

CITY OF FRESNO
DEVELOPMENT DEPARTMENT

Policies & Procedures

PLAN CHECK PROCEDURES

ISSUE NO. 17

TITLE: VOLUME 2: TENANT IMPROVEMENTS

ESTABLISHED: NOVEMBER 18, 1996

STATEMENT:

Over the years, Planning personnel have reviewed construction plans for compliance with the Zoning Ordinance and adopted plans and policies. The method by which this review takes place has necessarily changed with the advent of the HTE computer system. This series of Issues will outline the procedures to be followed by Planning staff to accomplish their review of construction plans in an expeditious manner.

REFERENCES:

Fresno Municipal Code;

None.

Development Department Policy;

With this, and future volumes, the Department is setting written policies for the planning review of construction plans.

PROCEDURES:

When a client submits construction plans for Plan Check, four sets are submitted. Set No. 1 is routed to the "Duty Planner" position at the front counter. It is placed on top of the low filing cabinets in front of the desk of the permanent Planner assigned to the Front Counter.

The planner on DUTY, shall be responsible to complete all plan checks during their time of duty. They shall attempt to "empty the bin" of plan checks prior to the end of their shift of work.

This volume will describe the steps necessary to review "Tenant Improvements" (T.I.'s). The stamp on the outside of the rolled up plans will identify that this is a T.I.

Note the address written on the stamp on the outside of the roll of plans before you unroll them. Determine the related APN and pull the APN book in order to conduct the review described below.

Case II. There is not a land use entitlement on file.

Review.

1. Verify the address.
2. Verify the APN.
3. Verify the zone district.
4. Verify that there is not an entitlement application on file; or if there is an entitlement, verify that this Plan Check is not related to the entitlement on file.
5. Verify, if known, that the proposed use is permitted by right, by CUP, or is not permitted, in the zone district of the subject project.
6. Verify that the proposed project does or does not require any type of entitlement.

Action.

- A. Insert the addendum sheet (example attached) into the roll of plans.
- B. If there is difficulty in determining the correct address and APN, consult with the Addressing Team.
- C. If you have no comments, check Item #2 (interior only-no zoning conditions) on the above referenced sheet.
- D. If you have comments, add your notation of any appropriate requirement/condition per the zoning ordinance and/or adopted plans and policies to the bottom of the list as needed.
- E. Sign your initials on the "Zoning" line on the stamp on the outside of the plans.
- F. Sign-off on HTE, in the following manner shown below (taken from the HTE Training Guide written for the Plan Check Process for the Duty Planner).

1st screen:

1. Type your USER ID at cursor.
2. Tab cursor to next line.

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STATEMENT: History of Changes

Date of Revision	Changes To	Comment
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