

General Requirements for Tenant Improvements



**BUILDING
INSPECTIONS**
City of Richfield

The Richfield building code and city code provide minimum standards for creating an environment of health and safety for all Richfield residents.

Occupancy Group: B (Business) M (Mercantile) Type of Construction II-N Fully Sprinkled

1. Submitted plans must be stamped and signed by a registered architect.
2. A building permit is required.
3. Separate permits are required for heating, electrical, plumbing.
4. A building permit is required for modification of the existing sprinkler system.
5. A separate permit is required for signs.

State Building Code Requirements

- Plans must be drawn to scale and must show the following: UBC 106.3.3
 - a. Plans must identify tenant name and type of business.
 - b. Type of construction
 - c. Perimeter walls of tenant space and exit doors.
 - d. Interior walls, partitions, counters, seating, merchandise racks etc.
 - e. Use of rooms or spaces.
 - f. Toilet rooms or spaces.
 - g. Aisle and corridor widths.
 - h. Fire rated corridors and walls if required.
 - i. Occupant load.
 - j. Plans must be complete and fully dimensioned
- All wood blocking, backing, and plywood wall sheathing within the building must be fire retardant. UBC 603.1
- Exits must be readily accessible and visible. Retail sales areas greater than 1500 square feet require two exits. Exit doors must swing in the direction of travel. UBC 1003.3 & Table 10-A
- Required exits must not pass through kitchens, store rooms, rest rooms, etc. unless a one-hour fire-resistive corridor is provided. Corridor walls must extend from floor top the underside of the roof decking. UBC 1003.5, 1005.7, and 1005.8.1.
- Exit signs are required above doors and exits. UBC 10013.3

This handout is written as a guide to common questions and problems.

It is not intended nor shall it be considered a complete set of requirements.

City of Richfield ● 6700 Portland Avenue South ● Inspections Division ● (612) 861-9860
Zoning Administrator ● (612) 861-9760

General Requirements for Tenant Improvements (continued)

- Exit doors must be openable from the inside without the use of a key or any special knowledge. Indicate locking hardware on plans. UBC 104.3
- Main aisles or corridors must be not less than 44 inches in width, secondary aisles or corridors must be not less than 36 inches in width. Required width of aisles and corridors must be kept free of obstructions. UBC 1014.2
- Tenant spaces must be provided with at least one accessible toilet room. UBC Appendix Chapter 29
- Toilet rooms must have a smooth non-absorbent wall surface at least 4 feet high. Paint is not acceptable in these areas. Floors must also have a non-absorbent surface. Toilet rooms require an exhaust fan capable of providing a complete air change every 15 minutes. UBC 807.1.2 and 1202.2.1
- Framing must be steel studs with 5/8" fire code gypsum board on each side.
- Structural members must not be cut or modified. UBC 106.3.3
- Flame spread and smoke development ratings for interior finishes must comply with UBC Chapter 8.
- Post the inspection record card and approved plans inside the building on a window or wall near the front door for the inspectors to sign. Call for inspections as indicated on the Inspection Record Card. UBC 108
- Tenant spaces are not to be occupied until a Certificate of Occupancy has been issued. UBC 109.1 State Amended.
- Glass and glazing shall be per UBC Chapter 24. Safety glazing shall be installed in hazardous locations as specified in UBC 2406.4.
- Space must be provided for the collection, separation, and temporary storage of recyclable materials within or adjacent to the structure and must be shown on the plans. UBC Chapter State Amended.
- Screening of dumpster enclosures is required by City Code.
- While not all inclusive, the above comments should be used as a general guide to code compliance.

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