



City of Union City – Economic and Community Development Department

Building Division
34009 Alvarado-Niles Road
Union City, CA 94587
(510) 675-5313
Fax (510) 475-7318

SUBMITTAL REQ. FOR COMMERCIAL TENANT IMPROVEMENTS

Complete sets of building plans/reports and documents are required for the plan check of the proposed construction. One set will be returned to you as the official approved “job copy.” All dimensions and scales shall be clearly indicated. No marked, altered, or paste-on plans will be accepted. You may be required by the Building Official to obtain a registered architect or professional engineer to prepare your building plans.

PLAN SUBMISSION REQUIREMENTS: The City of Union City - Building Division requires:

- A Completed Construction Permit Application
- Three (3) sets of complete building plans (*plan size - 18" x 24" minimum and 32" x 40" maximum*)
- *Four (4) sets if there will be any Hazardous Materials being stored/used on site.*
- Projects over \$50,000 in value;** shall submit a Waste Management Plan online using Green Halo Systems along with the Performance Security. The amount of the performance security shall be calculated as the lesser of 3% of total project cost or \$10,000 USD. Acceptable forms of performance security include; performance bonds, surety bonds, money orders, letters of credit, and certificates of deposits.
- Two (2) sets of Title 24 Report, *if applicable*
- Two (2) sets of Structural Calculations, *if applicable*
- Two (2) sets of Specifications for Assemblies and Equipment proposed, *if applicable*

The following information, if applicable, shall be included on all plan submittals for buildings and accessory structures. *The information as follows are minimum requirements. The Building Official reserves the right to request further information or clarification.*

- The Designer's Name:** The drawings shall be prepared by a California Licensed Architect or registered professional engineer, and shall sign and seal all drawings and calculations as appropriate, state all applicable codes, description and type of work, occupancy and type of construction, allowable area calculations, gross tenant area (by floor), index of drawings.
- Plot Plan:** Show the outlines of the Assessor's Tax Parcel and the locations and use of all existing buildings. Plan details must include parcel dimensions, building setbacks from all property lines, distance between buildings, off-street parking, driveways, sewer lines or septic tank and leach field locations, percentage of the lot covered by buildings, scale of the drawings, and a north arrow. Also specify the owner's name, the site address, and the Assessor's Parcel Number. Location of TI within space, path of travel to exits and path of travel to main entrance for limited access persons.
- Architectural and Structural Plans:** Show your foundation plan, floor framing plan (existing layout and proposed improvements), roof framing plan (provide all required mechanical clearances), architectural floor plans (assembly seating plan), exterior elevations, structural and architectural details, typical cross sections in each directions (where necessary), calculations and details for storage racks over 8 feet, reflected ceiling plans, lighting plan showing all the required exit signage and exit illumination, show all accessibility requirements for the front door and bathrooms, identify accessible seating areas.
- Structural and Architectural Details:** Please provide information regarding window head, jamb and sill height, exterior door head, jamb, and threshold, flashing of piers, and grade beams, post and girder intersections, roof eaves, overhangs, rakes and gables, floor changes (i.e. slab to wood frame), handrail, guardrails and support details, structural sections with details at foundation, floor and roof levels, details of all fire rated assemblies, including flame spread of finish materials, section of fire rated corridor, and ceiling details.
- HVAC, Plumbing, and Electrical Plans:** Plumbing fixture and single line schematics with pipe size calculations, location of HVAC equipment, duct location and layout and fire dampers roof penetration details and specifications for equipment, outlets, fixtures, switches, service panels with size and ground and sub panels, sprinkler plan and hydraulic calculations submitted for sprinklered building.

All plans, specifications, reports, or calculations for buildings or structures required to be designed by an Architect or Engineer licensed by the State of California, shall have his seal, signature and registration number thereon (each sheet of plans to have proper signatures). Architects and Engineers must also indicate when their license expires.

PLAN CHECK PROCESS: Initial review of plans typically takes between 2-3 weeks and re-submittals take between 1-2 weeks. Larger projects may take longer, please contact the Building Division for further information. The Building Division will route the plans to the appropriate city departments. **The applicant is responsible for delivering plans to the Alameda County Environmental Health Department and Union Sanitary District, when applicable.**

Alameda County Environmental Health Department:

1131 Harbor Bay Parkway
Alameda, CA 94502-6577
Office Number (510) 567-6700

Union Sanitary District:

5072 Benson Road
Union City, CA 94587
Office Number (510) 477-7500

FEES:

- AT SUBMITTAL:** At the time of submittal a plan check fee and the construction waste and demolition deposit (if required) shall be paid, for fee estimate call (510) 675-5313 or see fee schedule.
- ONCE PERMIT IS READY TO ISSUE:** The Building Division will contact the Applicant of the project with the remaining fee balance. *Refer to the adopted fee schedule for further information.*

INSPECTIONS:

- Inspections will be required for all commercial tenant improvement projects. Contact the Building Division for required inspections for your specific project.
- Final Inspections – In order to complete all commercial tenant improvement projects the following shall occur; a final inspection with the Alameda County Fire Department and Union City Building Division.

SEPARATE PLANS AND PERMITS REQUIRED FOR THE FOLLOWING TYPES OF WORK:

- Assembly Areas (with occupant load greater than 50 persons).
- High Piled Storage Areas (commodities as regulated by the Fire Code).
- Storage Racks
- Underground Fire Lines
- Fire Alarm/Smoke Detection Systems.
- Flammable Liquid Storage Areas/Compressed Gases.
- Spray Booths.
- Automatic Fire Sprinkler/Extinguishing Systems.
- Signs – Storefront and Temporary

For further information, contact the Building Division at (510) 675-5313.