

# Submittal Requirements for Commercial Tenant Improvements

The submittal requirements for tenant improvements cover work which does not include the addition of floor area or a change of occupancy. Applicable Mechanical, Electrical and Plumbing plans must be submitted at this time and shall not be deferred.

## To apply for a building permit, submit the following:

Stamped & signed by a California licensed architect or engineer. Plans shall include type of construction, use and occupant load calculations for all areas, a floor plan of the entire story, and a North arrow. Plans shall also include name, address, phone and email of person preparing the plans.

- Three (3) sets of plans which include sub trades such as Plumbing, Mechanical and Electrical plan.
- Two (2) sets of structural, energy calculations and other supporting documents.
- Completed building permit application form.
- Completed special inspection form (if applicable in accordance with the CBC chapter 17.)
- Plan review fee
- Copy of tenant improvement construction contract.

## Applicable codes:

- 2016 edition of the California Building Code (CBC).
- 2016 edition of the California Mechanical Code (CMC).
- 2016 edition of the California Plumbing Code (CPC).
- 2016 edition of the California Electrical Code (CEC).
- 2016 edition of the California Energy Code.
- 2016 edition of the California Fire Code (CFC).

## Architect information required:

The plans shall be stamped and wet signed by a California licensed architect or engineer. In accordance with the State of California Business and Professions code § 5537, minor T.I.'s which do not involve life safety or seismic considerations may be designed by an un-licensed person. If in doubt, please contact the Building Division at (510) 596-4310 for further assistance.

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=bpc&group=05001-06000&file=5535-5538>

## Submitted plans should include the following information:

- The design professional's name, address, phone number and fax number.
- The name, address and the suite number of tenant space.
- A plan sheet index which includes the plumbing, mechanical and electrical sheets.
- Building code summary which includes the building areas, T.I. floor area, type of construction, occupancy, occupant load calculations for each room/area, number of stories, fire sprinkler information and fire alarm system information.
- Exterior elevations if there are to be any exterior modifications.
- Floor plan of existing building or space which shows the use of each area.
- Show all existing bearing and non-bearing walls.
- Floor plans and details of new construction to show fully dimensioned floor plans and construction details.
- Construction details to include sections of all walls, methods of attachment, ceilings, etc.
- Existing and new means of egress systems including hallways, rated corridors, exit passageways, stairs, rated stair enclosures, etc.

## Accessibility Requirements:

Provide complete plans showing accessible path of travel from the public way to the T.I. to show the following:

- The path of travel shall include the accessible path from the street through the parking lot to the building entrance.
- Parking layout and the number of parking spaces available to persons with disabilities.
- Site and building signage.
- Path of travel to area of remodel within the common building areas including elevators.
- Bathrooms, whether included in the scope of work or not, which are accessible to persons with disabilities.
- Drinking fountains, whether included in the scope of work or not, which are accessible to persons with disabilities.

- Public telephones, whether included in the scope of work or not, which are accessible to persons with disabilities.
- The tenant space shall be accessible to persons with disabilities.

### **Energy Calculations**

Submit energy compliance documentation to comply with the 2016 edition of the California Energy Code. If energy compliance is not provided, please provide adequate documentation to show why the tenant improvement is exempt from the energy regulations.

### **Deferred Submittals are NOT permitted for Tenant Improvements:**

Exceptions:

- Fire Sprinkler Permits
- Fire Alarm Permits