



WASHINGTON COUNTY**DEPARTMENT OF PERMITS & INSPECTIONS**

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Building
Electrical
Plumbing
Mechanical

MEMO

Date: June 12, 2006

Subject: Shell Permits

In an effort to clarify the type and extent of work that is allowed under certain commercial building types, the following will apply:

SHELL ONLY

1. Exterior walls (may or may not be insulated)
2. Electrical Service (Rough only)
 - a. One meter (house meter) energized
 - b. Meter stack may be set but individual meters not energized until part of tenant fit out or white box.
3. HVAC
 - a. Minimum conditioning to allow for sprinkler system.
 - b. Additional units may be set but may not be activated.
4. Plumbing
 - a. Rough in only
5. Fire Safety
 - a. Sprinkler system activated
 - b. Emergency lighting
 - c. Emergency site lighting
6. Excise Tax
 - a. Occupant group must be designated at the time of application
 - b. Excise tax will be calculated based on that designation and is due at time of permit issuance.

WHITE BOX

1. Shell permit must be closed
2. Submit plans for complete build out including total number of spaces
3. Demising wall may be permitted subject to plans
4. Ceiling grid may be installed.
5. Individual meters may be energized
6. Emergency signage and lighting required
7. Individual HVAC units may be activate
8. Plumbing for bathrooms allowed
9. Tennant space perimeter drywall allowed
10. Excise tax is due for use designation at time of issuance
 - a. Credit applied for any tax paid at Shell stage
 - a. No refunds allowed

TENANT FIT OUT

2. Shell or White box must be closed
3. Letter from tenant describing the use of the space
4. Excise tax is due for the first tenant in new space
 - a. Credit applied for any tax paid at Shell or White Box stage
 - b. No refunds allowed
5. 3 Complete sets of plans including all M.P.&E.'s