Tenant Improvement Budget Worksheet

Build your TI budget line by line before you sign a lease or a work letter. Fill in your estimates, then compare the total to the landlord's TI allowance.

Line item	Budget	Bid / actual	Notes
Soft costs			
Design / architect / engineering			
Permits, plan check, city fees			
Landlord review / construction management fee			
Base building and shell			
Demolition and haul-off			
Framing, drywall, insulation			
Ceilings (grid / tile / hard lid)			
Doors, frames, hardware			
Glass and storefront			
MEP and life safety			
Electrical and lighting (incl. Title 24 energy controls)			
Plumbing and restrooms			
HVAC: distribution, controls, new units			
Fire sprinklers and fire alarm			
Low voltage, data, security			
Finishes			
Flooring and base			
Paint and wall finishes			
Millwork, casework, kitchen / break room			
Signage			
Code-triggered upgrades			

Accessibility / path of travel (CBC 11B)	
Seismic or structural work required by the city	
Project costs	
General conditions (supervision, protection, cleanup)	
Contingency	
Furniture, fixtures, equipment and moving	
TOTAL PROJECT COST	
Less: landlord TI allowance	
YOUR OUT-OF-POCKET	

> **Path of travel.** In California, alterations to commercial space can require accessibility upgrades to the path of travel (entrance, restrooms, parking, drinking fountains). When the project's adjusted cost is under the state's annual valuation threshold, those upgrades are generally capped at 20% of construction cost. Above it, full compliance can be required. Ask early.

QUESTIONS TO ASK BEFORE YOU SIGN THE LEASE

- [ ] Is the allowance a fixed dollar amount or a turnkey build-out? Who controls the contractor and the design?
- [ ] Can unused allowance go toward rent, furniture or moving costs?
- [ ] What is the condition of the base building: HVAC age, electrical capacity, restrooms, sprinklers, roof?
- [ ] Who pays for code upgrades the city triggers because of your permit?
- [ ] What does the landlord charge for review, supervision or construction management?
- [ ] When does rent start, and is it tied to permit issuance or substantial completion?

Want a second set of eyes? LPD Builders walks commercial spaces and buildings across the nine Bay Area counties. Request a site walk at **lpd-builders.com/contact** or call (415) 299-5369.

General information for Bay Area property owners, not legal, engineering or financial advice. Rules change; confirm with your city building department, the CSLB and your own advisors before you act.
LPD Builders · Lombardi Property Development LLC DBA LPD Builders · CSLB #1082065 (Class B) · San Rafael, CA · (415) 299-5369 · lpd-builders.com