

Commercial Permit Submittal Checklist - Tenant Improvements/Alterations

The items listed below are needed to submit your project for plan check. Without the appropriate items, we will be unable to render a complete and thorough plan check. This will cause delays in the plan check procedure and permit issuance. The plans should clearly delineate between all existing and new construction.

Please Note:

- A multitude of information can be combined on plans for simple buildings if clarity is maintained.
- This is not a complete list of all required submittals.
- Additional information may be required after plan review.
- Other departments and agencies may have to review and approve plans before permits can be issued.
- Depending on your building's occupancy your plans may be required to be drawn by a licensed professional. See *RCB1014 Preparation of Plans and Specifications* for more information.

A. Document Submittal List

1. Drawings:

Size: 18" x 24" to 36" x 48" drawn to scale and fully dimensioned. Plans must be clear and legible

Provide the minimum number of sets as required:

- 3 sets for the Building & Safety Division
- 2 sets for the Fire District (separate submittal. See Section B for information)
- 1 set for the Environmental Management Division, if applicable (separate submittal. See Section B)
- 2 sets for Partial Permit (Cover sheet, floor plan, underground plumbing and electrical)

Drawings to consist of (see Specific Information for Plan Review items on following pages):

- General Information (Cover Sheet)
- Plot/Site Plan
- Site Accessibility Plan
- Architectural and Structural Plans
- Plumbing Plan
- Mechanical Plan
- Electrical Plan
- Food Equipment (when required by Environmental Health for food facilities)

2. Calculations (two sets, if required)

- Structural Calculations (Note: All struct. details shall be part of the plans, and wet signed by a design professional)
- Energy calculations (Note: calcs shall be signed by a design engineer and shall be a part of the approved plans)

3. Other Documents

- Hazardous Material Declaration (List type and quantities of chemicals stored on-site)
- M.S.D.S. (Material safety data sheets)

- Geotechnical, or “soils”, report (for additions and new buildings. See Section B for details)
- RCB1206 Access Compliance for Existing Non-Residential Buildings (required at time of submittal for all interior alteration permits)

B. Specific Plan Sheet Information

General Information (cover sheet)

- Project name and address, as well as the project owner’s name, address
- Design professional’s name, title, address, and telephone number
- Parcel number
- Occupancy group(s) and type of construction; fire sprinklers
- Current applicable codes (Title 24 California Codes, California Health & Safety Code)
- Total square footage of building and tenant improvements
- Shell permit information. (permit number and type of construction)
- Zoning
- Existing use of space
- Description or scope of work
- Index of drawings
- Vicinity map, location, and North arrow
- Stamp and wet signature of design professional (all sheets) as applicable
- Allowable area calculations

Plot/Site Plan

- Lot dimension showing whole parcel and property lines
- Building footprint - provide dimensions to property lines
- Identify location within the building footprint where work is being done
- Parking layout showing:
 - Location of disabled access parking space
 - Disabled access path of travel from space(s) into the primary entrance
- Identify uses of adjacent spaces or suites
- Identify building orientation and North arrow
- Show location of:

<input type="checkbox"/> Electrical room or electric meters	<input type="checkbox"/> Water meters / back flow preventer.
<input type="checkbox"/> Sewer and water lines	<input type="checkbox"/> Trash enclosure (Env. Health Division)
<input type="checkbox"/> Cleanout	<input type="checkbox"/> Septic system (Env. Health Division)
<input type="checkbox"/> Gas meters	<input type="checkbox"/> Location of wells (Env. Health Division)
<input type="checkbox"/> Propane tank.	<input type="checkbox"/> _____
- h. Mandatory requirements of Planning and/or Use Permit
- i. Access roadways (fire district)
- j. Fire hydrant locations and water main size

Site Accessibility Plan (separate sheet required)

- All property lines
- Public Way (sidewalks, curb/gutter, streets)

