

## DO I NEED A TENANT IMPROVEMENT (TI) PERMIT?

- The type/use of the business changing at this location
- Decreasing or increasing the seating or occupancy
- Installing fixed furniture or partitions over 5'9"
- Changing the floor layout
- Altering the vehicle parking, landscape or irrigation areas
- The previous use at this location was not permitted
- Altering any of the mechanical, plumbing or electrical components to the building
- Altering/changing customer entrance or service counters

*If you checked any of these boxes, a tenant improvement permit is required before any work begins.*

Please note: Other alterations may require permits too. Those shown above are just common examples.

## DISCLAIMER

There are a variety of factors that can trigger the need for a tenant improvement permit. This brochure is to help start the conversation and should not be used as a final answer when starting your business. We strongly encourage you to speak with our planner or permit clerk to review your specific situation and needs.

## RESOURCES

For questions, please email:  
[buildingpermits@philomathoregon.gov](mailto:buildingpermits@philomathoregon.gov)

Visit our website at:  
[www.ci.philomath.or.us](http://www.ci.philomath.or.us)

Philomath Fire & Rescue:  
(541) 360-0030  
[www.philomathfire.com](http://www.philomathfire.com)

Benton County Environmental Health:  
[www.co.benton.or.us/health/page/environmental-health](http://www.co.benton.or.us/health/page/environmental-health)



City of Philomath

# TENANT IMPROVEMENT (TI) PERMITS

## For New Businesses and Commercial Renovations

**Philomath Planning & Building Departments**

980 Applegate Street  
Philomath OR 97370

(541) 929-6148  
[www.ci.philomath.or.us](http://www.ci.philomath.or.us)

## HOW DO LOCAL REQUIREMENTS AFFECT ME?

In addition to the building code requirements, tenant improvement proposals are also reviewed for compliance with other locally adopted codes and regulations, such as the Philomath Municipal Zoning Code. Projects are reviewed to determine if the proposed changes would impact parking, vehicle maneuvering, Systems Development Charges, historic regulations, landscaping, and other zoning requirements. This includes reviewing the proposal to ensure it complies with the permitted uses in the underlying zone.

The Philomath Municipal Code, Chapter 18 Zoning, may be accessed at the city website: [www.ci.philomath.or.us](http://www.ci.philomath.or.us)

If you have specific questions about the Zoning Code regarding your business, please contact a planner at 541-929-6148.

## IMPORTANT THINGS TO CONSIDER ...

Will the zoning allow this type of business?

Will you be serving food? Is a grease interceptor installed? A kitchen stove hood?

Are there any open violations or inquiries on the property?

Is the overall structure 4,000 sq. ft. or more? Do you need to have a design professional involved?

Is the building historic?

Will you be adding to or enlarging the existing signage for your business?

Will you be increasing the vehicle traffic flow?

Do you need to speak with the Health Department, Fire Department or any other overseeing agencies for your type of business?

Will fire sprinklers or fire alarms need to be installed?

Will you meet ADA requirements if changing bathrooms or customer service areas?

Do you know what System Development Charges are and when they are applied?

## WHEN IS A PERMIT REQUIRED?

In accordance with Section 105 of the Oregon Structural Specialty Code (OSSC), a permit is required as follows:

*“Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, change the character or use of occupancy, or change the occupancy of a building or structure which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.”*

## WORK THAT REQUIRES PERMITS

### Structural Work -

Altering windows, changing floor layouts, creating new types of space.

### Mechanical Work -

Bathroom fans, installation of air conditioner or heat pump, exhaust hood for cooking.

### Electrical Work -

Adding or altering outlets, installing new lights, altering or installing alarm systems.

### Plumbing Work -

Installation of water heater, repiping water or waste lines, installing dishwashers or any other fixtures.

Please note: Other alterations may require permits too. Those shown above are just common examples.

