



Plan Submittal – Tenant Improvements

Policy and Procedure No.: **B-04-03**

July 2004 (Rev. March 25, 2008)

Purpose

This handout establishes a procedure for complete plan review submittals for proposed commercial interior and exterior tenant improvements. Approval must therefore be obtained from Planning and Building Safety & Inspection before commencing any work.

Permits Required

A building permit is required for the following type of work:

- Interior or exterior tenant improvements
- Change of Occupancy Type
- Interior and/or exterior disabled accessibility upgrades or modifications
- Interior improvements for “Spec” Office tenant spaces (refer to Policy and Procedure No. B-05-21 for specific conditions allowed)
- New business tenants relocating to a new “cold shell” building/tenant space (i.e., when a space is converted from unconditioned to conditioned area)

Shell buildings may not have a fully designed HVAC, plumbing, electrical or exiting system in their design. Therefore, a plan submittal and permit application is required in order to review habitability issues for the known occupancy.

Plans that identify the work as “Vanilla” T.I. (for unknown tenants) are no longer acceptable. The drawings and permit application shall disclose the tenant’s specific use in order to make an accurate plan review and, hopefully, obtain a final **Certificate of Occupancy**.

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. Plans for tenant improvements

permits may be exempt from the requirement for wet stamped licensed professional building plans. 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.

- Two (2) sets of engineered calculation reports wet-signed and stamped [if structural modifications are proposed].
- Two (2) sets of Title 24 Energy reports.
- One (1) full size set of site plan, floor plan and elevation sheets only for the Assessor’s office.
- One (1) approved set of Sacramento County Environmental Health Division plans [required for food establishments only].
- One (1) “Notice to Applicants Tenant Improvement Projects” completed by tenant.

*Plans may be required to be prepared by California licensed professionals only (**architects or engineers**). Consult Elk Grove Building staff for determination.*

Building permits shall only be issued to owners, authorized agent to owners, and state licensed contractors. However, tenants may obtain a permit as an “authorized agent” with written authorization by the property owner.

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 the Fire Department located at 10573 E. Stockton Blvd., Elk Grove, CA 95624 **(916) 405-7100**, or by calling the **Elk Grove Community Services Fire Department** at **(916) 685-9502** or by visiting their website at www.egcsd.ca.gov/fire.
- Plan approval is required prior to submitting plans for food handling facilities when they prepare, package or service food, by the **Sacramento County - Environmental Management Dept.** at **(916) 875-8484**.

- **The County of Sacramento Sanitation District (916) 876-6100** may collect sewer impact fees for initial tenant improvements in new shell buildings and/or changes in use to existing buildings. Payment of these fees must be made to the County prior to permit issuance. Please contact **Technical Resources** at **(916) 874-6544** for fee estimates.
- Completed HAZMATS survey form.
- Letter from business owner/manager indicating the number of employees working at any shift.

Other Permits Requirements

- Separate plan/permit is required for items such as: *High Piled Storage Racks; Spray Booths; AFES /Fire Alarms; Medical Gas Piping.*
- **Prior to final approval** the project designer(s) shall submit complete “as-built” copies of the project plans to the City of Elk Grove Building Department in electronic PDF and/or CAD format.

Plan Review Timelines

Allow a **minimum** of **15** business days for the first plan review and **10** business days for any subsequent reviews.

Minimum Plan Requirements

Size

Plans shall be drawn to scale, fully dimensioned, and legible on minimum 18”x24”, 24”x36”, and maximum 30”x42” sheets.

Information

1. Plot plan and Cover sheet - job building/suite address; name, address and phone number of building/business owner, contractor and design professional; description of work including applicable codes, type of construction, occupancies, fire sprinklers; improvement area (sq. ft.), lot and building size; identify uses of adjacent spaces/suites; location and distances to all real or assumed property lines; north arrow; index of drawings. Complete site layout showing compliance with 2007 CBC, Sections 1134B (path of travel from the public way to the main building entrance; from disabled parking stall to altered areas and from access and exit doors to the public way).

If site accessibility has already been approved under the shell building plans, include the reference sheets with the T.I. submittal, with clear indication of accessibility details identified and cross-referenced to the Site Plan (i.e., parking stalls, signage, curb ramps, exterior landings, walkways slope, etc.).

*If a **Master Site Plan Review** has been completed and approved per Policy No. B-05-25, include the plan check tracking number to the T.I. plans for verification. No further site information will be necessary.*

2. Architectural plans - dimensioned floor plans identifying room uses, door/window keynotes, room finish schedules; assembly seating plan; proposed exiting system depicting all required exit elements such as corridors, exits, stairways, exit passageways; allowable area/occupancy load tabulations; identification and fire-rating listing details; location and ratings of shafts, floor ceiling/roof assemblies.

Stair/handrail/guardrail/deck location and details; architectural and framing details for building cross-sections, wall bracing and mechanical supports; suspended ceiling plan and legend; all interior disabled access elements (restrooms, door/wall signage, equipment clearances and mounting heights, door/hardware dimensions, counter heights, etc). If exterior work is proposed, provide elevations identifying construction materials, colors, maximum building height and wall covering specifications.

3. Mechanical, Electrical and Plumbing plans - complete mechanical plans identifying location for all supply and return air registers, HVAC equipment, fire/smoke dampers; equipment schedule; roof-mounted equipment location, weight and anchoring details. Electrical plans locating all electrical outlets (including GFCI), switches, lighting fixtures, exit signs and type of illumination; size and location of main and sub-panels; single-line diagrams, panel schedules and load calculations. Plumbing plan identifying size and location of all plumbing fixtures and DWV; water and gas supply piping sizes and materials for all fixtures and appliances.
4. Structural/Framing plans - when structural modifications are proposed, provide appropriate plans for foundation, floor and roof framing design; framing detail plans depicting method of attachment/hardware.
5. Title 24 energy calculations - completed ENV-1, LTG-1, LTG-2 and MECH-1 forms permanently affixed to plans. Compliance with the *Standards* (i.e., envelope, lighting and mechanical) must be made if a building/space is being altered.

Fees

Building fees are based on the total value of all construction work (including labor and materials). Consult with a Permit Technician for details. Development Impact Fees may be applicable if the use of the tenant space or building is changed. Please visit www.elkgrovecity.org 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