



# TENANT IMPROVEMENT SUBMITTAL REQUIREMENTS

DEVELOPMENT SERVICES



*This submittal list is a general guideline for the required documentation when applying for a Tenant Improvement Permit. All items may not pertain to your specific project. Please consult with your design team for your specific project.*

## A. General Information

Plans shall be 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. In addition to Section B through D, drawings shall also provide the information listed below:

- Indicate Type of Construction
- Indicate Occupancy Group(s) by room and area
- Provide occupant load summary
- Provide tenant area square footage
- Indicate sprinklered building
- Project Information & Scope of Work
- Complete Sheet Index
- Applicable Design Codes, see Town of Danville [Design Criteria Handout](#)
- Owner & Responsible Designers Contact Information
- Deferred Approval Items

## B. Document Submittal List: (3 Sets, 11"x17" min sheet size, 24"x36" max sheet size, drawn to scale)

### **Plot Plan**

- Building footprint, Location of Tenant Space within the Building
- Property lines, Easement Locations, slope, site drainage, adjacent streets, loading zones, etc.
- Setbacks/dimensions
- North arrow
- Onsite Parking Locations if Provided:
  - Accessible Spaces serving the Tenant Space
  - Accessible Route to onsite parking and Accessible Route the Public Way
- Location of Existing Utilities

### **Architectural Plans**

- Demolition Plans
- Proposed Floor Plan:
  - Identify all rooms and uses / existing & proposed walls / wall legend / etc.
- Reflected Ceiling Plan
- Finish Plan
- Equipment Plan
- Roof Plan (if penetrating through roof, or if adding new or replacing roof-mounted equipment/systems)
- Means of Egress Plan, including but not limited to:
  - Occupancy calculations / occupancy separations / allowable area analysis / details of fire-rated assemblies
  - Evaluate exiting from all areas and show path of egress

- Details, Section, & Schedules, including but not limited to:
  - Stairs / handrails / guards / ramps / all accessible elements and fixture clearances
  - Wall/ceiling framing with cross-sections, framing details
  - Door, window, finish schedules, etc.
- Exterior Elevations
- Accessibility Plans and Complete Accessibility Details Per CBC Chapter 11B, including but not limited to:
  - Complete access details for area of remodel
  - Accessible Parking, fully detailed, dimensioned, and including signage (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 details and signage to the Tenant Space
  - Fully detailed and dimensioned 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**

- Energy Forms/Calculations- completed and signed energy forms reproduced on plans

**CalGreen Checklist/Compliance**

- CalGreen Forms are Printed on the Plans and are signed and dated as required.

**C. Required Calculations:** (2 Sets, 8 ½” x 11” sheet size)

- Energy Forms/Calculations- 8 ½” x11” copy of the completed and signed energy forms reproduced on plans  
*Required when alterations made to HVAC System, Lighting, or Building Envelope*
- Calculations documenting 20% expenditure for Accessibility Upgrades under CBC Chapter 11B
  - Town of Danville’s [Unreasonable Hardship Form](#) for requesting exceptions to Title 24 Access Regulations
- Structural Calculations, stamped and signed by license professional

**D. Other Documents**

- Hazardous Material Declaration
- Specification Sheet for equipment/appliances
- Outside Agencies:**
  - Contra Costa Central Sanitary District Approval (CCCSD)
  - Contra Costa Environmental Health Department Approval (CCEHD)
  - San Ramon Valley Fire Protection District Approval

*Please contact outside agencies for their submittal requirements. See the [Outside Agency Checklist](#) for contact information.*