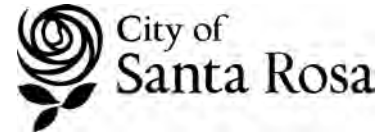


# CONSTRUCTION DOCUMENT SUBMITTAL REQUIREMENTS for TENANT IMPROVEMENTS (T.I.'s) and/or ADDITIONS TO NON-RESIDENTIAL PROJECTS



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 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 \$250,000.
  - 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.)
4. Allowable Method of Payment for required fees. **Mastercard<sup>®</sup>, VISA<sup>®</sup>**, check or cash are the only methods of payment.
5. Plan check review comments by the differing divisions and departments will be compiled and made available to the designer in a timely manner. Once comments have been addressed and satisfactorily resolved then the building permit may be issued.

## Non-res.T.I. Condensed Document List of Drawings

- 3** Complete sets of drawings are required. (11" x 17" Suggested minimum sheet size)
    - Add 1 additional set if Planning review is required.
    - Add 1 additional set if Engineering review is required.
    - Add 1 additional set if Utilities review is required.
    - Add 1 additional set if Water Conserv. review is req'd.
    - Add 1 additional set if Environ. Compl. review is req'd.
  - General Information, Building Data
  - Site/Plot Plan  Grading Plan & details (as applicable)
  - Landscape & Irrigation Plans (as applicable)
  - Architectural Plans  Structural Plans (as applicable)
  - Electrical Plans, Mechanical Plans, Plumbing Plans (as applicable)
- Supporting Documentation**
- 2** Sets of Each:  Structural Calculations (static and lateral)
    - Energy Calculations (Title 24)  Soils Report if addition over 500 sq.ft. or major alteration to existing foundation
  - 1** Copy of Each:  Complete Building Permit Application
    - Copy of S. C. Health Department permit (as applicable)
    - Completed School Dist. Form

## Expanded list of Construction Document requirements for plan check submittal

- Complete sets of drawings are required:**
  - See above for minimum number of sets.
  - Min. of 2 of the required sets shall be signed & stamped by a licensed professional responsible for the plans.
  - Sets need to be stapled or bound together as full sets.
- General Information:**
  - Code compliance statement listing the applicable codes
  - Project Name, address and clear scope of work
  - Owner information: Name, Address & Phone #
  - Designers info.: Name, Address, Phone # & e-mail
  - Clearly note if the project will be fire sprinklered or that it is exempt per **SRCC Sect. 18-16.903.18.1**.
  - Sheet Index of drawings  Vicinity Map of project location.
- Building Data:**
  - Occupancy Group(s)  Type of Construction
  - Existing floor area, demolished floor area, new floor area per story and total floor area,
  - Building height with height calculation if in hillside area.
  - Separated or Non-separated uses
  - 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)
- Energy Compliance forms:** (as applicable)
  - ENV, MECH, LTG. & OLTG forms to be incorporated into the sets of prints.
- Site/Plot Plan:**
  - North Arrow  Lot dimensions & bearings.
  - Building footprints with overall dimensions & projections clearly showing existing, added areas and/or location of T.I.
  - Easements & Building setback lines including specialty setbacks such as second story setbacks. (as applicable)
  - Location of any existing structures to be demolished
  - Accessible Path of Travel, Parking and signage
- Grading Plan/Civil Drawings and details:**
  - Existing drainage patterns & proposed drainage patterns, drainage devices, existing & new contours, elevation data & benchmarks, Export and Import calculations, etc.
  - SUSMPMP/NPDES compliance if applicable.
  - Walkways, drives, curbs, retaining walls, etc.
- Landscape and Irrigation Plans:** (if required)
  - Landscape drawings with location of structures, planting areas, sod areas, mulch areas & plant legends
  - Irrigation drawings and calculations: hydrozones, irrigation system, auto. Controllers, irrigation valves, check valves, etc.

**Expanded list of Construction Document requirements for plan check submittal continued**

- Architectural Plans, including:** (required for additions, as applicable for T.I.'s)
  - Existing/Demo Floor Plan(s):** (as applicable)
    - 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.
    - Exiting 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
    - 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 break rooms, bathrooms, etc.
    - Note finishes and heights of counters, sinks, cash wraps, etc.
  - Exterior Elevations:**
    - Provide exterior elevations that are effected by an addition or a T.I.
    - Windows & doors properly located.
    - Overall building heights       Identify exterior finishes
  - Arch. Details:** (as applicable)
    - Fire assemblies       Fire penetration       Racking details

- Structural Plans:** (req'd for additions, as applicable for T.I.'s)
  - Structural Design criteria:**
    - Wind speed, Seismic Design Cat.,
  - Foundation Plan:**
    - Existing foundation & new foundations clearly defined
    - Dimensions, footings, piers, hold-downs, a.b.'s, etc.
  - Floor Framing Plan:**
    - Existing framing and new framing clearly defined,
    - Show to what extent framing covers. (from outside wall to outside wall?)
    - Label all framing members, shear walls or braced walls, hold-downs, reference detail bubbles.
  - Roof Framing Plan:**
    - Existing framing and new framing clearly defined,
    - Truss Information clearly shown & noted as deferred (if applicable). Deferral form required.
    - Show to what extent framing covers. (from outside wall to outside wall?)
    - Label all framing members, shear walls or braced walls, straps, strut straps, reference detail bubbles.
  - Structural Details:**
    - Roof to wall, wall to floor, floor to fdn. framing, new fdn. to existing fdn., shear transfer details, etc.
    - Hold-down, post, pier, strut details, etc.
  - Electrical Drawings:** (req'd 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)                   EMS plans       Elect. legends
  - Mechanical Drawings:**(req'd 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 dampners       Fire rated walls located
    - Mech. Details (flashing, mounting, etc.)
    - EMS control details       Equipment schedule(s)
  - Plumbing Drawings:** (req'd 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.

**Additional items that may be required prior to issuance of building permit(s):**

- Encroachment Permit for Public Improvements       BAAQMD permits
- Plan review letter for compliance to soil report       Approval from S.C.Health Department       Copy of SWRCB NOI

**Fees other than building permit fees that may be assessed to this project:** (see latest fee schedule)

- Advanced Planning Fee                       Technology Fee                       Park Impact Fee
- Capital facilities Fee                       Sewer & Water Demand Fees                       Public Art installation or in-lieu fees
- School Impact Fees                       Southeast or Southwest Impact Fees
- Other fees assessed due to Conditions of Approval listed in CUP, DR, LNDMRK or HILLSIDE approval

**Separate Permits applications may be required for the following:** (Plans may be combined for multiple structures)

- Accessory structures (carports, trash encl.                       Free standing photovoltaic systems                       Pools and spas
- Demolition of detached structures                       Grading permits/retaining walls                       Fences over 6'

**For further information:** If you have any questions regarding submittal requirements please call:  
 City of Santa Rosa Community Development Building Division  
 707-543-3230 or visit us at  
<http://ci.santa-rosa.ca.us/departments/communitydev/Pages/default.aspx>