

Plan Submittal – Spec Office Tenant Improvements

Policy and Procedure No.: B-05-21

Revised: Nov. 2016

Purpose

To establish a procedure for processing and issuing building permits for property owners who own office buildings and wish to build Spec Offices for future (unknown) tenants. Approval must therefore be obtained from Planning and Building Safety & Inspection before commencing any work.

Spec Space Defined

Allowed uses suitable for Spec Offices are defined as *professional* or *service-type* transaction businesses. Future business tenants may include accounting, real estate, engineering, law firms, marketing, travel agencies, etc. Medical offices for physicians, dentists, outpatient clinics or laboratories are **not** considered spec offices; these uses require specific construction guidelines not in the scope of this policy. **Certificate of Occupancy is not issued for completion of this type of work.**

Conditions

Spec Offices are usually found in executive office buildings where the majority of the tenants are located in suites. They share a common restroom core and the building contains a main lobby/elevator with a common exit system (i.e., means of egress).

Prior to plan submittal for a Spec Office T.I., the following elements must be already permitted and designed for:

- Core restrooms
- Means of egress system (i.e., exit doors, corridors, passageways, exterior exits, etc.)
- Conditioned (energy compliant)

If any of these elements have not been designed and approved, the plan submittal will be considered a commercial tenant improvement as defined by Policy and Procedure No. B-04-03, and therefore, will be subject to a different criteria.

Work Permitted

Typical Spec Office T.I.'s may include interior work such as the installation of carpeting, painting, minor non-load bearing walls, office partitions and minor mechanical/electrical/plumbing work as required to reconfigure the existing shell space to the proposed Spec Office (if necessary).

The scope of work is **not** intended to include major improvements such as providing for a new exit path different than the core exit plan. Rather, it is meant to have a simple design with minimal interior work ideal for **any** office user where the main components are shared by all the other tenants.

*A plan submittal may include work for various spec offices; however separate permits are required to be issued for **each** different office space/suite.*

Plan Submittal for Construction

Quantity

- Two (2) complete sets of plans must be submitted (at least two shall be “wet-signed” and stamped by a *licensed professional architect or engineer*); a completed Application for Permit form and plan check fee paid. Upon submittal of plans, these will be distributed to Building Inspection & Safety and Planning. Applicants shall make separate submittals directly to other local utility companies for review and approval.
- One (1) full size set of site plan, floor plan and elevation sheets only for the Assessor’s office.

*Plans may be required to be prepared by California licensed professionals (**architect or engineer**). Please consult with City of Elk Grove Building Department staff for determination.*

Additional Requirements

A separate review and approval letter must be obtained from the local Fire Department prior to permit issuance. Plan submittal and fee information may be obtained from Fire Department staff located at 10573 E. Stockton Blvd., Elk Grove or by calling the **Cosumnes Community Service District Fire Department** at **(916) 405-7111** or by visiting their website at www.yourcsd.com.

Plan Review Timelines

Allow a minimum of **10** business days for the first plan review; **7** business days for any subsequent reviews. Please allow between 24-48 hours from the plan review time line for processing.

Minimum Plan Requirements

Size

Minimum 18" x 24" and maximum 24" x 36" plans drawn to scale, fully dimensioned and legible.

Information

1. Plot plan and cover sheet – job building/suite address; name, address and phone number of building owner, contractor and design professional; description of work including applicable codes, type of construction, occupancy, fire sprinklers; improvement square footage area; north arrow, index of drawings. Complete site/parking layout depicting compliance with 2016 CBC, Chapter 11B (i.e., path of travel requirements from the public way to main building entrance, from disabled parking stall to altered area(s), and from access and exit doors to the public way; accessible details for H/C parking stall, curb-ramps, walkways, slope, etc.). Site Plan copies from the approved shell building plans are acceptable for reference.

2. Architectural plans – dimensioned floor plans identifying room uses, door/window and room finish schedules; existing means of egress system showing all exit components such as exit doors, corridors, stairways, exit passageways; occupancy load tabulations.
3. Mechanical, electrical and plumbing plans – identify location for all existing/relocated supply and return air registers, HVAC equipment, electrical outlets, switches, lighting fixtures, exit signs and plumbing fixtures.

Fees

Building fees are based on the square footage of the area being improved and/or altered. Building permit related fees will be based on the total value of all construction work (including labor and materials). Consult with a permit technician for details.

Application Forms

An Application for Permit form may be requested at the Building Safety & Inspection office located at:

Address: 8401 Laguna Palms Way

Phone: (916) 478-2235

*Hours: Monday through Friday
8 am – 5 pm*

An Application for Permit form is also available online at: www.cityofelkgrove.org under Building Division.

Please be aware that Spec Office T.I. permits can only be issued to property owners **OR** California State licensed contractors.