



## 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.
- Planning Division approval is required for changes to tenant, exterior surfaces, signage, parking, use of the tenant space, or added areas.
- Public Works Department approval is required for work in the right-of-way, changes to water use, and changes to storm drains or sewer.
- The permit shall be issued to a California licensed B or C-10 contractor for any electrical work.

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