



**City of Hollister**  
**Community Development Department**  
**Building Division**

339 Fifth Street, Hollister CA 95023  
(831) 636-4355 \* [permitcenter@hollister.ca.gov](mailto:permitcenter@hollister.ca.gov)

## COMMERCIAL TENANT IMPROVEMENT (TI) HANDOUT

This handout provides guidance on **Application Submittal, Plan Review, Permit Issuance and Occupancy** for proposed commercial owner/tenant improvements within the City of Hollister jurisdiction. In accordance with the **2025 California Building Codes** and the **City of Hollister Municipal Code**, permits are required when buildings or structures are **altered, repaired, moved, converted, demolished or no construction only for occupancy**. Therefore, the following guidelines shall be reviewed and approved by all plan review divisions prior to the commencement of work.

### APPLICABLE 2025 CODES

**The following codes are enforced as adopted and amended by the City of Hollister:**

- California Building Code (CBC) - structural, life safety, occupancy and accessibility, Electrical Code (CEC), Plumbing Code (CPC), Mechanical Code (CMC)
- Energy Code (Title 24),
- Green Building Standards Code (CALGreen)
- Fire Code (CFC)
- City of Hollister Municipal Code – Zoning, planning approvals, and permit administration

### WHEN A BUILDING PERMIT IS REQUIRED

**A building permit is required for, but not limited to, the following:**

- Interior or exterior improvements, repairs (architectural, structural, electrical, plumbing, mechanical)
- Change of occupancy, occupancy classification or use
- Accessibility upgrades or modifications
- New tenant occupancy
- Additional utility meters, conjoining or separating buildings and/or suites

### BUILDING PERMIT APPLICATION AND FEE INFORMATION

**Application and Permit Fees:**

Building Permit fees are based on the square footage and valuation of the project (labor time and material). A non-refundable application plan review deposit is required and will be calculated upon submittal. The adopted fee schedule can be located on the City's website and may be provided upon request.

**Application:**

Applications are active for 180 days; application extension request forms can be located on the City's website or may be provided up request. Extension request form shall be submitted via email to [building@hollister.ca.gov](mailto:building@hollister.ca.gov) or delivered to the permit center at 339 5<sup>th</sup> Street, Hollister, CA. 95023, 30 days prior to expiration date.

**Plan Review Timeline:**

A minimum of 15 business days for all plan review submittals, upon review completion the applicant will be provided with either approval or comments.

**Plan review approval:**

- The permit issuance invoice will be provided to the applicant and/or authorized agent.
- Permit invoice payment and permit issuance is required to be issued to the contractor or authorized agent with a scheduled appointment which can be scheduled on the City’s website at [https://hollister.ca.gov/government/development\\_services/index.php](https://hollister.ca.gov/government/development_services/index.php) or by scanning the QR code at the bottom of this form.

**Plan review comments:**

- Comments and resubmittal requirements will be provided to the applicant and/or authorized agent.
- Resubmittals shall be a complete submittal package and require a scheduled resubmittal appointment which can be scheduled on the City’s website at [https://hollister.ca.gov/government/development\\_services/index.php](https://hollister.ca.gov/government/development_services/index.php) or by scanning the QR code at the bottom of this form.

## APPLICATION AND PLAN SUBMITTAL REQUIREMENTS

- Completed Building Permit Application signed by contractor / authorized agent
- Plans and drawings prepared by a licensed design professional where required
  - \* Plans may be required to be prepared by California licensed professionals only (architects or engineers).

**Hard copy:**

- Application
- One hard copy plan set – plans shall be drawn to scale, fully dimensioned and legible on minimum 18” x 24”, 24” x 36” or maximum 30” x 42” sheets, bounded and stapled.
- Hardcopy submittals and resubmittals require a scheduled submittal appointment which can be scheduled on the City’s website at [https://hollister.ca.gov/government/development\\_services/index.php](https://hollister.ca.gov/government/development_services/index.php) or by scanning the QR code at the bottom of this form.

