Checklist for Tenant Improvements & Commercial Additions

Prior to submitting plans to the Building Division, the applicant shall submit and / or have approval from the Planning Division. Below is a tenant improvement checklist for plans submitted to the Building Division.

Applicable Codes:

- 2019 California Building Code (Volumes 1 & 2)
- 2019 California Fire Code
- 2019 California Electrical Code
- 2019 California Plumbing Code
- 2019 California Mechanical Code
- 2019 California Green Building Standards Code
- 2019 California Energy Code

3-Complete Sets of Plans are Required w/ Applicable CALGreen Checklist:

Plans can be drawn by either a licensed architect or licensed engineer. All plans drawn by a licensed architect and / or engineer shall be wet stamped and signed. An unlicensed drafts person / designer may draw the plans. The designer's name and phone number shall be on each sheet. The plans shall include:

- **Architectural Plans – 3 Sets (Required):**
  - Plans shall be drawn to scale (min 1/8” per foot) and shall include:
    - **Site Plan:** Site plan shall show building location, setback dimensions, street locations, parking lot with accessible parking stalls, existing buildings, existing buildings / structures to be removed, decks, fences, PUE’s, etc. Provide building square footage, occupancy groups, type of construction, and indicate if existing building has fire sprinklers.
    - **Floor Plan:** Indicate all new and existing walls, and area uses / occupancy to verify exiting requirements. Indicate all room uses, doors and windows, skylights, built-in cabinetry, plumbing fixtures, electrical outlets and light fixtures. Clarify existing exit corridors and proposed changes to the existing layout (exits shall comply with Chapter 10 of the 2019 California Building Code).
    - **Plumbing Plan:** Provide plumbing fixture locations.
    - **Electrical Plan:** Provide outlet, fixture, switches, service panel, and subpanel locations.
    - **Mechanical Plan:** Provide location of HVAC on roof, duct sizing and layout, and roof / wall penetration details.

- **Energy Documents – 2 Sets (May be Required):**
  - Provide Title-24 energy compliance forms for changes to lighting, mechanical systems, newly conditioned areas, and exterior envelope changes. Provide owner and designer's signatures on documents.

- **Structural Plans and Calculations – 2 Sets (May be Required):**
  - New construction such as mezzanines, new exterior openings, sheds, and carports may require structural calculations and drawings.
  - New rooftop mechanical units over 400 pounds require structural calculations and drawings for seismic anchoring.

Additional Requirements and Information:

- **Accessibility Requirements:** Projects with a valuation over $166,157 requires full compliance. Projects less than $166,157 shall spend 20% in addition to the valuation to upgrade the space starting with:
  - An accessible entrance;
  - An accessible route to the altered area;
  - At least one accessible restroom for each sex;
  - Accessible telephones;
  - Accessible drinking fountains; and
  - When possible, additional accessible elements such as parking, storage and alarms.

- **Plumbing Requirements:** One unisex restroom may be allowed for business and mercantile occupancies with a total floor area of 1500 square feet or less. Review Table 422.1 of the California Plumbing Code for additional information.

Contact the Building Official, at 650-802-4262, if you have further questions.