

## **EZ Tenant Permit Process**

The EZ Tenant Permit Process allows the review of small interior tenant permits in existing buildings through an expedited process. These permits are processed by appointment basis. The criteria and process are outlined below.

### **What Projects Qualify for EZ Tenant Permit Review?**

1. The EZ Tenant Permit Process [EZ Tenant] can only be used for tenant permits on spaces 7,500 sq. ft. or less (no new structures or additions).
2. It is limited to Business (offices only) or Mercantile (retail) Use Classifications and cannot be used for Use Classification changes on a property.
3. Permits for uses including Educational, Assembly, Factory, Institutional, High-Hazard, Residential, Storage and Business Use Classifications other than offices do not qualify for EZ Tenant.
4. EZ Tenant applications are reviewed for adherence to the County Building, Zoning, and Fire Protection Codes.
5. Permit applications that require review by the Health Department are not eligible for EZ Tenant. Examples include food handling establishments, properties served by a well and/or private septic system, etc.
6. All construction covered under EZ Tenant must be non-structural.

### **EZ Tenant Permit Documents Required**

- Completed Building Permit Application form
- Five (5) sets of scaled architectural construction plans including electrical, mechanical, and plumbing systems. Label the plans as to what's existing and what's proposed. See the Commercial Permit Information page for additional information on construction plan requirements.
- One (1) copy of parking layout

### **How Does the EZ Tenant Permit Review Work?**

1. There are six (6) EZ Tenant appointments available each Wednesday.
2. Call the Permit Center at (410) 222-7730 and ask to schedule an EZ Tenant review.
3. The permit applicant must arrive on time for their scheduled appointment.
4. The permit fee will be calculated during the review and must be paid by cash or check.
5. If the permit can be approved upon review, you will receive your building permit.