



City of  
**WILSONVILLE**  
In OREGON

**BUILDING DEPARTMENT**  
29799 SW Town Center Loop E  
503.682.4960  
503.682.7025 FAX  
HOURS: 8a.m. -5p.m.

## TEMPORARY TENANT IMPROVEMENT PERMIT

Permit No.: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Job Address: _____	Suite No.: _____	
Tenant Name: _____		
Building Area: _____	Occupancy: _____	Construction Type: _____
Owner: _____		
Address: _____		
Phone No.: _____		
Contractor: _____		
CCB No.: _____	Metro Lic No.: _____	
Address: _____		
Phone No.: _____		

The following work is authorized under this temporary permit:

- |  |   |
|--|---|
| <input type="checkbox"/> Demolition of interior nonbearing walls   | <input type="checkbox"/> Framing of interior nonbearing walls   |
| <input type="checkbox"/> Installation of suspended ceiling grid    | <input type="checkbox"/> Rough plumbing   |
| <input type="checkbox"/> Underslab plumbing (no cover)             | <input type="checkbox"/> Install gypsum wallboard on nonbearing walls<br>(with one side to remain open) |
| <input type="checkbox"/> Rough mechanical                          |   |
| <input type="checkbox"/> Installation of the fire alarm system     |   |
| <input type="checkbox"/> Installation of the fire sprinkler system |   |
| <input type="checkbox"/> Other: _____                              |   |

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The Owner, Developer, Contractor, or other Responsible Party(ies) shall meet with the Building Official for issuance of a temporary permit.**

This temporary tenant improvement (TI) permit application authorizes construction work to begin prior to the issuance of a permit subject to the restrictions and limitations contained herein. The following terms, conditions, restrictions, and limitations shall be in effect:

- o Temporary permits are only issued for **interior nonstructural commercial TI projects**. Only work authorized by this temporary permit can commence.
- o No work of any kind shall commence prior to obtaining a temporary permit, nor shall any work be done beyond or outside the scope of the temporary permit. A violation of this regulation shall result in the issuance of a "Stop Work Order," which will remain in effect until all applicable permits have been issued, and could result in the assessment of an investigation fee.
- o The Owner, Developer, Contractor, or other Responsible Party shall apply for a temporary permit from the Building Official by appointment.
- o The Owner, Developer, Contractor, or other Responsible Party shall submit two complete sets of construction drawings and specifications (as required in the TI Application Checklist) and pay the appropriate plan review fee. Incomplete plan submittals will not be accepted for temporary permit applications or plans review.
- o All contractors authorized to work under this temporary permit shall have all current licenses and registrations.
- o Work authorized under this temporary permit may proceed in accordance with the temporary permit plans up to the point where an inspection is necessary, at which point work shall cease until all permits have been issued. **NO INSPECTIONS SHALL BE REQUESTED OR CONDUCTED UNDER A TEMPORARY PERMIT.** This does not apply to work permitted under a full permit.
- o The City's inspection staff shall be provided access to the job site during normal business hours.
- o The City retains the right to deny issuance of a temporary permit to any party found to be abusing the privilege.
- o The temporary permit plans shall be kept on the job site at all times.
- o This temporary permit shall become a part of the temporary permit plans and attached thereto.

**The undersigned permittee agrees to all of the conditions contained in this temporary permit and understands that all work authorized under this temporary permit is done at the permittee's risk and that any work not in conformity with applicable codes and regulations shall be removed, altered, or corrected at the expense of the owner, contractor, or responsible party and further indemnifies the City from any liability for work authorized under this temporary permit.**

\_\_\_\_\_ Authorized Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Approved By

\_\_\_\_\_ Date

This temporary permit shall become null and void after 180 days from the issued date.