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<td>Submittal Requirements and Procedures for Approving Tenant Improvement Projects “Over-the-Counter”</td>
<td>August 2009 Revised August 2011</td>
<td>CBC Chapter 1 Sec. 107</td>
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PURPOSE: This policy is to assist designers and plan check staff in obtaining over-the-counter approval of tenant improvement building permit applications by establishing a methodology for scheduling review by pertinent City staff and by identifying requirements for submittal.

POLICY:

Scheduling of Appointment:
Over the Counter Commercial TI plan checks require an appointment to be scheduled with Building Division plan check staff, Fire Department plan check staff, and Utility Department technician to be present to grant approval after required review. Please call 707-543-3230 to talk with Building Division plan check staff for available dates to schedule an appointment.

Prior Approvals:
The following approvals must be in hand at the time of submittal or must not be required for an over-the-counter building permit application to be approved:
- **Planning Clearance:** The use of the space must have a discretionary use approval or be able to obtain a zoning clearance prior to or at the counter at the time of submittal.
- **Sonoma County Healthy Department permit:** A food service or food preparation use must have S.C. Health Department approval to be able to obtain approval of the building permit application at the front counter. Bring City set of approved health Department plans and permit to the appointment.
- **Environmental Compliance – Industrial Waste Discharge Permit or clearance from them required for restaurants, food service and specialty dischargers.**
- **Encroachment Permit**
- **Bay Area Air Quality Management District notification for demolition / asbestos removal.** “J” # for notification to the BAAQMD must be in hand at the time of building permit application for any working disturbing asbestos containing building materials or demolition of a structure.
- For older structures staff will review records for City of Santa Rosa seismic retrofit requirements (SRCC 18-48, aka 9820).

Plan Submittal Requirements: The State’s Business and Professionals Codes require that almost all tenant improvement plans be prepared by a licensed professional due to disabled access, occupancy use, and exiting requirements. Staff will review plans prepared by a non-licensed
professional to determine if those plans meet the State’s exemptions to the licensed professional design requirements.

Not all tenant improvement projects will be able to be approved at the front counter at the time of submittal.

To be able to approve a tenant improvement plan at the counter the following information shall be included at the time of the scheduled appointment:

- **Title sheet:** Identifying occupancy group for use of space, type of construction, occupant load, code compliance statement that identifies code in effect at time of submittal, address, owners name, etc.
- **Site plan (can be incorporated into Title sheet).** Show location of tenant space within building, adjacent tenant space uses, location of building on parcel relative to property line locations and all information required for disabled access review (accessible parking and paths of travel).
- **Disabled access documentation and details showing:** (note: Unreasonable Hardship documentation may be reviewed if compliance cost exceeds thresholds identified in CBC Section 1134B. Plans, however, shall show all existing non-complying and proposed conditions within the tenant space and on site.)
  - Accessible entrance / exits.
  - Interior path of travel connecting entry door to area of tenant improvement and to restrooms serving area of proposed improvement.
  - Complying details of restroom(s) and, if applicable, public telephones, drinking fountains, public counters for reception-cash register-point of sale, dressing rooms and work stations.
  - Complying details for all exterior grade level doors including: door type/size and hardware, thresholds and landings, and signage.
  - Site plan disabled access information to show complying.
    - Location of and details of disabled accessible parking space(s) and path of travel to tenant space.
    - Path of travel between all buildings on site.
    - Path of travel connecting nearest public transportation stop and/or public sidewalk to proposed tenant space.
- **A tenant improvement floor plan that shows the following:**
  - Use of all rooms within the proposed tenant space.
  - All existing walls, walls to be removed, walls to be modified and all new walls.
  - A door and window schedule for all existing and new doors/windows
  - An exit analysis for all occupied spaces within the tenant improvement and all spaces connected to the tenant improvement area of work. This includes areas separated out from an existing space to form the tenant space under consideration.
  - All new and existing floor, wall, and ceiling finishes
  - All information required for the Fire Department Standard for Commercial Tenant Improvements
- **Minor structural drawings with details and calculations shall be provided when applicable.** Major structural revisions may not be able to be approved at the front counter.
- **If there are changes in HVAC or lighting, documentation must be provided on the plans showing compliance with the State Energy Efficiency standards.**
• Electrical/mechanical/plumbing design: These plans may be design-build drawings by the licensed contractor who will be doing the work. (Note: If extensive revisions are proposed for either of the technical trades the project may not be able to be approved over-the-counter.)
  o If minor electrical revisions are proposed for the tenant space
    ▪ Electrical floor plan information showing existing and proposed devices such as outlets, switches, lights, panels, etc.
    ▪ If a new electrical service or new subpanel(s) proposed an electrical single line diagram shall be provided.
  o If minor mechanical work is proposed
    ▪ Floor plan layout of proposed modifications to tenant space heating, ventilation, and/or cooling system including all supply registers and return air grilles. Show location of existing or proposed mechanical equipment
    ▪ An isometric of new and existing to be modified gas piping system may be required.
  o If minor plumbing work is proposed
    ▪ Location of all new and or proposed plumbing fixtures.
    ▪ Point of connection to existing water and drain/vent piping.
    ▪ An isometric drawing of new and existing to be modified water and/or drain/vent piping may be required.

Permit valuation shall be reviewed by staff at time of application for determination of fees applicable for plan review/building permit, potential unreasonable hardship for disabled access improvements, and public improvements.

Michael K. Whitaker, Chief Building Official