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BUILDING INDUSTRY BULLETIN

EFFECTIVE DATE: *April 10, 2015*


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TO: *ARCHITECTS, ENGINEERS, GENERAL CONTRACTORS, and ASSOCIATIONS*

SUBJECT: *COMMERCIAL SHELL BUILDINGS AND PARTIAL TENANT IMPROVEMENTS*

BULLETIN NUMBER: **15-01**

FROM:



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GENERAL:

A shell building is a structure designed to provide for future tenant spaces where the exact spatial, electrical, plumbing, or mechanical needs are unknown at the time of permit issuance and construction of the building. The shell building process allows the maximum amount of flexibility and latitude to the construction industry for new development when specific tenant requirements have yet to be determined. In addition to the typical unfinished shell building applications, developers have proposed providing partial improvements as part of the shell building construction such as constructing demising walls to create the spatial areas, and restroom facilities, but not finished occupiable tenant spaces. Based on these two scenarios, it has become necessary to establish specific guidelines as to what falls under the privity of a shell building and what would require separate tenant improvement applications.

POLICY:

In order to be considered as a "Shell Building" application, unfinished shell buildings, and shell buildings with partial tenant improvements (vanilla/landlord T.I's) shall comply with the following criteria:

- Scope of interior improvement work shall be limited to the installation of demising walls and accessible restroom facilities. *No interior ceilings, lighting, or HVAC distribution systems (including setting roof mounted mechanical equipment) shall be included.*
- The following statement shall be provided on the plans: "This project is for construction of an unfinished, non-occupiable building. Additional permit applications will be required for individual tenant improvements prior to occupancy of any established tenant space."

In the case when occupiable tenant spaces are proposed to be constructed concurrently with a Shell Building application, complete tenant improvement plans shall be included along with the shell plans, and separate Tenant Improvement applications and permits shall be created with appropriate fees assessed to each application. Plans shall clearly distinguish those tenant spaces that are developed occupiable spaces from those that are unfinished.

For Vanilla/Landlord tenant improvements after a Shell Building is completed, the same criteria as described in the first paragraph above shall apply. There shall be separate applications and permits for each space created to accommodate future occupancy. *The required statement on the plans as described in the second bullet point shall also apply.*