COMMERCIAL TENANT IMPROVEMENT

SUBMITTAL CHECKLIST

PLANS

☐ Existing/Demo Plan

☐ Proposed Plan

- Show all dimensions, room identification, window size and type *(If applicable)*

DOCUMENTS

☐ Signed Application Form

LINKS TO ADDITIONAL INFORMATION

Be sure and follow the file naming standards and leave a blank area on the plans for the approval stamp.
Follow our Design standards when creating plans and provide all applicable tabs on the Energy compliance forms including the checklists.