

City of Dallas Tenant Improvement Guidelines

Business Incentive Programs and Business Assistance:

- **City of Dallas Commercial Façade Improvement Loan:** The City of Dallas offers a low-interest loan program specifically designed to improve the appearance of commercial buildings in the central business districts of the City. Successful applicants are eligible for up to \$20,000 at a special rate of 4% interest, or 5% with a two-year payment deferment to fund property improvement projects. Eligible projects include exterior rehabilitation and restoration, as well as painting, awnings, lighting, and signage. Professional architectural and design assistance is available at no charge to loan applicants under consideration for project approval.
- **City of Dallas Commercial Enterprise Zone:** Downtown business and property owners within a 16 block designated area may apply for relief from Systems Development Charges assessed by the City of Dallas if they invest the same dollar amount in building improvements. Systems Development Charges (SDCs) fund infrastructure the City of Dallas provides in the Commercial District for streets, sewer, and water. Eligible projects include exterior rehabilitation and restoration, as well as painting, awnings and signage. Interior rehabilitation, purchase of inventory, promotions, and business venture expansions do not qualify.
- **Business Assistance Resources:** Business assistance programs are available for existing business owners and those starting new businesses in the City of Dallas. Services available include: one-on-one business counseling, full business-planning resources, workshop and training opportunities, access to low interest business loans, financial planning services, and personnel services. The Dallas Business Assistance Team is partnered with local, regional, and state resources that have the expertise to retain, grow, and create new businesses.

Questions regarding Tenant Improvements in the City of Dallas may be directed to the Community Development Department at 503-831-3571

The City of Dallas is committed to the continuing development of new business opportunities in our commercial areas. This often requires the adaptable reuse of existing buildings to accommodate new tenants or building owners to pursue their business interests. The purpose of the *Tenant Improvement Guidelines* is to outline the responsibilities of a new business tenant moving into an existing commercial building in the City of Dallas.

What is a Tenant Improvement? A tenant improvement is defined as any renovation, expansion, or conversion of existing commercial property. Improvements subject to review include; construction or removal of interior walls or doorways, permanent cases and counters, and any modification of utility service lines (such as water, sewer, gas, or electric.) Improvements exempt from building permits include; painting, wallpaper, floor treatments, movable cases, movable counters, and partitions not over 5 feet 9 inches high.

Development Code Requirements: A new use of an existing property is subject to review to assure compliance with City Code. Issues subject to Community Development Department review include:

- Zoning
- Comprehensive Plan
- Downtown Master Plan
- Parking requirements
- Landscaping
- Systems Development Charges
- Proposed signage

Building Code Requirements: Structural modifications and changes of use made to an existing building in the City of Dallas are subject to the review of the Building Dept.

Common changes subject to a building permit may include:

- Interior and exterior building renovations
- Mechanical changes or improvements
- Changes to and installation of new plumbing
- Changes to and installation of new electrical systems

Building use changes subject to Building Department review include:

- Change from one type of business use to another (Examples: Retail space changed to a restaurant, or professional offices changed to a beauty salon)

Fire Code issues subject to review include:

- Changes that are likely to increase or decrease public fire, life, and safety concerns
- Changes that increase or decrease the number of people using the premises

Note: Changes to an existing building may require a building permit. Questions should be directed to the City of Dallas Building Department at 503-831-3567.

Application Checklist: Tenant Improvement Applications shall include all of the items listed in the following checklist. Any application submitted to the City of Dallas that does not address the following checklist requirements will be considered incomplete and will not be reviewed or approved until a complete application is submitted.

Tenant Improvement Applications must include:

- ❑ **Completed Application Form**
- ❑ **A drawing (plan) of the premises including all improvements** (A detailed plan, or drawing, of the premises shall be submitted with the Tenant Improvement Application. Please provide as much detail as possible including; dimensions of rooms, location and size of doors, fire exits, walls or partitions, furniture, displays, and counters, both fixed and unfixd. A sample Tenant Improvement Plan is available.)
- ❑ **Written description of proposed business activity and proposed building improvements** (Please describe the proposed use of the premises, intended changes to the interior and exterior of the building, and any other details not provided on the application form or drawn plan.)
- ❑ **All applicable permit documentation** (building permits, sign permits, food handling, state licensing, electrical, plumbing, etc.)

Review and Approval: Completed applications are submitted to the City of Dallas Community Development Department for review and consideration for approval. The Building Department, Public Works Department, Police Department and the Fire Department will also review applications. Denied or incomplete applications will be returned to the applicant with specific comments outlining the deficiencies of the plan and remedies to make the application eligible for reconsideration and approval.

Timeline: The City of Dallas reviews Tenant Improvement Applications on an ongoing basis. Applicants will be notified in writing of approval, denial, or a request for more information within 5 business days of submittal of the complete application.

Fees: There are no fees assessed for Tenant Improvement Applications in the City of Dallas. Fees may be assessed for additional permits as required by the City of Dallas Building Department, Polk County, and the State of Oregon.

City of Dallas

Tenant Improvement Application

Applicant Name: _____ Date: _____

Applicant Mailing Address: _____

Phone / Fax / Email: _____

Business Name: _____

Business Address: _____

Type of Business (circle one): Traditional Retail (merchandise sales), Service Retail (hair salon, travel, real estate, dry cleaner, auto repair, health club), Professional Services (physician, dentist, attorney, accountant, financial institution), Entertainment (restaurant, theater, video rental, bar / tavern, gallery, coffee shop), Other _____

Property Owner (if different) _____

Applicant Signature: _____ Date: _____

Application Checklist: In order for a Tenant Improvement Application to be eligible for review and approval, it must include all of the items listed in the following checklist. Any application submitted to the City of Dallas that does not address the following checklist requirements will be considered an incomplete Tenant Improvement Application and will not be reviewed or approved until a complete application is submitted.

Complete Tenant Improvement Applications MUST Include:

- Completed Application Form
- Scale drawing (plan) of premises including all improvements (see guidelines for plan requirements)
- Written description of premises use and proposed building improvements
- All applicable permit documentation (building permits, sign permits, food handling, state licensing, electrical, plumbing, etc.)

The City of Dallas has developed *Tenant Improvement Guidelines* to assist applicants with the application, review, and approval processes. If a copy of the *Tenant Improvement Guidelines* does not accompany this application form, please contact the Community Development Department.