

Tenant Improvement (T.I.'s) and/or Additions to Non-Residential Projects: Plan Submittal & Documents Guide

What is in a complete set of permit documents? Submitting an incomplete application packet is likely to cause significant time delays. This guideline has been prepared to help you and your design professional ensure all required information is organized and ready for review. To provide the quickest path to plan approval, a complete set of documents outlining all aspects of the proposed project is important. The following is a listing of items generally required for a complete submittal. Not all items may apply to every project.

The following are minimum submittal requirements for construction documents intended for building plan check. Tenant Improvements (T.I.'s) and/or additions to non-residential projects require a licensed professional to be responsible for the preparation of construction documents (§5536.1 Business & Professions Code).

Alterations in existing buildings and facilities are also required to comply with the *Path of Travel* requirements found in *CBC 11B-204.4*. These provisions present an opportunity to provide for greater accessibility to existing facilities. In some instances, the cost of compliance with *Path of Travel* requirements may be accomplished by providing equivalent facilitation to the greatest extent possible without creating an **unreasonable hardship**.

<p><input type="checkbox"/> Complete set of drawings are required, general information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Code compliance statement listing applicable codes. <input type="checkbox"/> Project name, address, and clear scope of work. <input type="checkbox"/> Owner Information: name, address, contact info. <input type="checkbox"/> Designer info.: name, address, phone, and email. <input type="checkbox"/> Clearly note project fire sprinkler condition. <input type="checkbox"/> Sheet index of drawings <input type="checkbox"/> Vicinity Map <p><input type="checkbox"/> Building Data:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Occupancy group(s) <input type="checkbox"/> Type of Construction <input type="checkbox"/> Existing floor area, demolished floor area, new floor area per story and total floor area. <input type="checkbox"/> Building height <input type="checkbox"/> Separated or Non-separated uses. <input type="checkbox"/> If multi-tenant space, provide analysis of allowable area calculations of the entire building if T.I is a change of use or occupancy (as applicable). 	<p><input type="checkbox"/> Site/Plot Plan:</p> <ul style="list-style-type: none"> <input type="checkbox"/> North arrow <input type="checkbox"/> Lot dimension and bearings. <input type="checkbox"/> Building footprints with overall dimensions and projections clearly showing existing, added areas and/or location of T.I. <input type="checkbox"/> Easement and building setback lines. <input type="checkbox"/> Location of any existing structure to be demolished. <input type="checkbox"/> Accessible path of travel to the area of alteration, (including sidewalks, streets, and parking areas). <p><input type="checkbox"/> Grading Plan/ Civil Drawings and details (if required):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Existing drainage patterns & proposed drainage patterns, drainage devices, existing & new contours, elevation data & benchmarks, export, and Import calculations, etc. <input type="checkbox"/> NPDES (pollutant discharge) compliance, if applicable. <p><input type="checkbox"/> Energy compliance forms (as applicable):</p> <p style="padding-left: 20px;">ENV, MECH, LTG & OLTG forms to be incorporated into the sets of prints/plans.</p> <p><input type="checkbox"/> Landscape & Irrigation Plans (if required):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Landscape drawings with location of structures, planting areas, sod areas, mulch areas & plant legends
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Architectural Requirements for plan review:

Architectural plans, including (required for additions, as applicable for T.I.s):

Existing/Demo Floor Plan(s)

- North arrow Overall dimensions & to scale
- Existing walls, windows, and doors to remain & existing walls, windows, and doors to be removed, wall legend.
- Label all existing rooms & provide existing occupancy.

Floor Plan(s): for each story including basement (if applicable)

- North Arrow Dimensioned & to scale.
- Existing compliance Location of safety glazing.
- Windows & doors properly located with schedules.
- Wall legends, symbol legends.
- Label all fire walls & other fire resistive elements.
- Label all rooms and provide occupancy load calcs. and number and width of exits calcs.
- Wall legends, symbol legends
- Path of travel to area of alteration, the term "path of travel" also includes the toilet and bathing facilities, telephones, drinking fountains and signs serving the area of work.
- Reference all disabled access components

Reflected Ceiling Plan:

- Show all skylights & ceiling surface changes & slopes
- Location of light fixtures, ventilation registers, etc.

Roof Plan (if roof addition or alternation is applicable):

- Indicate existing areas & new areas.
- Roofing material & class Mansards.
- Attic ventilation calcs & number & type of attic vents.
- Direction & slope of roof, valleys, hips, chimneys, skylights, etc.
- Overhangs, eaves, gables and rakes dimensioned

Building Sections:

- Provide building section(s) at most informative locations.
- Label rooms, interior finishes, and fire assembly locations.
- Identify insulation required and show where proposed.

Interior Elevations: (as applicable)

- Provide interior elevations at rooms with accessibility requirements such as dressing rooms, bathrooms, etc.
- Note finishes and heights of counters, sinks, cash wraps, etc.

Exterior Elevations:

- Provide exterior elevations that are affected by an
- addition or a T.I.
 - Windows & doors properly located.
 - Overall building heights Identify exterior finishes.

Architectural Details: (as applicable)

- Fire assemblies Fire penetration Racking details

Structural Requirements for plan review:

Structural plans, (required for additions, as applicable for T.I.s):

Structural Design criteria:

- Wind speed, Seismic Design Category, Hazard Classification

Foundation Plan:

- Existing foundation & new foundations clearly defined.
- Dimensions, footings, piers, hold-downs, anchor bolts, etc.

Floor Framing Plan:

- Existing framing and new framing clearly defined.
- Accurately depict the extent framing covers, (from outside wall to outside wall, etc.)
- Label all framing members, shear walls or braced walls, hold-downs, reference detail, etc.

Roof Framing Plan:

- Existing framing and new framing clearly defined.
- Truss layout and design criteria (if applicable).
- Accurately depict the extent framing covers (from outside wall to outside wall, etc.)
- Label all framing members, shear walls or braced walls, straps, strut straps, reference detail, etc.

Structural Details:

- Roof to wall, wall to floor, floor to foundation, framing, new foundation to existing foundation., shear transfer details, etc.
- Hold-down, post, pier, strut details, etc.

Electrical Drawings: (required for additions, as applicable for T.I.'s)

- Existing electrical and new electrical clearly defined.
- Single line diagram(s) Panel schedule(s)
- Load Calcs. Manuf. and rating of equip.
- Lighting Site Plan Lighting Floor & Roof Plans
- Fixture Schedules Photometric Plan(s)
- Power Plan(s) Electrical Management System plans Elect. legends

Mechanical Drawings:(required for additions, as applicable for T.I.'s)

- Existing mechanical & new mechanical clearly defined.
- Mechanical floor plan(s) & mechanical roof plan(s):
 - Equipment location
 - Duct layouts (S.A. & R.A.)
 - Smoke detectors
 - CFM listed at each duct.
 - Smoke & fire dampers.
 - Fire rated walls located.
 - Mech. Details (flashing, mounting, etc.)
 - EMS control details
 - Equipment schedule(s)

Plumbing Drawings: (required for additions, as applicable for T.I.'s)

- Existing plumbing & new plumbing clearly defined.
- Plumbing site plan. Fixture calcs & schedule
- Water supply plumbing plan(s) & isometrics
- Waste & vent plan(s) & isometrics
- Gas supply plan(s), isometrics, and sizing calcs.