



October 10, 2007

MEMORANDUM

BULLETIN G-16-07

To: All Permit Applicants

From: Thomas H. Goldsbury, P.E., C.B.O.
Chief, Building Inspection Division

Subject: Guidelines for Shell Building and Tenant Build-Out Permits

The purpose of this Bulletin is to make you aware of two new "Types of Improvement" that should be used for a building permit with our new computer system ONLY. The new Types of Improvement are Shell Building and Tenant Build-Out. These appear under Type of Improvement on the upper left hand corner of the second page of the Building Permit Application.

For the purpose of consistency, the City of Jacksonville's Building Inspection Division Office will use the following definitions for a shell building, tenant build-outs, alterations & repairs and new building:

SHELL BUILDING: Generally Mercantile, Business or Storage occupancy occurring within a single or multi-tenant building where all tenant spaces are not being constructed. Includes the basic building structure, comprising of all exterior walls (including storefronts) and roof, sufficient to make the building watertight. Interior work such as tenant separation walls, other partitions, restrooms, mechanical, electrical, plumbing (MEP), floor slab, ceiling and finishes may or may not be constructed or installed at the time the shell building is constructed. All exterior improvements such as, but not necessarily limited to, paving, drainage, parking, sidewalks, landscaping, handicap accessibility items and exterior utilities shall be included with the basic shell building project. An occupancy classification shall be indicated on the permit application form. For the purpose of these guidelines, a shell building will not be considered ready for human occupancy.

TENANT BUILD-OUTS: Any construction work occurring in an individual tenant space where the tenant is new to that space. The tenant may be the initial or first time tenant in the space or the tenant may be a subsequent new tenant to an existing space requiring construction modifications to that space for the new tenant.

ALTERATIONS AND REPAIRS: Any construction work occurring in an existing occupied space (no change in tenant), or exterior of a building, **AFTER** the initial space has been permitted and inspected and a CERTIFICATE OF OCCUPANCY has been issued for the initial tenant build-out.

NEW BUILDING: The construction work of any new building that is not defined above as a shell building, a tenant build-out, or alterations and repairs to an existing building. For the purpose of these guidelines, a new building may be a single or multi-tenant building as long as the plans submitted for the new building permit are complete to the point that the entire building may be occupied. **If the plans do not include the entire build-out of the complete structure, then a Shell Building permit for the structure, and a Tenant Build-Out permit for each separate tenant must be obtained.**

Xc: James Schock