

New Tenant Guidance Worksheet

Complete this form and send it to planning@cityofsacramento.org if you would like a determination of use conformance. Please include a detailed description of your business activities and business location.

Visit www.cityofsacramento.gov/buildingsmallbusiness for an overview of the steps required to obtain a building permit and complete construction within the City of Sacramento.

Business Address: _____

Project/Business Name: _____ Applicant Name: _____

Email: _____ Phone: _____

Description of business and changes to the space: _____

Existing Building/Space Information *(This information can help to understand what construction or improvements might be required to get the space permitted for your business use.)*

Prior use of space: _____

Date of last permitted construction: _____ This tenant space has never been used/occupied.

CASp report available from the property owner? Yes No

If yes, is path of travel to the altered area fully compliant with disabled access requirements? Yes No

Planning

Proposed Use:

Alcohol sales proposed? Yes No ABC License Type: _____

Tobacco sales proposed? Yes No Proposed exterior changes? Yes No

If yes to exterior work, describe: _____

Proposed Work Needed *(What elements do you anticipate will be needed for the space?)*

Will the tenant space utilize a commercial kitchen? Yes No

If yes, clarify: Existing kitchen New kitchen Remodel existing kitchen

Equipment *(Being added or modified to the space, e.g., air conditioner, water heaters, plumbing, mechanical, etc.):*

Fire sprinklers? Yes No Water heater? Yes No Mechanical equipment (HVAC, A/C)? Yes No

Newly installed bathroom? Yes No Bathroom remodel/upgrade? Yes No

Newly added eating area or bar? Yes No New/removed walls or partitions? Yes No

Permit Requirements

Does your project require a licensed design professional? Yes No [View CDD-0236 for guidance](#)

Health Department approval? Yes No [View CDD-0231](#) Dining area in the public right-of-way? Yes No

Notes