

Policy Title: **Interior Build Outs/Tenant Build Outs**

Policy Number: **2015-07**

Effective Date: June 12, 2015

Approved By: *Paul G. Adams III*  
Building Official

Approved Date: *6/22/2015*

**Description:** This policy letter implements how the Department of Growth Management Inspections Division determines when to issue the build out permit when you are dealing with a Shell Building.

**Application:** This policy applies to RBO Building Permits for Interior Build Outs.

**Policy:**

**General:**

A interior build out permit should not be issued until there is an approved certified survey for the shell building. Customer can submit the plans for review. Also, do not issue a Certificate of Occupancy on a build out until the Shell building has been issue a Certificate of Completion.