



BUILDING DEPARTMENT INFORMATIONAL HANDOUT
Tenant Improvement Submittal Requirements

Handout
Revised 9-10-18

Permit Submittal:

To help eliminate delays during plan review and construction, we recommend that tenant improvement plans be designed by a licensed California engineer or architect. We also strongly recommend that the tenant space and the project site be evaluated by a certified access specialist to determine accessibility deficiencies and requirements prior to preparing the tenant improvement plans. Applicants applying for a building permit for tenant improvements must submit a building permit application along with three (3) sets of plans (36" x 24" minimum size), which are drawn to scale (1/4" per ft. minimum for floor plan), fully dimensioned, presented in "landscape view" on numbered sheets which are legible and include the following information:

Plan Requirements:

1. Cover Sheet including the following:

- a. Project address;
- b. Owner's name, address, phone number;
- c. Name, address and phone number of the responsible individual preparing the plans.
- d. Project narrative indicating the specific scope of work to be covered by the permit.
- e. Allowable floor area (CA Building Code Chapter 5, Table 503)
- f. Occupancy classification (CA Building Code Chapter 3)
- g. Type of construction (CA Building Code Chapter 6)
- h. Occupant load (CA Building Code Chapter 10, 1004.1.1);
- i. Sanitation facilities (CA Plumbing Code. Chapter 4, Table 4-1);
- j. Disabled access requirements as prescribed by Chapter 11B of the CA Building Code, the CA Electrical Code and the CA Plumbing Code;
- k. Sheet index indicating each sheet title and number;
- l. Legend for symbols, abbreviations and notations used in the drawings.
- m. The codes that the work must comply with (i.e. the 2016 CA Building Standards Code as amended and adopted by the City of Sebastopol).

2. Site Plan should show lot dimensions, parking areas and number of parking spaces, the accessible route of travel from the public way and accessible parking spaces to the building entrance. Clearly indicate the distances from the building to property lines.

3. Existing Floor Plan for a floor/story where the tenant improvement is located. Specify the existing use of all rooms and areas including uses of adjacent tenant spaces. Indicate the type of the existing construction of the building (i.e. wood frame, concrete tilt- up, masonry, etc.). If there is any proposed change in use, the applicant must state, in detail, the proposed use. Indicate on the plan the square footage of the affected area.

4. Proposed Floor Plan showing type and location of walls, ceilings, cabinetry, countertops, plumbing fixtures, etc. Include construction legend and plan symbols identifying and describing new (N) work and existing (E) items and conditions. The following should be indicated on the floor plan:

- a. The proposed use of the improved area (i.e. retail sales, wood shop, auto repair, office, etc.).

- b. The type of the existing construction of the building (i.e. wood frame, concrete tilt-up, masonry, etc.).
- c. Identify all usable spaces (office, storage, etc.) and the uses of all adjacent tenant spaces.
- d. Indicate all existing and proposed walls indicating which are new (N) and which are existing (E), and provide a wall section detail indicating the stud size and type, method of attachment at floor, and ceiling or roof, etc.
- e. Show all door locations, fire-rating (if applicable), direction of swing, etc. Identify all occupancy separations and indicate fire-resistive rating of each.
- f. Identify all exits (number, width, distance to, direction of, hardware requirements, etc.). Identify all corridors (type of construction, width, access to exits, etc.).
- g. Show that all work complies with disabled access requirements.
- h. Show and specify all fire resistive construction requirements pursuant to CBC Chapter 7.

5. Wall Section and Construction details indicating stud size, height, spacing, insulation, wall finish, and structural connections.

6. Compliance with California Disabled Access requirements must be shown. When alterations or additions are made to existing buildings or facilities, each altered element or space must fully comply with the current accessibility requirements of CBC Chapter 11B – Division 2 and an accessible path of travel to the specific area of alteration or addition must be provided. The primary accessible path of travel includes:

- a. A primary entrance to the building or facility, [from an accessible parking space and from the public sidewalk or street if no public sidewalk is provided].
- b. Toilet and bathing facilities serving the area, Drinking fountains serving the area,
- c. Public telephones serving the area, and
- d. Signs.

A Certified Access Specialist should be retained to identify all existing accessibility deficiencies within the required path of travel and determine if the existing path of travel elements (items 1 through 5 below) must be revised in accordance with Chapter 11B of the California Building Code. Path of Travel improvements are typically triggered for all tenant improvement projects. Provide detailed accessibility compliance plans and documentation to show that all path of travel accessibility requirements and elements are met or provide a completed Disproportionate Accessibility Cost form (available on the City's web site at <http://www.sonomacity.org/Government/Departmental-Offices/Building.aspx> .)

