



City of Walnut Creek
Development Review Services
1666 N. Main Street, Walnut Creek, CA 94596
(925) 943-5834 phone (925) 256-3500 fax

Issued June 1, 2016

Policy Bulletin No. PB-068

Notice of Intent to Install Interior Non-residential Rough Framing

What is the purpose of the Notice of Intent to Install Interior Non-residential Rough Framing?

To begin limited construction of a proposed tenant improvement project prior to the issuance of a building permit while the project is being plan reviewed.

What are the conditions of agreement in order to proceed?

Approval of this Notice of Intent to Install Interior Non-residential Rough Framing is contingent upon the owner and the project Architect/Engineer agreeing to the following:

1. All plan check fees shall be paid at the time of plan check submittal.
2. Rough frame includes wall studs, plates, and wall covering on one side only. The rough frame construction shall be installed only in areas designated as group B and M occupancies.
3. No city inspections shall be requested or authorized until after the tenant improvement permit is obtained (building, plumbing, electrical and mechanical, where applicable).
4. Owner assumes responsibility for the rough frame construction and shall make all changes necessary to conform to the final approved tenant improvement plans. Installation of rough frame is done at owner's risk.
5. When interior demolition is necessary prior to framing, an over-the-counter demo permit shall be obtained (<http://walnut-creek.org/home/showdocument?id=2638>). Waste Management Agreement (<http://walnut-creek.org/home/showdocument?id=2776>) for the entire project shall be submitted along with the demo permit application.
6. Installation of any material which will conceal framing members, authorized electrical, plumbing or mechanical systems will result in the following:
 - Revocation of the approved Notice of Intent form
 - The issuance of a stop work order
 - An investigation with investigation fees required under the provisions of Section 9-0.5.304.e of the Walnut Creek Municipal Code

How do I obtain a Notice of Intent?

Applicants may request a Notice of Intent form at the time of plan submittal for tenant improvements or any time during the plan review. Typically, approval of the request may be granted after the 1st round of plan check is completed.

(over for notice)

This plan is neither reviewed nor approved. Installation of rough frame is done at owner's risk!
A COPY OF THIS NOTICE MUST BE POSTED IN A CONSPICUOUS AND READILY ACCESSIBLE LOCATION AT THE JOB SITE
Authorized Work Hours: Monday – Friday 7am – 6pm

Notice of Intent to Install Interior Non-residential Rough Framing

Project: _____

Address: _____

Permit Application No.: _____ **Application Date:** _____

Contact's Name: _____ **Phone No.:** _____

Approval of this Notice of Intent form is contingent upon the owner and the project architect/engineer agreeing to the following:

1. All plan check fees shall be paid at the time of plan check submittal.
2. Rough frame includes wall studs, plates, and wall covering on one side only. The rough frame construction shall be installed only in areas designated as group **B and M occupancies**.
3. **No city inspections shall be requested** or authorized until after the tenant improvement permit is obtained (building, plumbing, electrical and mechanical, where applicable).
4. Owner assumes responsibility for the rough frame construction and shall make all changes necessary to conform to the final approved tenant improvement plans.
5. When interior demolition is necessary prior to framing, an over-the-counter demo permit shall be obtained. Waste Management Agreement for the entire project shall be submitted along with the demo permit application.
6. The installation of any material which will cover or conceal framing members, authorized electrical, plumbing or mechanical systems will result in the following:
 - Revocation of this approval
 - The issuance of a stop work order
 - An investigation with investigation fees required under the provisions of the Section 9-0.5.304.e of the Walnut Creek Municipal Code

Requested by: _____ *(Print)* _____ *(Sign)*

Tenant: _____

Contractor: _____

Architect/Engineer: _____

Building Official: _____ **Date:** _____