



## MINIMUM DOCUMENT SUBMITTAL REQUIREMENTS COMMERCIAL TENANT IMPROVEMENT / ALTERATION

This bulletin contains the suggested minimum document submittal requirements for commercial tenant improvement, alteration. Each project varies and may require additional documentation pending scope.

### I. PLANS

#### A. ARCHITECTURAL PLANS

- i. Plot plan / Site plan
- ii. Floor Plans (Existing and proposed)
- iii. Roof plan
- iv. Sections
- v. Elevations (if applicable)
- vi. Reflected Ceiling Plan
- vii. Architectural Details
- viii. Door/Window Schedule

#### B. STRUCTURAL / CIVIL PLANS

- i. Foundation Plan
- ii. Framing Plan
- iii. Structural Details

#### C. ACCESSIBILITY PLANS & DETAILS

- i. Path of Travel
- ii. Details/Elevations
  - a. Parking
  - b. Restrooms
  - c. Routes (Doors, Ramps, handrails, transitions, etc.)

#### D. PLUMBING, ELECTRICAL, MECHANICAL PLANS (See Bulletin on MEP plan review thresholds) (See section IV below)

### II. CALCULATIONS

- A. Complete set of structural calculations signed and stamped by an Engineer licensed by the State of California
- B. Energy Calculations

### III. OTHER DOCUMENTS

- A. Planning Entitlements
- B. Summary of Accessibility Upgrades Form
- C. Asbestos Report

#### **IV. MISCELLANEOUS PLANS AND PERMITS**

- A. Separate permits required for:
  - i. Asbestos removal
  - ii. Fire Sprinkler and Fire Alarm systems
  - iii. Electrical work
  - iv. Mechanical work
  - v. Plumbing work
  - vi. Right of Way use Permit
  - vii. Construction temporary barricade and/or pedestrian protection canopy
  - viii. After-hours Construction Permit

#### **NOTE:**

**(1) Additional information may be required depending on overall scope of work**

**(2) Approval from other departments and agencies required and may result in additional information required on plans**