



CITY OF CAPITOLA TENANT IMPROVEMENT PERMIT REQUIREMENTS

CITY OF CAPITOLA COMMUNITY DEVELOPMENT DEPARTMENT
420 CAPITOLA AVENUE, CAPITOLA, CA 95010
831-475-7300 WWW.CITYOFCAPITOLA.ORG

Tenant Improvements

When new tenants take over commercial leases, they often want to modify the interior of a building to better suit the needs of the new business. Tenant improvements including modifications to the existing floor plan, electrical, plumbing, and/or HVAC, often require a building permit to ensure the health and safety of occupants. Building permits are necessary to ensure that the modifications made to an existing structure comply with building code, fire and structural safety standards, and zoning development standards (height, setbacks, land use, etc.) It is the business owner's responsibility to ensure that a building permit is obtained when required. A property owner authorization must be submitted with a building permit.

Building Permit Process:

Applicants must submit a building permit application through the [building permit portal \(link\)](#). All submittals are digital with no physical documents required during the submittal process. Fees are typically 2-5% of the cost of the valuation of the project.

[Building Plan Submittal Requirements \(Link\)](#)

When submitting building plans, you must include supporting documents, including the Owner Agent Approval Form and a Construction Waste Management Plan.

[Supporting Documents for Building Permits \(Link\)](#)

Exemptions from Building Permits:

Some commercial tenant improvements are exempt from Building Permits, such as painting, tiling, and other similar finish work. To see if your proposed tenant improvements are exempt, refer to the following document:

[Commercial Work Exempt from Building Permits \(Link\)](#)

Building Permit Review

The typical time for a building permit from the time of a complete application submittal to issuing a permit is 6 weeks. If a resubmittal is required, additional time will be necessary.

Building Permit Approval

Once the project has been approved, the City will email the applicant the stamped approved set of plans and supporting documents. The applicant is then required to print the approved plans and supporting documents and submit the hard copies to the Building Department at City Hall. Once the hardcopy plans are verified as the approved set, staff will issue the building permit.

Outside Agencies:

The City of Capitola is not a full-service city, as water, environmental health, sanitation, and fire services are provided by outside agencies. When you apply for a building permit, the plans are routed to outside agencies for review and approval. The following links will connect you to the websites of outside agencies:

[Santa Cruz Central Fire \(Link\)](#)

[SC County Environmental Health \(Link\)](#)

[SC County Department of Sanitation \(Link\)](#)

Open Counter Hours

When considering any kind of construction on your property, it is a good idea to discuss your plans with local building staff first. The City of Capitola has open counter hours 9 am – noon Monday - Friday.

Business Licenses:

Any individual or company conducting business within the City of Capitola is required to obtain a business license.

[Capitola Business License Application \(Link\)](#).

If you are not sure whether you need a permit or have any questions, please contact the Building Department at 831-475-7300