**Electronic copy:**

- Application
- Plan set
- Constructions and Demolitions Recycling Plan form
- Monterey Bay Air Resource District (MBARD) application completion notice
- San Benito County Environmental Health approval notice (if applicable)
- Electronic submittals and resubmittals shall be emailed to [building@hollister.ca.gov](mailto:building@hollister.ca.gov) no more than the day prior to scheduled submittal appointment.

**The documents listed in this handout are the standard minimum requirements. Depending on your specific project, you may need to provide additional information, or some items may not apply:**

- **Conditions of Approval:** *if applicable to be included in the plan set*
- **Cover Sheet:** Project address and parcel number, property owner information, full scope of work, location map, flood zone, fault zone, type of construction, square footage, existing and proposed occupancy classification(s), area calculations, adopted applicable codes, fire sprinkler status, identify uses of adjacent spaces/suites, location and distances to property lines, existing/previous and proposed tenant, current zoning, occupancy load, number of stories, license professional stamp and signature if applicable, sheet index, special inspections
- **Architectural Plans:** Site/Plot plan, parking with designated accessible parking, existing building floor plan, demolition plan, proposed new floor plan, exiting plans, seating plans, door and/or window schedules, equipment schedules, accessibility upgrades, details & sections, elevations and finishes, roof plan, fire rating requirements and details.

- **Structural Plans:** Foundation plan, floor framing plan, roof framing plan, and associated structural details.
- **Mechanical Plans:** Show ducting, fire dampers, cook hoods, chemical hoods, HVAC equipment, and CFM/BTU's.
- **Electrical Plans:** Location of all receptacles, lights, motors, switches, disconnects, panels, services, transformer, exit signs, emergency lighting, and one line diagram showing conductor size and insulation type. Include a panel schedule showing all new and existing lads, building service size, and grounding/bonding.
- **Plumbing Plans:** Provide isometric plans for waste/vent, type of piping material, gas line diagram, water lines, location of boilers, water heaters with their input BTU rating.
- **Energy Calculations:** Signed energy forms with calculations on a plan sheet for any alteration, addition of shell lighting, and interior/exterior mechanical systems.
- **Green Building Standards:** Check off list to be marked pertaining to the proposed project.

## ADDITIONAL REVIEW REQUIREMENTS MAY APPLY

**Commercial Tenant Improvements shall comply with current onsite improvement requirements such as but not limited to:**

**Planning:** Conditional use permit, administrative permit review, zoning landscaping, parking, signage etc. Conditions may apply prior to building permit application submittal.  
(831)636-4360 \* [planning@hollister.ca.gov](mailto:planning@hollister.ca.gov)

**Engineering:** Additional utility meters, addressing, civil site improvements, drainage, backflow, grease interceptor, impact fees etc. Conditions may apply prior to building permit application submittal. (831)636-4340 \* [engineering@hollister.ca.gov](mailto:engineering@hollister.ca.gov)

**Building:** External and internal accessibility, additional detached structures shall be permitted separately. Changes to approved plans, work commenced or scope of work are required to be processed through a revision submittal. (831)636-4355 \* [building@hollister.ca.gov](mailto:building@hollister.ca.gov)

**Fire Department:** All commercial projects are subject to fire inspections. Underground fire, fire sprinklers, fire backflow, conditions may apply prior to permit issuance.  
*Separate Submittal & Review* – Required fire submittals (i.e., Underground Fire, Sprinklers, Alarms) must be submitted prior to building permit release. For Submittal Requirement, to schedule fire inspections call (831)636-4325, [hfpreservation@hollister.ca.gov](mailto:hfpreservation@hollister.ca.gov).

**San Benito Co. Environmental Health:** *Separate Submittal & Review* – Food related business, Tattoo and permanent makeup and Public Pools. Approval notice is required to be submitted to the building division prior to permit issuance. (831)-636-4035

**Monterey Bay Air Resource District:** Demolition Work and/or Wood Burning Fireplaces – Asbestos and lead survey reports are required for all commercial remodel and demolition projects, MBARD Release is required prior to permit issuance. (831)718-8033

**Online Appointment  
scheduling  
now available!**

Applicants may now schedule submittal and permit pick-up appointments using the new online self-service scheduling system.

**Schedule Here**



<https://tinyurl.com/HollisterPermitCenter>