



Tenant Improvement

JUNE 2016

Purpose:

This handout establishes a procedure for complete plan review submittals when new commercial shell buildings are proposed. According to current code regulations (2013 CBC, 2013 GBSC, 2013 CPC, 2013 CMC, 2013 CEC and 2013 California Energy Code), permits are required when buildings or structures are constructed, altered, repaired, moved, converted or demolished. Therefore, the following guidelines shall be reviewed before commencing any work.

Note: Process does not insure a final construction permit will be issued should additional outside agency approvals be required, such as for Fire Department, County Water and Sanitation Department, County Health Department, Environmental Air Quality, etc.

Plan Document Submittal Requirements:

***PLEASE DO NOT SUBMIT DOUBLE SIDED CALCULATIONS OR PLANS.**

- A. Construction Permit Application
- B. Four (4) complete sets of Design Plans: (18"x 24" or 24"x36") sheets size Prepared by a licensed Architect or Engineer drawn to a standard of practice scale, (typically 1/4" = 1'-0") 2 of which need to be wet stamped and signed.
 1. Cover Sheet specifying:
 - a. Project Name (Market Ready Tenant Improvement or Tenant Name) Address and Suite Number.
 - b. Project Governing Codes:
2013 California Building, Mechanical, Electrical, Plumbing and Energy Codes
 - c. Project General Notes and Specifications
 - d. Project Data:
Occupancy Type: B or M, etc.
Construction Type: VB, II-B, etc.
Floor Area: (Sq. Ft.)

- e. Statement of project Scope of Work and Proposed Use of Space
2. Site Plan showing and specifying:
 - a. Location of building on the site and tenants or occupancy types adjacent to the proposed tenant improvement.
 - b. Show "path of travel" from the proposed Tenant Improvement suite to "accessible parking spaces" and the "public way".
3. Floor Plan(s) showing and specifying:
 - a. All existing and new modifications related to the removal (demolition) and addition of walls, doors, new rooms and "accessible" restrooms.
4. Provide additional detail and specification sheets related to wall type and connection requirements, door size, type and hardware requirements and accessibility details.
5. Provide additional plan, detail and specification sheets, where necessary to show and specify all existing and new mechanical HVAC systems, ducts, intake and exhaust registers and fans, electrical panel(s), light fixtures, outlets and switches and plumbing fixtures and piping, etc.
6. Provide Title 24 Energy Compliance Documents for lighting, heating and air conditioning systems that have been changed, added or modified.
7. Provide reflected ceiling plan.
8. Provide design for any (N) or modified T-BAR ceiling. 1615A.1.16
 - A. Indicate methods to provide horizontal and lateral force bracing including light fixture and mechanical equipment attachment.
9. Include structural calculations (where applicable)

10. Have Architect/Engineer provide statement on coversheet indication that "The Tenant Space is fully compliant with current California Accessibility requirements" or have Architect prepare "Access Compliance hardship Exemption" form.

Prior to final approval:

The West Valley Sanitation Department will review plans and issue a permit for all new, or moved plumbing fixtures. WVSD located at 100 E Sunnyoaks Ave., Campbell CA 95008 and can be reached at (408) 378-2704

Obtain Santa Clara County Health Department Approvals and Permits for all Food (restaurants, coffee house, grocery store, ice-cream store, liquor store, etc.) Establishments. SCCHD is located at 1555 Berger Dr., San Jose CA 95112 and can be reached at (408) 918-3400

Fees:

Consult with a Permit Technician for building permit fees. Development Impact Fees may be applicable if the use of the tenant space or building is changed.

**PLEASE CONSULT THE PLANNING DEPARTMENT IF CHANGING THE PRIOR USE.
(408) 866-2140**