



COMMUNITY DEVELOPMENT DEPARTMENT  
**BUILDING & SAFETY DIVISION | PLANS AND PERMITS DIVISION**  
 39550 LIBERTY STREET, FREMONT, CA 94538  
 P: 510.494.4443 | F: 510.494.4820  
[WWW.FREMONT.GOV](http://WWW.FREMONT.GOV)

# TENANT IMPROVEMENT QUESTIONNAIRE

BLD20\_\_\_\_\_

Please complete this entire form. If you do not have all of the information, please make every attempt to obtain and complete this application. If you have questions, please ask a staff member for assistance.

Job Address:\_\_\_\_\_

Applicant:\_\_\_\_\_ Phone No:\_\_\_\_\_

Property Owner:\_\_\_\_\_ Phone No:\_\_\_\_\_

Tenant (Business Name):\_\_\_\_\_

Business Owner:\_\_\_\_\_ Phone No:\_\_\_\_\_

Business Description:\_\_\_\_\_

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

- Are any proposed facilities located outside the building (above ground tanks, pads, canopies, etc.)?  
 YES\_\_\_\_\_ NO\_\_\_\_\_

*If YES, make a separate application to the Development Services Counter. An additional review deposit and additional plans may be required with your submittal. For more information, call (510) 494-4480.*

- Will your improvement add square footage inside the building, such as a mezzanine or second story?  
 YES\_\_\_\_\_ NO\_\_\_\_\_

*If YES, contact planning staff regarding Citywide Development Impact Fees.*

- Is your business involved in the production, assembly, storage, wholesale trade, transfer or transport of electronic computer components (disk drives, memory chips, CPU chips, etc.)?  
 YES\_\_\_\_\_ NO\_\_\_\_\_

*If YES, contact Plans & Permits staff regarding additional security requirements for your business.*

- Are hazardous materials used or stored by your business?  
 YES\_\_\_\_\_ NO\_\_\_\_\_

*If YES, please contact the Fire Department, HAZMAT Division, at (510) 494-4279 for any special requirements.*

- Have you contacted other key agencies?  
 YES\_\_\_\_\_ NO\_\_\_\_\_

*If NO, please coordinate with all appropriate agencies on our list of Public Service Agencies.*