Plan Submittal Checklist for Commercial Tenant Improvements

Purpose

This handout summarizes the requirements for a complete plan submittal for proposed commercial interior and exterior tenant improvements. Current code regulations require building permits when buildings or structures are constructed, altered, repaired, moved, converted or demolished before commencing any work.

Plan Requirements

Quantity

- Seven (7) complete plans (minimum of two wet-stamped and signed)
- Two (2) sets of wet-signed and stamped structural calculations (as applicable)
- Two (2) sets of signed Title 24 energy report calculations (envelope, lighting and mechanical)
- Two (2) sets of specifications (as applicable)
- Complete Hazmat & Air Pollution Survey
- Complete Material Safety Data Sheet (MSDS) – required for all proposed hazardous materials
- Complete Special Inspection & Testing Agreement Forms (as applicable)
- Two (2) cost estimates for work in the City R/W
- Two (2) cost estimates for work onsite 5-ft of the building footprint
- Complete Building Permit Application form and plan check fee paid upon submittal of plans

All plans, reports and calculations shall be submitted directly to the Building Division counter. Building staff will distribute the project to related divisions for plan check review.

Contact the Building unit for determining whether your project will require preparation by a licensed professional (Architect or Engineer)

Civil site plans must be stamped and signed by a registered civil engineer upon approval. Contact the Building unit for determining whether your project will require a licensed professional.

Additional Requirements

Applicants shall make separate submittals directly to other local utility companies and county agencies as applicable.

- APCD (Air Pollution Control District)
- YCHD (Yolo County Health Department) – required for food establishments
- SRCSD (Sacramento Regional County Sanitation District)

Minimum Plan Requirements

Size

Plans shall be drawn to scale, fully dimensioned and legible on minimum 18-in x 24-in, 24-in x 36-in and maximum 30-in x 42-in sheets. (Maximum 24-in x 36-in for civil and landscape plans).

Information

COVER/TITLE-SHEET AND PLOT PLAN

- Legal City issued job address including suite/unit number(s) as appropriate; Assessor’s Parcel Number (APN); Sheet Index
- Vicinity Map
- Names, addresses, phone numbers of building owner, business owner, contractor, and design professional(s); title and registration information
- Written job description; current applicable codes; type of construction; occupancy classification(s); if installing fire sprinkler system; itemized building square footage of improvement area per occupancy
- Identify uses of adjacent spaces/suites; location and distances to property lines (identify if real or assumed PL) drawn accurately to standard engineering scale; north arrow
• Zoning; land use on adjoining property
• Existing and proposed utility lines; including water, sewer, storm drain, electrical, gas, telephone, communication lines, service lines, manholes, drain inlets, fire hydrants, street lights, utility boxes and signage
• Existing and proposed fences/walls including type and height
• Number of parking spaces required and provided, including percentage of compact spaces provided, if applicable.
• Complete site layout and parking locations; exterior disabled access path of travel from public way (public transportation), between building entrances, and throughout buildings.
• Disabled access details clearly identified on site plan and cross-referenced (parking stall design, signage, curb ramps, type and location of detectable warnings.

FLOOR PLAN
• Dimensioned floor plan identifying room uses; furniture/assembly seating layout
• Door/Window/Room Finish Schedules
• Area analysis based on type of construction, occupancy classification, number of stories or yards; specify method of designed occupancy (separated or non-separated uses)
• Type and amount of combustibles
• Identify fire-rated elements (fire walls, fire barriers, corridors, shafts)
• Approved “listing” of rated assemblies; framing details
• Protection of penetrations in rated assemblies
• Complete building/tenant means of egress plan; identify exit elements (exits, stairways, exit passageways); show travel distance from all remote spaces
• Suspended ceiling plan; ceiling legend; support details

ELEVATIONS (when exterior work is proposed)
• Exterior Finish Materials Schedule
• Building height
• Patio furniture layout

ROOF PLAN
• New roof-mounted equipment location; attachment details (structural design by professional engineer required if equipment is in excess of 400-lbs); details affixed to plans
• Roof access

ARCHITECTURAL DETAILS
• Stair/handrail/guardrail/deck location and framing details
• Building cross-sections
• Interior access features detailed; clearances/mounting heights; restrooms/door signage

MECHANICAL, ELECTRICAL AND PLUMBING PLANS
• Complete electrical plans identifying size, location of main and sub-panels; electrical outlets, switches, lighting fixtures, exit signs; single-line diagram; computed load
• Complete mechanical plans identifying size, location of HVAC equipment; fire/smoke dampers; gas piping calculations; equipment schedule; kitchen facility and schedule
• Complete plumbing plans identifying size, location of DWV; site and storm; water and gas supply piping sizes and materials for all fixtures and appliances; grease interceptor location and capacity calculations

ENERGY FORMS (TITLE -24 COMPLIANCE)
• Completed and signed ENV-1, LTG-1, LTG-2 and MECH-1 forms permanently affixed to plans. Compliance with the Standards (envelope, lighting, mechanical) must be shown if a tenant space is being altered.

FIRE PROTECTION SYSTEMS
• Fire sprinklers, fire alarm, fire pump, generators, perimeter fencing and gate plans require submittals as indicated below.
• Four (4) sets of fire protection system plans and associated documentation (wet-signed).
• Fire sprinkler systems shall be designed per the City of West Sacramento Commercial Fire Sprinkler Standards by a licensed designer (C16).
Separate plans and permit application shall be submitted directly to the Building Division counter for processing.

If preliminary utilities site drawings are submitted to the Engineering Division, a copy must also be forwarded to the Building Division for fire code review.

Codes & Building Design Criteria
The City of West Sacramento Building Division enforces the following codes and design criteria:

**BUILDING DESIGN**
- 2019 California Mechanical Code (2018 UMC)
- 2019 California Electrical Code (2017 NEC)
- 2019 California Fire Code (2018 IFC)
- 2019 California Energy Standards
- 2019 California Green Building Standards Code. (The provisions of individual sections of Chapter 5 apply to newly constructed buildings, building additions of 1,000 square feet or greater, and/or building alterations with a permit valuation of $200,000 or above, for occupancies within the authority of the California Building Standards Commission. Code sections relevant to additions and alterations shall only apply to the portions of the building being added or altered within the scope of the permitted work.)

Additional recommended guidelines:

**STRUCTURAL DESIGN**
Wind Speed: www.atcouncil.or/windspeed

Wind Exposure: Recommended factor: See Chapters 26-30 of ASCE 7 (2019 CBC, Volume 2, Section 1609 Wind Loads)

Exposure C should be used unless exposure B can be justified: 1) by a recognized engineering study; and 2) additional documentation in the form of aerial photos or topography maps may be required when determined by the Building Official.

Seismic Design Parameters:

**ENERGY DESIGN**
- Climate Zone: 12

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**Fees**
Due to the complexity of permit fees for new construction, it is recommended that you visit the Building and Engineering counters to review all applicable costs such as development fees, building fees, school district fees, etc. Construction data such as total valuation, site valuation, R/W valuation, itemized square footage areas, and type of construction are required for a complete fee assessment.

**Application Forms**
Building permit application forms can be obtained in the following link or requested at the Building Unit counter at:
www.cityofwestsacramento.org/cityhall/departments/comdev/applications.

**Community Development Department**
Address: 1110 West Capitol Ave., 2nd floor
Phone: (916) 617-4645
Hours: Monday through Friday
8:30 - 3:30 (sign in req. by 3:00 p.m.)

Please call to confirm hours of operation

**Questions?**
Planning requirements or site specific questions should be directed to the Planning Division at:
Address: 1110 West Capitol Ave., 2nd floor
Phone: (916) 617-4645