Plans must provide complete accessibility dimensions, the accessible path of travel, accessible parking and incorporate accessibility details to show compliance with accessibility requirements. A scope of work describing specific path of travel improvements to be performed as well as specific dimensioned details for all accessibility improvements is required on the plans. Show accessible routes on the site plan and floor plan and provide interior elevations to for all restrooms and counters. Plans must show compliance with Chapter 11B (Accessibility) of the California Building Code.

7. Provide energy documentation to show compliance with all CA Energy Code requirements by submitting two copies of all energy documentation required for the proposed work. Preparing energy compliance documentation is highly technical and typically requires the assistance of an energy consultant. For more information on the CA Energy Code, visit the California Energy Commission's web site.

8. Electrical Plan (may be combined with the floor plan) showing compliance with the following requirements. Show all electrical fixtures, switching, receptacles, appliances, fans, smoke and carbon monoxide detectors, services and electrical equipment. Specify required GFCI. Provide light fixture and lighting control legend and schedule and show all light fixture switching configurations, occupant sensors, dimmers, photo-cells, timers and other lighting control devices and specify fixtures that conform to the mandatory energy requirements and energy documentation.

- a. One line diagram (show main service panel, panel sizes, disconnect switches, over-current device location, grounding, etc.).
- b. Panel schedules with circuit identification and sizes.
- c. Indicate all outlet, fixture, and equipment locations and type. Indicate all hazardous electrical locations as applicable.

9. Lighting/Switching/Reflected Ceiling Plan showing the location and type of all lighting fixtures, primary and secondary day-lit zones, lighting control sensors and devices, switching and sensor configurations and other information to show compliance with CA Energy Code requirements. Plans must typically illustrate and specify how mandatory nonresidential indoor lighting controls will be provided for each lighting fixture, including, but not limited to the following:

- a. Area Controls. Manual controls separately controlling lighting in each area.
- b. Multi-Level Controls. Providing occupants with the ability to control the use of all of the lighting, some of the lighting, or none of the lighting within a room or area.
- c. Shutoff Controls. Automatically shutting off or reducing light output of lighting when it is not needed.
- d. Automatic Daylighting Controls. Separately and automatically controlling some or all of the light fixtures in the daylight areas and separating them from the lighting not in the daylight area.
- e. Lighting control acceptance testing by a certified lighting acceptance technician is required for all new lighting controls for all alteration projects where more than 20 luminaires are added and for all new projects. (Energy 141.0(b)2).

10. Mechanical Plan

- a. Provide mechanical isometric or schematic diagram showing size and location of ducts, location of return air and supply air registers and design airflow (in cfm) at all register locations.
- b. Show location and provide installation details for any required fire dampers.
- c. Show location, method and amount of combustion air to be provided to gas equipment. Show location, clearance, electrical and access requirements for all HVAC equipment.
- d. For kitchen hoods, provide complete details including cross-sectional details of shafts, duct size and materials, types of duct seams, hood sizing calculations, location of make-up air, design airflow (in cfm), etc.
- e. Show and specify how outdoor "ventilation" air is provided to rooms and spaces within the tenant space as required by the CA Mechanical Code and the CA Energy Code.

11. Plumbing Plan

- a. Provide plumbing isometric or schematic diagram of water, gas and waste & vent lines. Show size of all piping and vents.
- b. Show location of all fixtures, interceptors, plumbing appliances, condensate drains and cleanouts.
- c. Specify type of all piping materials to be used.

12 Parking Provide a calculation of the overall site parking space requirement in accordance with the City of Sebastopol Parking Standards (Sebastopol Municipal Code Section 17.220). Show location, requirements and route of travel for accessible parking spaces.

13. Fire Sprinklers Required: For non-residential buildings, that undergo any combination of substantial remodel, addition or both that equals fifty percent (50%) of the existing gross floor area. The percentage of work shall be determined and added to any successive remodels that may occur within a subsequent three (3) year period. If the combined percentage totals 50% or more, this work shall constitute a substantial improvement and the building shall be provided with an automatic fire sprinkler system throughout the entire existing structure.

- a. A fire sprinkler system is also required when any addition is made to a building and any of the following conditions exist:

- I. Any part of the building is used as a hotel, motel, bed and breakfast, boarding house or any other form of transient occupancy.
- II. Access to the structure does not meet the emergency vehicle access requirements of Chapter 5 and Appendix D of the California Fire Code, as amended.
- III. The structure will contain two or more dwelling or guest units. The structure contains a use other than the residential component.
- IV. Water supply to the structure does not meet the water supply requirements of Chapter 5 of the California Fire Code.
- V.

14. Health Department Approval. Prior to plan check approval for restaurants or food handling establishments, projects must obtain plan approval from the Sonoma County Health Department.

15. City of Santa Rosa Utilities Department Approval. Prior to plan check approval for tenant improvements for a change of use or an increase in the sewer demand for the tenant space, projects must obtain written plan approval from the City of Santa Rosa Utilities Department