

COMMUNITY DEVELOPMENT DEPARTMENT  
CITY OF HANFORD, CA

BUILDING DIVISION

**POLICY NO. 04-05**

Eff. Date: 10-04-04

Rev. Date: \_\_\_\_\_

**SUBJECT: SHELL BUILDING PERMITS**

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**1.0 PROCESS**

- 1.1 Obtain a Building Permit for the shell building (this is the main building structure).
- 1.2 Obtain TI Permits for all interior improvements. This may also involve some work on the exterior façade and signage.

**2.0 DEFINITIONS**

**2.1 Grey Shell**

- 2.1.1 No interior surface coverings on walls, ceilings, and floors are installed. Floor could be sand or concrete. The walls will be exposed studs and insulated, and the ceilings will not be installed.
- 2.1.2 The structure will be insulated and meet the energy requirements.
- 2.1.3 There could be a minor amount of electrical and plumbing work installed, and the HVAC units may or may not be installed, usually there will not be any ductwork installed.
- 2.1.4 Further work in this space will require a TI Permit regardless who performs the additional work. The submittal process as outlined in the "Commercial Submittal Documentation" form shall be followed. This form is available from the City of Hanford, Building Division.

**2.2 Vanilla Shell**

- 2.2.1 Interior space is finished, except painting and floor coverings.
- 2.2.2 Wall coverings and ceiling systems are installed. The floor is installed and may or may not have the covering installed. The major portion, or all, of the electrical, plumbing, and mechanical work are installed. The space may or may not be painted.
- 2.2.3 This space may be occupied as is, without any further improvements, except for painting and/or floor coverings.

2.2.4 No changes or addendums, to the submittal documents, will be accepted for additional interior improvements. Any additional interior improvements will require a TI Permit.

Addendums/Changes to the original submittal documents will be accepted for additional work to the main structure (shell building) only.

2.3 TI Permit

2.3.1 This type of permit is required once the main building structure (shell) is completed and additional interior or exterior work is required for the tenants operation.

3.0 Shell Permit submittals shall not be revised and used for tenant improvements under the "Shell Permit". A separate TI Permit will be required. Submittal documentation shall consist of the information as required by the city. See "Commercial Submittal Documentation" information sheet, available from the City of Hanford Building Division.