- North arrow
- Building footprint and all entrances and exits
- Parking lot with accessible parking stalls
- Accessible route of travel from the public way closest to the nearest public transportation stop to the building entrances and exits
- Accessible route of travel from the accessible parking stalls and any unloading areas to the building entrances and exits
- Accessible route of travel between multiple buildings on the same site
- All ramps including percent slope, landings, handrails, length and width
- All Stairs including rise and run, tread striping for the visually impaired, landings, handrails, length and width
- All slopes and cross slopes (include actual slope percentages) along the accessible path of travel to the building entrances and exits
- All locations required to have detectable warning surfaces

Architectural and Structural Plans

- Foundation plan** - if applicable (show new and existing work)
- Floor plan** (show new and existing work and show each floor drawn to scale and fully dimensioned):
 - Show size of all openings, swings of doors
 - Show exiting systems to a public way
 - Identify any rated corridor systems
 - Exit lighting
 - Show location of all mezzanines and stairways
 - Show location of restrooms; provide details on compliance with disabled access regulations
 - Show construction information for any tenant walls
 - Identify uses of all rooms
 - Reference to section details
 - Show location of electrical panels
 - Smoke Alarm locations
- Floor/wall/ceiling/roof framing plans**
- Seating plan within assembly uses**
- Interior and/or exterior elevations**
- Reflective ceiling plans**
- Details, Architectural and Structural:**
 - Cross sections
 - Bracing and support details
 - Accessibility details: ¼ inch = 1' 0" scale
 - Rated corridor, shafts, rated floor/ceiling/roof assemblies
 - Occupancy separations details, method of compliance
 - Structural material specifications
 - Protection of penetrations in floors and walls
 - Door/window schedules: List size and rating, hardware
 - Flashing
 - Structural connections: hold downs, welding, & columns
 - Handrails, guardrails, and support details
 - Framing details
 - Section details

Plumbing Plan

- Floor plan** (show new and connection to existing work)
- Single line and/or isometric drawings** showing location, materials, size, fixture units, and lengths:
 - Drains Vents Water lines Water sizing calculations
 - Wastes Sewers Floor sinks Condensate lines
 - Overflow pans Roof drains Medical gases _____
- Gas lines;** Provide single line and isometric drawings showing:
 - Location of all equipment Type of materials
 - Size and length of piping from meter BTU/hour demands (use 1,000 BTU/CFH)
 - Gas meter location _____

Mechanical Plans (general)

- Floor plans** (new and existing work) showing:
 - Size and location of all ductwork, plenums, registers, fire dampers, fresh air intakes, and air flows in CFM
 - Size and location of all combustion air openings (when gas appliances are used)
 - Size, type, and termination of any gas vents
 - Details of any rated shafts
 - Equipment; Show size, weight, attachment details, location, access, make, and model number (Note: Replacement units in excess of 500 lbs. require structural calculations)
 - Indicate which rooms are to be conditioned
 - Provide minimum required ventilation per current Title 24
 - Walk-in cooler boxes. Note: Provide specifications sheets for manufactured and/or details of any as-builts.)
 - _____
- Hoods**
 - Provide details of rated shafts Type of fire suppression equipment
 - Provide CFM calculations Location of exhaust termination
 - Location, type, and size of hood, ducts, and equipment
 - Provide listing information for all listed hoods
 - Provide CFM of exhaust and makeup air
 - _____

Electrical Plans

- Single line diagram – power**
 - Service entrance - conduit and wire size Main disconnect size
 - Grounding electrode and grounding electrode conductor size
 - Feeder pipe and wire sizes to panels, transformers and fixed equipment
- Load calculations**
 - Complete NEC load calculation, based on sq. ft. area, including 125% for continuous load and largest motor

Complete panel schedules, actual loads (totaled), with fixture and equipment schedules, new and existing loads

Panel Schedules

Bus size

Voltage, phase, amperage

Breaker sizes, circuit description, and connected kW

Floor plan showing location of electrical items

Lighting fixtures

Receptacles and light switches

Fixed and portable equipment

Shop and process equipment

HVAC equipment

Panel locations

New, existing, and to be removed

Site plan showing:

Utility transformer location

Service entrance conduit route

Parking lot lighting at 1FC/SF including pole mounting, fixture type, and wattage

Life and safety.

Fire pump

Emergency generator system

Exit lights, emergency lighting

High rise bldgs., medical bldgs., industrial bldgs., and services over 800A will require engineered plans

Title 24 lighting.

