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