

INFORMATION  
BULLETIN

## 150

September 2023

# Professional Certification for Office Tenant Improvements

The purpose of this information bulletin is to describe the process for the Professional Certification program for office tenant improvement building permit projects. The intent of this program is to streamline the issuance of qualifying building permits by the designer of record certifying compliance with all applicable codes and standards. Note that a Historical Review may be required even if the project scope qualifies Professional Certification. Refer to Information Bulletin 581, Designated Historical Resource Review for requirements for historic review.

## I. Qualifying Projects

The following list describes the types of projects that can be submitted per the Professional Certification program for office tenant improvement projects.

- Must be a Group B interior office tenant improvements less than 20,000 square feet in area with no change of use or occupancy.
- Must be designed by a licensed California Architect or Engineer.
- Cannot be a first-generation tenant improvement; the space must have already been entirely built out.
- Must not alter, remove, or add plumbing fixtures.
- No deferred submittals. All items must be submitted at the time of the building permit. Projects with fire alarm and/or sprinkler systems will have expedited reviews for those permits, as these system reviews cannot be professionally certified.
- No changes to the exterior portions of the building including window modifications or replacements or any changed to the exterior facade.
- Must not alter or change stairways or stair vestibules.
- Must not include new floor openings.
- Can only include structural calculations for equipment anchorage, if designed and stamped by a licensed engineer.
- No new hazardous materials can be added to the building, including Energy Storage Systems (Batteries) or Uninterrupted Power Supplies (UPS).
- Must not reduce accessibility in any way.
- No special inspections are required as a part of this scope of work except for the anchorage of equipment.
- Must comply with all Federal, State, and local Codes and Standards.

## II. Submittal Requirements

The following documents will be required to be submitted for Professional Certification for Office Tenant Improvement projects.

### A. Forms

1. Fire Alarm Affidavit Form (DS-161), if applicable.
2. Fire Sprinkler Affidavit (DS-163), if applicable.
3. Hazardous Materials Reporting Form (DS-165).
4. Project Contacts Information Form (DS-345).
5. Stormwater Requirements Applicability Checklist (DS-560).
6. Professional Certification for Office Tenant Improvements, signed by the licensed California Architect, (Form DS-1500).
7. San Diego Regional Hazardous Materials Questionnaire (HM-9171).

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Upon request, this information is available in alternative formats for persons with disabilities.

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**B. Plans and Calculations**

1. All requirements in [Section 2](#) of the Project Submittal Manual.
2. Plans must be stamped and signed by a licensed California Architect or Engineer.
3. All portions of the project must be submitted at the time of building permit, including fire alarm and sprinkler plans/affidavits.
4. Structural calculations should be limited to equipment anchorage and must be stamped by a licensed engineer.
5. The scope of work on plans must include that this project is applying for the Professional Certification for Office Tenant Improvements program.

**C. Online Permit Application**

The online permit application must specify that the project requests Professional Certification for Office Tenant Improvements by selecting this option.

**III. Designated Historic Properties or Parcels Located in an Adopted Historic District**

If the project involves any parcel with a designated historical resource or is located within the boundaries of a designated historic district, a historic review is required. Please refer to [Information Bulletin 581](#), Designated Historical Resource Review for additional information.

**IV. Submittal Process**

All Office Tenant Improvement projects that are requesting professional certification must schedule a virtual set up appointment on our [website](#) by selecting: **Project Setup: Building Permit – With Plans**.

**V. Fees**

For your convenience, DSD offers online payments. Payments may also be made in person by cash, check, debit card, Visa or MasterCard credit cards. Checks shall be in the exact amount, drawn on US banks, and made payable to the "City Treasurer."

**A. Project Set Up Fees**

Administrative Fee: \$215.42

Mapping Fee: \$10.00

Records Fee: \$108.81

**B. Inspection Fees**

Refer to [Information Bulletin 501](#), Fee Schedule, Construction Permits - Structures for applicable building permit fees. Refer to [Information Bulletin 103](#), Fee Schedule for Mechanical, Electrical and Plumbing permit fees.

**VI. Inspections**

A pre-construction inspection is required to be scheduled before starting work. All work will be verified at the time of inspection. If the inspector determines that the scope of work is not consistent with the limits of this program, the Professional Certification permit will be canceled, and the applicant will be required to submit a new permit with a plan review.

If the inspector determines that the work does not comply with the adopted codes and standards, they will prepare a correction notice, DS-13. Depending upon the severity of the issue, the inspector can require a new permit to be applied for or can require a construction change. For all inspection requirements, refer to [Information Bulletin 120](#).

### Reference Table

- [Information Bulletin 103](#), Fee Schedule for Mechanical, Electrical, Plumbing/Gas Permits
- [Information Bulletin 120](#), Project Inspections
- [Information Bulletin 501](#), Fee Schedule for Construction Permits – Structures
- [Information Bulletin 581](#), Designated Historical Resource Review
- Project Contacts Information Form, [DS-345](#)
- Storm Water Requirements Applicability Checklist, [DS-560](#)
- Affidavit for the Professional Certification of an Office Tenant Improvement (TI), [DS-1500](#)
- San Diego Regional Hazardous Materials Questionnaire, [HM-9171](#)
- Fire Alarm Affidavit Form, [DS-161](#)
- Fire Sprinkler Affidavit Form, [DS-163](#)
- Hazardous Materials Reporting Form, [DS-165](#)

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