Food Equipment Plan and Food Facility Related Requirements

Make, manufacturer, and model number of all food equipment (must be NSF or equivalent)

Water heater information: type size, recovery rate, etc.

Storage areas for food, employee garments, and cleaning supplies

Interior room finishes

Additional Information

- **Sacramento Metropolitan Air Quality Management District** www.airquality.org – Project review for asbestos mitigation – 777 12th Street, 3rd Floor, Sacramento, CA 95814, (916) 874-4800
- **Sacramento Metropolitan Fire District** www.metrofire.ca.gov/ – Review of architectural, structural and fire suppression plans – 10545 Armstrong Ave Suite 310, Mather, CA 95655, (916) 859-4330
- **Sacramento County Environmental Management Department , Environmental Health Division** www.emd.saccounty.net – Plan Review for Food Facilities; Commercial Swimming Pools – 10590 Armstrong Avenue Mather, CA 95655, (916) 875-8440 (program questions); 916-874-6010 (food and pool/spa plan review questions)
- **Sacramento Metropolitan Utility District (SMUD)** www.smud.org – Commercial Service Requirements: (916) 732-5700
- **Pacific Gas and Electric (PG & E)** www.pge.com – Business Customer Service Center: 1-(800) 468-4743
- **Sacramento Area Sewer District** www.sacsewer.com – Sewer connection fees - 10060 Goethe Rd., Sacramento, CA, 95827, Permit Services Unit / Fee Quotes: (916) 876-6100
- **School Districts:**
There are three school districts in the City. These school districts charge fees for new development, changes-in-use, and additions of square footage to existing structures. While information provided is current as possible, please contact the school district directly for the most current fee information*:

SCHOOL DISTRICT	CONTACT NUMBER	FEE INFORMATION*
Sacramento City Unified School District Facility Support Services 425 1 st Ave, Sacramento, CA 95818 http://www.scusd.edu/facilities-support-services	(916) 264-4075	Res: \$3.36 per Sq. Ft. Com/Indust.: \$0.54 per Sq. Ft. Retail/Self Storage: \$0.26 per Sq. Ft. <small>*verified 1/24/20</small>
Elk Grove Unified School District Facilities & Planning Department 9510 Elk Grove-Florin Road, Elk Grove, CA 95624 http://www.egusd.net/	(916) 686-7711	Res: \$5.94 per Sq. Ft. Com/Indust.: \$0.61 per Sq. Ft. <small>*verified 1/24/20</small>
Folsom-Cordova Unified School District Facilities & Planning Department 1965 Birkmont Drive, Rancho Cordova, CA 95742 http://www.fcusd.org/	(916) 294-9010	Res: \$5.65 per Sq. Ft. Com: \$0.56 per Sq. Ft. Mini-Storage: \$0.23 per Sq. Ft. <small>*verified 1/24/20</small>

C. Additional, Separate Permits are required for:

- Storage racks and for racks 8 feet and above. Provide structural calculations
- Spray booths
- Re-roofing (unless specified in the plans)
- Miscellaneous electrical, plumbing, or mechanical work (unless specified in the plans)
- Signs

D. Request for Utilities (RFU) Deposit

If utilities to the building are needed prior to final inspection, submit a Request for Utilities form (RCB1033). This deposit is 1% of the permit valuation or a minimum of \$750.00, and a maximum of \$10,000.00. The utility deposit will be refunded once a permit receives a final inspection, and a Certificate of Occupancy has been processed.

E. Temporary Certificate of Occupancy (TCO)

Prior to final inspection, a Temporary Certificate of Occupancy may be issued at the discretion of the Chief Building Official. Approval must be obtained from each discipline field inspector including Fire prior to submitting for the TCO. The TCO will expire after 30 days. The deposit amount is 1% of the permit valuation or a minimum of \$750.00, and a maximum of \$10,000.00.

F. Certificate of Occupancy (C of O)

Once your permit has passed all final inspections (including Fire and Environmental Health if applicable) and all outstanding fees have been paid, a Certificate of Occupancy will be issued for the tenant space. There is no extra fee for the Certificate of Occupancy.