



INFORMATIONAL BULLETIN

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Approved:

Eric M. Joller
Chief Building Official

CONCURRENT SHELL BUILDING AND TENANT IMPROVEMENT CONSTRUCTION AND INSPECTION

Purpose: The purpose of this bulletin is to provide guidelines for starting tenant improvement (TI) work under a separate building permit prior to completion of the base shell building and final inspections. The guidelines are intended to ensure that each portion of the base building core and shell work is complete and inspected prior to modification by the tenant improvement work, so that the shell building permit can receive final inspection approval prior to the completion of separately permitted tenant improvement work.

A tenant improvement pre-construction meeting with the City inspectors for the shell building shall be held to review the status of the shell building construction and inspection prior to the start of concurrent tenant improvement construction.

Approval of electrical power release in shell buildings with concurrent tenant improvement construction will require review and approval for each specific case by the City electrical inspector to ensure that life safety and fire safety standards are maintained.

The items on the following page may not be all-inclusive to all projects, and projects may have fewer or additional items regarding coordination between shell building and tenant improvement work. It is also not intended to be a complete list of all required inspections.

Failure to complete and obtain inspection for shell and core items prior to modification by tenant improvement work may result in the delay of the shell building final inspection approval until completion and final approval of the tenant improvement work.

The items marked as "completed prior to start of TI" must be completed by the core and shell contractor prior to the tenant improvement contractor commencing construction. The items marked as "completed to modification of base building" must be completed by the core and shell contractor before the tenant improvement contractor can make any modifications. The items marked as "completed prior to final approval" are the remaining items which must be completed in order to obtain finals on both the core and shell and tenant improvements.

CONCURRENT SHELL BUILDING AND TENANT IMPROVEMENT CONSTRUCTION AND INSPECTION

Architectural	Completed Prior to Start of TI	Completed Prior to Modification of Base Bldg.	Completed Prior to Final Approval
• Shell building structure complete and inspected	x		
• Drywall lids complete and inspected	x		
• Fire proofing complete and inspected	x		
• Fire stopping of penetrations in fire rated walls and floors inspected	x		
• Gypsum floor fill complete and inspected at upper floors	x		
• Drywall complete and taped on tenant side of all core walls	x		
• Window framing mullions and adapters installed	x		
• Drywall complete and taped and inspected in lobby and stairwells		x	
• Restrooms complete and inspected			x
• Elevator complete and inspected			x
• Exterior concrete flatwork complete and inspected			x
• Landscape complete and inspected including irrigation and trees			x
Fire Sprinkler			
• Building shell system installation complete and hydro-test inspection	x		
• Fire system monitored			x
Plumbing			
• Underground sewer system installed and inspected	x		
• Waste, water and vent systems roughed into core and tenant space and inspected	x		
• Domestic detection check and pressure reducer assembly complete and inspected			x
Mechanical			
• Main air loop and vertical shaft complete, insulated and inspected	x		
• Hot and cold water loop complete, insulated and inspected	x		
• Shell and core fire/smoke dampers installed	x		
• Main HVAC units installed on roof		x	
• Boiler, compressor and control equipment complete and inspected		x	
• Control wiring installed		x	

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Electrical	Completed Prior to Start of TI	Completed Prior to Modification of Base Bldg.	Completed Prior to Final Approval
• All shell building overhead conduit and wire that passes through tenant space complete and inspected	x		
• Pull section and meter section installed and inspected		x	
• Sub panels and lighting conduit complete and inspected		x	
• Fire alarm conduit, cable and equipment complete and inspected		x	
• Power release when shell is ready for temporary certificate of occupancy		x	