

TENANT IMPROVEMENT

Tenant Improvement Information

PURPOSE: Document Submittal List for Tenant Improvement

General Information: Building Permits are required for any modifications, repairs, and additions to an existing or new tenant space. Review turn around time is fifteen (15) business days for the first review cycle and ten (10) working days for all subsequent review cycles.

1. Document Submittal List

A. Drawings (7) sets of: (8 sets of plans if project involved hazardous materials)

- Key Plan for Location within Building
- Plot Plan
- Architectural Plan- Floor Plan
Exterior Elevations

- Structural- Foundation Plan
Floor Framing Plan
Roof Ceiling Plan
Truss Information
Cross Sections
Structural Framing Details & Notes

- HVAC Plan
- Electrical Plan
- Plumbing Plan
- 18" x 24" Suggested Minimum Size

B. Calculations (2) sets of:

- Structural Calculations (if applicable)
- Energy Calculations & Forms (Title 24 Part 6)
- Specification for Assemblies and Equipment Proposed

C. Other Documents

- Building Permit Application
- Owner/Builder Form (if applicable)
- Tenant Improvement Form
- Hazardous Material Disclosure Statement (AB3205) with Signature from the Property Owner
- Use Declaration Form(s) Available at Planning Division
- Statement of Storm water Pollution Prevention
- Union Sanitary District Approved Plans (if applicable)
- Alameda County Health Department Approved Plans (if applicable)

2. Information to be Included on Documents

A. Key Plan

- Location of tenant improvement within space
- Path of travel to exits
- Path of travel to main entrance for persons with disabilities

B. Plot Plan

- Lot dimensions
- Building footprint with all projections and dimensions to property lines
- North Arrow
- Parking layout, including accessible parking stalls and driveway Locations
- New sidewalks and door locations
- Location and size of trash enclosure

C. Architectural and Structural Plans

- Foundation plan
- Floor framing plan (existing layout and proposed improvements)
- Roof framing plan
- Architectural floor plans (assembly seating plan)
- Exterior elevations
- Structural materials specifications
- Structural and architectural details
- Typical cross sections in each direction (where necessary)
- Calculations and details for storage racks over eight (8) feet
- Reflected ceiling plans
- Exiting plans
- Special Inspection Testing Agreement

D. Architectural and Structural Details

- Window: head, jamb, and sill heights
- Exterior Door: head, jamb, and threshold
- Flashing: vertical junctures of materials
- Footing: pier and grade beams
- Post and girder intersections
- Roofs: eaves, overhangs, rakes, and gables
- Floor changes (i.e. slab to wood frame)
- Handrails, guards, and support Details
- Structural section with details at foundation, floor, and floor levels
- Details of fire rated assemblies, including flame spread of finish materials
- Section of fire rated corridor
- Scale for all drawings
- Ceiling details

E. HVAC, Plumbing, and Electrical Plans

- Plumbing fixture and single line schematics with pipe size calculations
- Location of HVAC equipment, duct location and layout, and fire dampers
- Roof penetration details and specifications for equipments
- Outlets, fixtures, switches, service panels with size, grounding method, and sub-panels

F. Title 24 Energy Requirements

- Complete documentation based on scope of work
- All applicable Certificate of Compliance with all required signature
- List relevant mandatory features
- Print Certificate of Compliance on drawings

G. CALGREEN Requirements

- If permit valuation or estimated cost of construction of alteration is \$200,000 or addition is 2,000 square ft or greater, all applicable mandatory features apply

H. Information

- Design Profession to sign all documents
 Name, title, address, and contact phone number of design professional
 Address of property and name, address, contact phone number of property owner
 Cover Sheet Information:
1. Applicable codes
2. Description and scope of work
3. Occupancy and type of construction
4. Allowable area calculations
5. Gross tenant area (by floor)
6. Index of drawings
7. Special Hazard Zones: Wildland-Urban Interface Area (WUIA), Flood Zone, Liquefaction

I. Separate Plans & Permits Required for the Following Types of Work

- Assembly permit (with occupant load greater than 49 persons)
 High piled storage areas (commodities as regulated by the Fire Code)
 Fire alarm/smoke detection systems
 Automatic fire sprinklers/extinguishing systems
 Flammable liquid storage areas, compressed gas, gas detection systems
 Spray booths
 Encroachment permit

Note: This is not a complete list of all required submittals; additional information may be required after initial plan review.