



# TENANT IMPROVEMENTS SUBMITTAL REQUIREMENTS

BUILDING SERVICES



*This is a comprehensive submittal list. All items may not pertain to your specific project.*

## General Information

Plans must be on 24"x36" sheets maximum, stamped and signed by a registered architect or engineer, unless specifically exempted under the California Business and Professions Code. An architect or engineer may not be required if the proposed work does not involve life-safety elements, as determined by the Chief Building Official.

- Indicate construction type
- Indicate Occupancy Group(s) by room and area
- Indicate sprinklered building
- Provide tenant area square footage
- Provide occupant load summary
- Evaluate exiting from all areas

## Document Submittal List: 3 Sets

### Plot Plan

- Building footprint
- Property lines
- Setbacks/dimensions
- North arrow
- Disabled parking location/path of travel

### Architectural Plans

- Demolition
- Proposed floor plan
- Reflected ceiling plan
- Details for wall/ceiling framing with cross-sections, structural framing details
- Finish plans
- Roof Plan (if penetrating through roof or roof mounted systems are proposed)

**Structural Plans**

Required

**Mechanical Plans**

Required

**Electrical Plans**

Required

**Plumbing Plans**

Required

**Title 24 Energy Compliance**

Required

**Required Calculations: 2 Sets**

- Title 24 Energy Calculations
- Structural Calculations\*

**Other Documents**

- Hazardous Material Declaration
- Contra Costa Central Sanitary District approval
- Contra Costa Environmental Health Dept. approval
- San Ramon Valley Fire Protection District approval
- Specification Sheet for equipment/appliances

**Applicable Codes**

2013 versions of the California Building, CA Electrical, CA Mechanical, CA Plumbing Codes, and Town of Danville Municipal Code.