



GENERAL BUILDING CODE REQUIREMENTS

BUILDING DIVISION

COMMUNITY DEVELOPMENT DEPARTMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | 541-917-7553

TENANT IMPROVEMENT

The Albany Municipal Code Section 18.06.010 and the Oregon Structural Specialty Code (OSSC) Section 105.1 requires structures that are changing use and/or occupancy to apply for a permit, even when no structural alterations are made. These types of projects are generally referred to as a Tenant Improvement (TI) and often coincide with a new tenant locating into an existing structure. A Tenant Improvement (TI) also occurs when an existing tenant is expanding their business and that expansion changes the use or occupancy of the previous approval.

Please note that this is a separate process from a change of land use required from the Planning Division and the Albany Development Code.

Change of Occupancy:

A change of occupancy is generally defined as:

A change in the use of a building or a portion of a building which results in a change of occupancy classification or a change from one group to another group within an occupancy classification defined by [Chapter 3](#) of the OSSC.

Scenario: Change of Occupancy

A customer proposes a professional office within a building that was previously approved as a market. When the market closed, all items were removed allowing for desks and cubicles to be installed.

In this case, the building is changing occupancy from a [Group M- Mercantile](#) to a [Group B- Business](#). The use within those occupancies would be identified as a market to professional services. While the space may appear to be move in ready, the space would need to comply with the requirements of the Oregon Building Code for the new B-occupancy group. Common elements within a B-occupancy that would be reviewed are [occupant loading](#), [egress requirements](#), [accessibility](#), [number of bathrooms](#), and [fire separation](#).

Change of Use:

A change of use is generally defined as:

Any change in use within an occupancy group for which there is a change in application of the requirements of the code.

Scenario: Change of Use

A customer proposes to open a small café in a building previously approved as a professional office. When the office closed, all items were removed leaving the space open for counters and chairs.

In this case, the building is not changing occupancy but rather is staying a Group B. The use within that occupancy is changing from professional services to a 49 and under occupant restaurant. While the space may appear to be move in ready, the space would need to comply with the requirements of the Oregon Building Code for the new [restaurant](#) use. This would include [occupant loading](#) (to ensure that the space qualifies as a B-occupancy rather than an [A-2 occupancy](#)), [egress requirements](#), [accessibility](#), [number of bathrooms](#), [ventilation](#), [mechanical exhaust systems](#), required [fire suppression systems](#), [grease interceptor](#), and [fire separation](#).

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Version2020-1.0

In both scenarios a [Commercial Permit](#) application would be required for the change of use and/or occupancy. Where a project is changing use or occupancy, the plans are required to be completed by a registered design professional, unless an exempted structure under [OSSC 107.1](#). Please see the [Commercial Plan Review Checklist](#) for the construction documents that will be required. To help determine what may be required for your specific project, we have created useful General Building Code Requirements guides posted on our [website](#). We have created one specifically for general code requirements for all [Commercial Structures](#) and supplemental additional guides for specific uses such as [Restaurants](#), [Apartments](#), and [Mini Storages](#).

At times, supplemental permit applications will also be required based on the project. In most cases an [Electrical Permit](#) application, [Mechanical Permit](#) application, and a [Plumbing Permit](#) application will be required. Your project may also require [fire suppression systems](#), [fire alarm systems](#), and [sign permits](#). Additionally, most Tenant Improvements (TI) will also require the project to be reviewed for removal of architectural barriers as required [OSSC 3403.4](#) and [ORS 447.241](#).

If you have questions about your specific project, please email us at cd.customerservice@cityofalbany.net with the address and description of your project and the appropriate staff member will contact you to discuss your project. As not all project can be captured in one of our useful guides, the Community Development Department offers free [pre-application meetings](#) that can be used to help determine what may be needed for your project from the Planning Division, the Building Division, and Public Works.

Other Department Requirements:

In addition to the requirements discussed above, your project may require additional review from other City departments.

Planning Division- Your project may require a land use review by the Planning Division to comply with the [Albany Development Code](#). If you have questions specific to the approved land use on your site or what land use review may be required, please email planninglist@cityofalbany.net or call 541-917-7550.

Public Works: Engineering- Your project may be subject to System Development Charges (SDC), connection fees, and/or other development related improvements. If you have questions related to possible system improvements or fees, please call 541-917-7676.

Albany Fire Department- While a large portion of the life and safety requirements for your project will be reviewed with the Building Division, the Albany Fire Department is responsible to review your project for compliance with the Oregon Fire Code. If you have questions related to the Oregon Fire Code, please call 541-917-7700.