



Community Development Department

300 Richards Boulevard 3rd Floor Sacramento, CA 95811

Help Line: (916) 264-5011

www.cityofsacramento.org/dsd



Alteration and Tenant Improvement Submittal Checklist

NOTE: First time Tenant Improvements without Utilities/Off Site work generally require 5 sets.

Plan Reviewer: Mark an "X" in boxes when not required. Mark with a "check" when provided. Highlight or circle missing information.

GENERAL INFORMATION:

- Occupancy, occupant load, construction type, description of work, design criteria
- Completed Accessibility Upgrade Document (Form #CDD-0201)
- Completed Universal Application and agency letter (Form #CDD-0200)
- Detailed construction valuation verified by the contractor or design professional.

SITE/PLOT PLAN. Show accessible parking and the accessible path of travel.

ARCHITECTURAL PLANS

- Floor plans (existing and proposed) of the entire tenant space. Identify the area of work and all adjacent occupancies. Provide rated separation walls as necessary.
- Reflected ceiling plan (Note compliance with ASCE 7-05, Section 13.5.6)
- Elevations, sections, door/window schedule, details
- Accessibility notes and details for the parking, path of travel, stairs, ramps, doors, restrooms (provide 1/4" scale plan as well), drinking fountains, and all signage.
- Details of suspended ceiling and partition wall anchorage.

PLUMBING PLANS

- Plumbing floor plan with waste, water and gas single line or isometric
- Water and gas sizing calculations
- Fixture schedule

MECHANICAL PLANS

- Mechanical layout plan with duct layout and equipment locations
- Equipment schedule

ELECTRICAL PLANS

- Fixture and receptacle layout plan. Show panel and equipment locations.
- Panel Schedule
- Load Calculations

FIRE DEPARTMENT

- Fire extinguisher locations
- Fire sprinkler plans showing the existing sprinkler system and the proposed work
- Fire alarm plans showing the existing layout and proposed work. Include all necessary calculations, line diagrams and manufacturer's listing information.

STRUCTURAL CALCULATIONS (TWO SETS, IF NECESSARY)

TITLE 24 ENERGY COMPLIANCE DOCUMENTATION *(two sets, if necessary)*

- Mechanical (for new HVAC equipment)
- Envelope (for new conditioned area)
- Lighting (for new lighting)

AIR QUALITY APPROVAL

OTHER: