

CONSTRUCTION DOCUMENT SUBMITTAL REQUIREMENTS for TENANT IMPROVEMENTS (T.I.'s) and/or ADDITIONS TO NON-RESIDENTIAL PROJECTS



SUBMITTAL NOTES AND THE PLAN CHECK PROCESS:	
1.	These are the 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 unless waived by the Chief Building Official (CBO).
2.	T.I.'s and/or additions to non-residential & associated accessory structure(s) may require discretionary approval through the planning department. T.I.'s and additions that change the exterior of an existing structure(s) or are uses requiring CUP, MUP, LDMRK, HDP, DR require discretionary approval. Discretionary approval will result in " Conditions of Approval " (C of A) that may affect the design of the project. If discretionary review is required, then discretionary approval is required prior to submittal for building plan check. Conditions of Approval ("C of A") are identified during the discretionary approval process.
3.	During plan check, the project may be routed to the following divisions:
a.	Planning Division: If discretionary review was required then planning will check for conformance to the "C of A".
b.	Engineering Division will review for conformance to the "C of A" or if valuation of work is over \$200,000.
c.	Fire Department will review for conformance to the "C of A" and/or city code conformance.
d.	Utilities will review for conformance to the "C of A" and/or city code conformance if water or sewer demand is increased.
e.	Water Conservation will review landscape & irrigation documents in conformance to the City's water efficiency ordinances. This is required if any existing landscaping and/or irrigation is modified or added to.
f.	Environmental Compliance: will review projects involving industrial waste (grease, vehicle wash down, dry cleaners, etc.)
g.	Art Requirement: Commercial development in excess of \$500k valuation is required to expend 1% of the project's construction budget to include publicly accessible art or pay an in-lieu fee.
4.	Allowable method of payment for required fees: Mastercard ®, VISA ®, Discover ®, check or cash.
5.	Plan check review comments by the differing divisions and departments will be compiled and made available to the designer in accordance with current review target times. Once comments have been addressed and satisfactorily resolved then the building permit may be issued.

Non-Res T.I. Condensed Document List of Drawings	Supporting Documentation
<p>3 Complete sets of drawings are required (24"x36" minimum sheet size and must be readable - Smaller Sizes Accepted if Allowed by CBO or Designated Representative):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Add 1 additional set if Planning review is required <input type="checkbox"/> Add 1 additional set if Engineering review is required <input type="checkbox"/> Add 1 additional set if Utilities review is required <input type="checkbox"/> Add 1 additional set if Water Conserv. review is req'd <input type="checkbox"/> Add 1 additional set if Environ. Compl. review is req'd <ul style="list-style-type: none"> <input type="checkbox"/> General Information / Building Data <input type="checkbox"/> Site/Plot Plan <input type="checkbox"/> Grading Plan & details (as applicable) <input type="checkbox"/> Landscape & Irrigation Plans (as applicable) <input type="checkbox"/> Architectural Plans <input type="checkbox"/> Structural Plans (as applicable) <input type="checkbox"/> Electrical Plans, Mechanical Plans, Plumbing Plans (as applicable) 	<p>2 Sets of Each:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Structural Calculations (static and lateral) <input type="checkbox"/> Energy Calculations (Title 24) <input type="checkbox"/> Soils Report if addition over 500 sq.ft. or major alteration to existing foundation <input type="checkbox"/> Signed CALGreen Checklist (if applicable) <input type="checkbox"/> Storm Water LID Determination Worksheet (If 10,000 SF or greater of impervious surface new, added or replaced; or, more than 1 acre of land disturbed). <input type="checkbox"/> If the SUSMP Worksheet indicates permanent BMPs are required, provide 2 copies of the Final SUSMP document. <p>1 Copy of Each:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete Building Permit Application <input type="checkbox"/> Copy of SoCo Health Department permit (as applicable) <input type="checkbox"/> Completed School District Form (if applicable) <input type="checkbox"/> Completed Construction Hardship Form (if applicable)

Expanded list of Construction Document requirements for plan check submittal

<p>Complete sets of drawings are required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> See above for minimum number of sets <input type="checkbox"/> Min. of 2 of the required sets shall be signed & stamped by a licensed professional responsible for the plans <input type="checkbox"/> Sets need to be stapled or bound together as full sets 	<p>Completed City of Santa Rosa CALGreen Checklist for Nonresidential Additions or Alterations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Applies to tenant improvements of \$200,000 and more <input type="checkbox"/> Applies to additions of 1,000 sq. ft. and more
<p>General Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Code compliance statement listing the applicable codes <input type="checkbox"/> Project Name, address and clear scope of work <input type="checkbox"/> Owner information: Name, Address & Phone # <input type="checkbox"/> Designers info.: Name, Address, Phone # & e-mail <input type="checkbox"/> Clearly note if the project will be fire sprinklered or that it is exempt per SRCC Sect. 18-44.903.2 <input type="checkbox"/> Sheet Index of drawings <input type="checkbox"/> Vicinity Map of project location. 	<p>Site/Plot Plan:</p> <ul style="list-style-type: none"> <input type="checkbox"/> North Arrow <input type="checkbox"/> Lot dimensions & bearings <input type="checkbox"/> Building footprints with overall dimensions & projections clearly showing existing, added areas and/or location of T.I. <input type="checkbox"/> Easements & Building setback lines including specialty setbacks such as second story setbacks (as applicable) <input type="checkbox"/> Location of any existing structures to be demolished <input type="checkbox"/> Accessible path of travel, parking and signage
<p>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 with height calculation if in hillside area <input type="checkbox"/> Separated or Non-separated uses <input type="checkbox"/> If a 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>Grading Plan/Civil Drawings and Details:</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"/> SUSMP/MP/NPDES compliance if applicable <input type="checkbox"/> Walkways, drives, curbs, retaining walls, etc.

<p>Energy Compliance forms: (as applicable)</p> <ul style="list-style-type: none"> <input type="checkbox"/> ENV, MECH, LTG. & OLTG forms to be incorporated into the sets of prints <input type="checkbox"/> Title 24 docs 	<p>Landscape and 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 <input type="checkbox"/> Irrigation drawings and calculations: hydrozones (table), irrigation system, auto. Controllers, irrigation valves, check valves, etc.
<p>Architectural Plans, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Existing/Demo Floor Plan(s): (as applicable) <ul style="list-style-type: none"> <input type="checkbox"/> North arrow <input type="checkbox"/> Overall dimensions & to scale <input type="checkbox"/> Existing walls, windows and doors to remain & existing walls, windows and doors to be removed, wall legend <input type="checkbox"/> Label all existing rooms & provide existing occupancy <input type="checkbox"/> Floor Plan(s): for each story including basement (if applicable) <ul style="list-style-type: none"> <input type="checkbox"/> North Arrow <input type="checkbox"/> Dimensioned & to scale <input type="checkbox"/> Existing compliance <input type="checkbox"/> Location of safety glazing <input type="checkbox"/> Windows & doors properly located with schedules <input type="checkbox"/> Wall legends, symbol legends <input type="checkbox"/> Label all fire walls & other fire resistive elements <input type="checkbox"/> Label all rooms and provide occupancy load calcs. and number and width of exits calcs. <input type="checkbox"/> Wall legends, symbol legends <input type="checkbox"/> Reference all disabled access components <input type="checkbox"/> Reflected Ceiling Plan: <ul style="list-style-type: none"> <input type="checkbox"/> Show all skylights & ceiling surface changes & slopes <input type="checkbox"/> Location of light fixtures, ventilation registers, etc. <input type="checkbox"/> Roof Plan (if roof addition or alternation is applicable): <ul style="list-style-type: none"> <input type="checkbox"/> Indicate existing areas & new areas <input type="checkbox"/> Roofing material & class <input type="checkbox"/> Mansards <input type="checkbox"/> Attic ventilation calcs & number & type of attic vents <input type="checkbox"/> Direction & slope of roof, valleys, hips, chimneys, skylights, etc. <input type="checkbox"/> Overhangs, eaves, gables and rakes dimensioned <input type="checkbox"/> Building Sections: <ul style="list-style-type: none"> <input type="checkbox"/> Provide building section(s) at most informative locations <input type="checkbox"/> Label rooms, interior finishes and fire assembly locations <input type="checkbox"/> Identify insulation required and show where proposed <input type="checkbox"/> Interior Elevations: (as applicable) <ul style="list-style-type: none"> <input type="checkbox"/> Provide interior elevations at rooms with accessibility requirements such as break rooms, bathrooms, etc. <input type="checkbox"/> Note finishes and heights of counters, sinks, cash wraps, etc. <input type="checkbox"/> Exterior Elevations: <ul style="list-style-type: none"> <input type="checkbox"/> Provide exterior elevations that are affected by an addition or a T.I. <input type="checkbox"/> Windows & doors properly located. <input type="checkbox"/> Overall building heights <input type="checkbox"/> Identify exterior finishes <input type="checkbox"/> Arch. Details: (as applicable) <ul style="list-style-type: none"> <input type="checkbox"/> Fire assemblies <input type="checkbox"/> Fire penetration <input type="checkbox"/> Racking details 	<p>Structural Plans:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Structural Design criteria: <ul style="list-style-type: none"> <input type="checkbox"/> Wind speed, Seismic Design Category, Hazard Classification <input type="checkbox"/> Foundation Plan: <ul style="list-style-type: none"> <input type="checkbox"/> Existing foundation & new foundations clearly defined <input type="checkbox"/> Dimensions, footings, piers, hold-downs, a.b.'s, etc. <input type="checkbox"/> Floor Framing Plan: <ul style="list-style-type: none"> <input type="checkbox"/> Existing framing and new framing clearly defined <input type="checkbox"/> Show to what extent framing covers. (from outside wall to outside wall?) <input type="checkbox"/> Label all framing members, shear walls or braced walls, hold-downs, reference detail bubbles <input type="checkbox"/> Roof Framing Plan: <ul style="list-style-type: none"> <input type="checkbox"/> Existing framing and new framing clearly defined <input type="checkbox"/> Truss information clearly shown & noted as deferred (if applicable). Deferral form required <input type="checkbox"/> Show to what extent framing covers (from outside wall to outside wall?) <input type="checkbox"/> Label all framing members, shear walls or braced walls, straps, strut straps, reference detail bubbles <input type="checkbox"/> Structural Details: <ul style="list-style-type: none"> <input type="checkbox"/> Roof to wall, wall to floor, floor to fdn. framing, new fdn. to existing fdn., shear transfer details, etc. <input type="checkbox"/> Hold-down, post, pier, strut details, etc. <input type="checkbox"/> Electrical Drawings: (req'd for additions, as applicable for T.I.'s) <ul style="list-style-type: none"> <input type="checkbox"/> Existing electrical and new electrical clearly defined <input type="checkbox"/> Single line diagram(s) <input type="checkbox"/> Panel schedule(s) <input type="checkbox"/> Load Calcs. <input type="checkbox"/> Manuf. and rating of equip. <input type="checkbox"/> Lighting Site Plan <input type="checkbox"/> Lighting Floor & Roof Plans <input type="checkbox"/> Fixture Schedules <input type="checkbox"/> Photometric Plan(s) <input type="checkbox"/> Power Plan(s) <input type="checkbox"/> EMS plans <input type="checkbox"/> Elect. legends <input type="checkbox"/> Mechanical Drawings:(req'd for additions, as applicable for T.I.'s) <ul style="list-style-type: none"> <input type="checkbox"/> Existing mechanical & new mechanical clearly defined <input type="checkbox"/> Mechanical floor plan(s) & mechanical roof plan(s): <ul style="list-style-type: none"> <input type="checkbox"/> Equipment location <input type="checkbox"/> Duct layouts (S.A. & R.A.) <input type="checkbox"/> Smoke detectors <input type="checkbox"/> CFM listed at each duct <input type="checkbox"/> Smoke & fire dampers <input type="checkbox"/> Fire rated walls located <input type="checkbox"/> Mech. Details (flashing, mounting, etc.) <input type="checkbox"/> EMS control details <input type="checkbox"/> Equipment schedule(s) <input type="checkbox"/> Plumbing Drawings: (req'd for additions, as applicable for T.I.'s) <ul style="list-style-type: none"> <input type="checkbox"/> Existing plumbing & new plumbing clearly defined <input type="checkbox"/> Plumbing site plan <input type="checkbox"/> Fixture calcs & schedule <input type="checkbox"/> Water supply plumbing plan(s) & isometrics <input type="checkbox"/> Waste & vent plan(s) & isometrics <input type="checkbox"/> Gas supply plan(s), isometrics and sizing calcs.
<p>Additional items that may be required prior to issuance of building permit(s):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Encroachment Permit for Public Improvements <input type="checkbox"/> BAAQMD permits <input type="checkbox"/> Plan review letter for compliance to soil report <input type="checkbox"/> Approval from SoCo.Health Department <input type="checkbox"/> Copy of SWRCB NOI <p>Fees other than building permit fees that may be assessed to this project: (see latest fee schedule)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Advanced Planning Fee <input type="checkbox"/> Technology Fee <input type="checkbox"/> Park Impact Fee <input type="checkbox"/> Capital facilities Fee <input type="checkbox"/> Sewer & Water Demand Fees <input type="checkbox"/> Public Art installation or in-lieu fees <input type="checkbox"/> School Impact Fees <input type="checkbox"/> Southeast or Southwest Impact Fees <input type="checkbox"/> Other fees assessed due to Conditions of Approval listed in CUP, DR, LNDMRK or HILLSIDE approval 	
<p>Separate Permits applications may be required for the following: (Plans may be combined for multiple structures)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accessory structures (e.g., carports, trash encl.) <input type="checkbox"/> Free standing photovoltaic systems <input type="checkbox"/> Pools and spas <input type="checkbox"/> Demolition of detached structures <input type="checkbox"/> Grading permits/retaining walls <input type="checkbox"/> Fences over 7' 	
<p>For further information: If you have any questions regarding submittal requirements please call: City of Santa Rosa Planning and Economic Development Department at 707-543-3200 or visit us at http://srcity.org/262/Building-Division</p>	