



TENANT IMPROVEMENT SUBMITTAL REQUIREMENTS

DEVELOPMENT SERVICES



This is intended to be a comprehensive submittal list. All items may not pertain to your specific project.

General Information

Plans must be on 24"x36" sheets maximum, stamped and signed by a registered architect or engineer, unless specifically exempted under the California Business and Professions Code. An architect or engineer may not be required if the proposed work does not involve life-safety elements, as determined by the Chief Building Official.

- Indicate construction type
- Indicate Occupancy Group(s) by room and area
- Indicate sprinklered building
- Provide tenant area square footage
- Provide occupant load summary
- Evaluate exiting from all areas

Document Submittal List: 3 Sets

Plot Plan

- Building footprint
- Property lines
- Setbacks/dimensions
- North arrow
- Disabled parking location/path of travel

Architectural Plans

- Demolition plans
- Proposed floor plan
- Reflected ceiling plan
- Details for wall/ceiling framing with cross-sections, structural framing details
- Finish and equipment plans
- Roof Plan (if penetrating through roof, or if roof mounted systems or equipment changes are proposed)

Accessibility Plans and Complete Accessibility Details Per CBC Chapter 11B for:

- The area of remodel
- Accessible Parking (closet parking points that serve the remodeled area)
- Exterior Paths of Travel from parking and from public arrival points to primary entrances

- Elevators (that are part of the path of travel to the tenant space)
- Exterior Stairs (that are part of the path of travel to the tenant space)
- Primary Entrance Door to the Tenant Space
- Restrooms that serve the area of remodel
- Public Drinking Fountains (where provided)
- Public Telephones (where provided)

Structural Plans

- Required

Mechanical Plans

- Required

Electrical Plans

- Required

Plumbing Plans

- Required

Energy Compliance

- Required

CalGreen Checklist/Compliance

- Required

Required Calculations: 2 Sets

- Energy Calculations
- Where required calculations documenting 20% expenditure for Accessibility Upgrades under CBC Chapter 11B Exception 8.
- Structural Calculations

Other Documents

- Hazardous Material Declaration
- Contra Costa Central Sanitary District approval
- Contra Costa Environmental Health Dept. approval
- San Ramon Valley Fire Protection District approval
- Specification Sheet for equipment/appliances

[Applicable Codes](#)