

| Applicant | | Remodel and Tenant Improvement Submittal Checklist (Commercial) | City Staff | |
|-----------|----|---|------------|----|
| Yes | No | | Yes | No |

| Zoning /Land Use Approval from the Planning Division: | | | | |
|--|--|---|--|--|
| | | Planning approval must be acquired prior to submitting a building permit application to the Building Division. Approval is conveyed via the <i>Planning Referral Sheet (PR)</i> or an appropriate <i>Planning Exemption Checklist</i> . | | |
| | | Plans associated with PR sheets which have the <i>Not Required</i> check box checked in the <i>Plan Check Required</i> area of the PR sheet must bear a planning approval stamp on the construction plans being submitted to building | | |

| Environmental Health Department Submission – contact 916-874-6010 | | | | |
|--|--|--|--|--|
| | | If the existing or proposed use for the remodel project involves any of the following uses a receipt for project submission to Environmental Health is required with your application. <ul style="list-style-type: none"> The retailing or distribution of food to the public. This includes the following <ul style="list-style-type: none"> Catering facilities; Church kitchens or food areas; Food Banks, Soup Kitchens or shelters providing or distributing food; Food retailers: supermarkets, convenience stores, restaurants, delicatessens or similar uses. Cottage Food Operations selling food made at home. Body Art facilities (contact number 916-875-8440) providing tattooing, Permanent Cosmetics, Piercing, or branding. Facilities involving Public Pools and/or Spas, Wading Pools and Spray Grounds. | | |

| Required Basic Construction Plan Features: | | | | |
|---|--|--|--|--|
| | | Cover Sheet including: Address of subject property; Vicinity Map; North Arrow; sheet index including every included sheet; detailed description of work to be covered by the building permit; declared occupancy/use(s) for which the proposed work is intended; code analysis including sq. ft. per occupancy group; designer or licensed professional's signed stamp; declaration of state and local building codes & cycle to which the plans are compliant. | | |
| | | General Information on Each Sheet shall include: Project Name; Address; designer or licensed professional's signed stamp, and phone number. | | |

| Changes of Occupancy/Use: | | | | |
|----------------------------------|--|---|--|--|
| | | Complete Code Analysis including a building Area Analysis, breakdown of sq. ft. per occupancy group and construction type, separated/non-separated designation (mixed use); Show compliance with CBC, section 11B-202.4 of the California Building Code. | | |
| | | Site or Plot plan including: Lot dimensions showing whole parcel and property lines; building footprint with dimensions to property lines; Display required number of parking spaces (see planning for this number), display parking analysis showing compliance with California Building Code (parking layout showing accessible parking spaces, disabled path of travel), and California Green Code (when applicable). | | |

| Minimum size and scale requirements: | | | | |
|---|--|--|--|--|
| | | No less than 24" x 36" | | |
| | | Site and Civil Plans: no less than 1/8"=1'. All other plan sheets no less than 1/4"=1' | | |

Minimum number of paper sets for routing and review if Electronic Plan Check is not used*:
Note: projects with a valuation \$1M and over must submit via EPC.
 The spectrum of work included in a Commercial Remodel or Tenant Improvement varies broadly. Projects may be so simple that they only require review and approval by one plan review discipline or so involved that they require review and approval by every possible plan review discipline. One set of plans is required for each separate plan review discipline which must review your application, with the minimum number of sets being two. Directly below is a list of all possible plan review disciplines and typical work which requires their approval.

*See the *EPC Submittal Checklist* (CDD-0316) and the *Submittal Requirements* documents for the Electronic Plan Check (EPC) process available on the CDD website under Plan Review/Electronic Plan Review.

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|--|--|---|--|--|
| | | Life Safety: Provide 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, drinking fountains, and all signage; details of suspended ceiling and partition wall anchorage. | | |
| | | Electrical: If alterations are proposed to the existing electrical systems. | | |
| | | Fire: If alterations are proposed to an existing building equipped with a fire suppression and monitoring systems, fire sprinkler plans and supporting documents are required. If the proposed scope does not result in the need to modify the existing systems, a letter from a C-16 Fire Protection Contractor is required indicating that the existing systems will not be negatively affected by the proposed work. Changes to an existing use/occupancy may also necessitate the installation of new fire protection systems. | | |
| | | Mechanical/ Plumbing: If alterations are proposed to the existing Plumbing or Mechanical systems. | | |
| | | Planning: If on the Planning Referral sheet (PR), in the Plan Check Required section any of the boxes other than the <i>Not Required</i> box is selected. | | |
| | | Landscape: Remodel or tenant improvement projects which involve the installation of new or rehabilitated landscaping equal to or greater than 2,500 square feet in area. | | |
| | | Structural: Remodel or tenant improvement projects which involve alterations to the existing Foundation, roof framing, ceiling framing, load bearing wall penetrations, floor framing, lateral resisting systems (examples may include but are not limited to perimeter shear walls, interior shear walls, braced frames, etc.) | | |
| | | Development Engineering: If the remodel or tenant improvement involves the creation of a new driveway or relocation of an existing driveway or any work in the public right of way (street, alley or sidewalk). | | |
| | | Utilities: If the remodel or tenant improvement involves a change to the domestic water service, fire protection service, irrigation water service, sewer service or storm water inlets. | | |
| | | When the scope of your project necessitates the following documents two set are required: <ul style="list-style-type: none"> • Structural Calculation • Soils or Geotechnical Reports • Truss Calculations • Fire Sprinkler Calculations | | |

Miscellaneous Items Required Prior to Permit Issuance:

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|--|--|--|--|--|
| | | Copy of Environmental Health Department approved plans (916) 875-8440 | | |
| | | County Regional Sanitation Fee (copy of paid receipt) | | |
| | | School Impact Fee (copy of paid receipt) | | |
| | | Letter of Authorization Required to sign by Contractor or Owner | | |
| | | Fully completed Building Permit Application CDD-0200 | | |
| | | Hazardous Materials Form A.K.A. Haz. Mat. (If applicable to the permits scope) | | |

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