_\_
3. Name of project: \_\_\_\_\_
4. Address or legal description: \_\_\_\_\_
5. The following submittal requirements apply:

**GENERAL REQUIREMENTS: (209) 577-5232 [www.modestogov.com/564](http://www.modestogov.com/564)**

- 1 Flash drive with PDF files of all documents (including reports and calculations)
- [Permit Application](#)
- Architectural, Structural, Plumbing, Electrical, Mechanical Plans
- Energy Calculations
- [Disabled Access Declaration form](#)
- Contact and submit plans to County Health Department (209) 525-6700 (food operations, drinking and dining establishments, commercial pools)
- [Special inspection form](#) if required per California Building Code (CBC), Section 1701
- Release from San Joaquin Air Quality Control

**FOR PLANNING REVIEW: (209) 577-5267**  
For Projects With Exterior Changes or a Change to Higher Parking Requirements

- Parking survey
- Elevations

**FOR STORMWATER REVIEW: (209) 577-5264**  
For Projects With Exterior Soil Disturbance

- Storm Water Pollution Control Plan

**PUBLIC WORKS: (209) 571-5569**  
For Projects With Grease, Oil, Sand, Food, or Drinking Establishments

- [Fats, Oil, Grease Checklist](#)
- Equipment plan
- [WWDS form](#)

Office Use Only Initial/Date

Revised 4/7/2021