



Commercial Tenant Improvements and Alterations Electronic Plan Submittal Guidelines

Remember to check with the Planning Department to confirm planning/ zoning requirements prior to beginning your project.

The following is a compilation of the most common requirements for the plans preparation pertaining to commercial tenant improvements/alterations as identified by the City of San Ramon Building Division. Please review and consider these requirements/recommendations as you prepare your plans/documents for the building permit application.

DOCUMENT SUBMITTAL GUIDELINES:

- Cover Sheet Information:** Job site address; business name; name address and phone number of owner; name, address, phone number and stamp/signature of project designer/architect and/or engineer; occupancy classification(s); type of construction; basic description of project.
- Signature** of Project Designer(s) is required on all drawings. Electronically generated seal and electronically applied signature is acceptable.
- Plot Plan:** (indicate scale, minimum 1/8" = 1'-0") Lot dimensions; dimensions which indicate the distance from all existing and proposed buildings to adjacent property lines; north arrow; identification of all streets and rights-of-way adjacent to the site; site access, accessible parking, access to entry door(s); location of easements and visible utilities on site.
- Architectural Plan:** (indicate scale, minimum 1/4" = 1'-0") Floor plans identifying all rooms/areas and uses; access and exit routes; buildings sections; details of all fire-rate assemblies; stairway, handrail and guardrail details; window schedule; door schedule; room finish schedule; exterior building elevations and exterior wall covering specifications (when exterior changes are proposed): etc.
- Access Plans:** Provide comprehensive plans and specifications verifying compliance with Chapter 11B of the California Building Code for accessible features. Include on plans all applicable forms from the City of San Ramon Access Compliance Upgrade Package, obtainable from the City website, forms and handouts page.
- Structural Plans:** (indicate scale, minimum 1/4" = 1'-0") When framing changes are proposed, provide floor/wall/ceiling framing plans as appropriate addressing all structural work being proposed.
- Electrical Plans:** Complete electrical plans which identify the location and capacity of the main service equipment and all distribution panels; detail all computed loads and ground-fault calculations; locations of all new and/or altered receptacles, switches, lighting fixtures (reflected ceiling plan); exit signage; etc.

- Plumbing Plans:** Complete plumbing plans sufficient to show the size and location of all new and/or altered plumbing fixtures, appliances, piping, tubing venting, grease traps, etc.; pipe size calculations (waste/vent, water, roof drain); indicate whether appliances are gas operated, electric or otherwise; etc.
- Mechanical Plans:** Complete mechanical plans and/or specifications sufficient to identify the size and location of all new and/or altered heating; ventilating and air-conditioning equipment; equipment schedule with BTU rating; gas pipe sizing calculations; smoke/fire damper locations; etc. Provide details/calculations for Type I hoods to verify compliance with California Mechanical Code.
- Green Building:** For building additions of 1000 sq. ft. or greater and/or alterations with permit value of \$200,000 or above, show compliance for portions of the building being altered or added and imprint mandatory measures checklist on the plans.

CALCULATIONS:

- Structural Calculations - with signature and stamp on each sheet (Electronically generated seal and electronically applied signature is acceptable). Wind load design factor is 110 M.P.H. - exposure "C"; Seismic Design Category D or E.
- Energy Design and Forms: Provide complete Title 24 energy compliance documentation for all changes to the existing building envelope, HVAC and lighting systems. Permanently affix fully completed and signed energy compliance forms, including mandatory measures, directly to the plans.

OTHER DOCUMENTS:

Prior to submittal obtain approvals from the following checked agencies:

- San Ramon Valley Fire Department** -Receipt of construction drawings
 1. 1500 Bollinger Canyon Road, San Ramon, CA 94583 925-838-6600
- Environmental Health Department** -Stamp (required for all food establishments)
 1. 925-370-5064
- Sanitary Review** – Stamp
 1. **Dublin San Ramon Services District**
7051 Dublin Blvd. Dublin, CA 94568 (925) 828-0515
 2. **Central Contra Costa Sanitary District**
5019 Imhoff Pl. Martinez, CA 94553 (925) 228-9500