Fact Sheet
TIPP-FAST
Tenant Improvement Permit Processing – Fast Tracking

The Basics – The TIPP-FAST program is designed to streamline the review of tenant improvement (TI) projects. The program was initially designed to assist business and property owners with timely reopening and needed modifications to business operations in response to the COVID pandemic; although the TIPP-FAST program is available to all qualifying tenant improvement projects (see below). A City staff team including representatives from Building, Planning, Utilities, Fire, Engineering, and Public Works is ready to assist with implementation of this program.

Timeframes - The target processing timeframe for TIPP-FAST is one week as follows: TIPP-FAST permits would be processed by a predictable weekly schedule with the following deadlines and action dates: (1) Contact the Building Division to verify your project qualifies for TIPP-FAST and discuss any submittal requirements; (2) Plans submitted electronically to Building Department contact no later than noon on Thursday; (3) Plans are distributed to designated TI review staff to prepare and plan for meetings scheduled in time slots on Tuesday; (4) Perform follow up and be ready to issue permits by Thursday (one week from initial submittal).

What projects qualify for TIPP-FAST? – Nearly all tenant improvement projects within existing buildings that do not include structural modifications or changes in use that require infrastructure capacity review. A qualified tenant improvement project is one that already has all of its entitlements for the building and the proposed use (i.e. no additional planning approvals are required). Projects located within the Flood Zone may also qualify but will need to show compliance with the Floodplain Management Regulations. For questions regarding compliance and documentation, contact the Engineering Division at (805) 781-7015 or by e-mail: engineering@slocity.org.

What are the Submittal Requirements? – The TIPP-FAST submittal requires a typical complete set of plans with all design work shown. Full plumbing, mechanical and electrical only needs to be shown for the areas of alteration. Title 24 is not anticipated in most cases but may be required based on the scope of work. Please verify all submittal requirements and be prepared to discuss the scope of work with the Building Division.
How do I get started and how do I get in touch with questions? - Contact the Building Division at 805-781-7180 or by e-mail: building@slocity.org to discuss submittal requirements for TIPP-FAST based on the scope of your project and please include “TIPP-FAST” in the subject line. If you are changing a land use, floor areas, or have questions on zoning and allowable uses, contact the Planning Division at 805-781-7170 or by email: planning@slocity.org. Please mention your questions are in relation to a possible TIPP-FAST submittal and staff will expedite providing you with needed information.