



SUBMITTAL REQUIREMENTS FOR COMMERCIAL TENANT IMPROVEMENTS

Building Division

Economic and Community Development
34009 Alvarado-Niles Road
Union City, CA 94587
510-675-5313 – building@unioncity.org

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 will be required by the Building Official to obtain a registered architect or professional engineer to prepare your building plans.

PLAN SUBMISSION REQUIREMENTS:

- 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.
- CALGreen Mandatory Measures incorporated into the plan set
- Title 24 Reports incorporated into the plan set
- 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 per CBC 107.2.1.*

- Licensed Professional's Name:** All plans, specifications, reports, or calculations for building structures are required to be prepared by a California Licensed Architect or Professional Engineer who shall stamp, sign and ensure license number as well as expiration date are annotated (Business & Professions Code Section 5537 & 6737). Provide on the cover sheet all applicable codes, state and local ordinances, and to include statement of intent/description of work, occupancy, type of construction, fire sprinkler status, allowable area calculations, gross tenant area (by floor), and index of drawings.
- Plot Plan:** Annotate the outlines of the Assessor's Tax Parcel, the locations, the use(s) of all existing buildings and proposed location of the tenant improvement. 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 if applicable, percentage of the lot covered by buildings, scale of the drawings, and a north arrow. Ensure the owner's name, the site address, and the Assessor's Parcel Number are incorporated onto the plans.

- **Architectural and Structural Plans:** Provide foundation plan, floor framing plan (existing layout and proposed improvements), roof framing plan, 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, reflect all accessibility requirements for the front door and bathrooms, identify accessible seating areas.

- **Accessibility:** Refer to *CBC 11B-202.1 Existing Buildings and Facilities – Additions and Alterations* to existing buildings or facilities shall comply with *CBC 11B-202.4 - Path of Travel Requirements in Alterations, Additions, and Structural Repairs* – When alterations or additions are made to existing buildings or facilities, an accessible path of travel to the specific area of alteration or addition shall be provided. The primary accessible path of travel shall include: 1. A primary entrance to the building or facility, 2. Toilet and bathing facilities serving the area, 3. Drinking fountains serving the area, 4. Public telephones serving the area, and 5. Signs.
Refer to CBC 11B-202.4 Item 8 for Adjusted Construction Cost.

- **Structural and Architectural Details:** Be sure to provide information regarding structural sections with details at foundation, floor and roof levels, flashing of piers and grade beams, post and girder intersections, window head, jamb and sill heights, exterior door head, jamb, and threshold, roof eaves, overhangs, rakes and gables, floor changes (i.e. slab to wood frame), handrails, guardrails and support details, listed details for all fire rated assemblies, including flame spread index 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 layouts, fire smoke dampers, roof penetration details, dimension required mechanical clearances, electrical main panels, sub-panels, panel schedules (load calculations where applicable), outlets, switches, fixtures and specifications for equipment, sprinkler plan and hydraulic calculations submitted for sprinklered building. Equipment over 400 lbs. require anchorage and calculations.

PLAN CHECK PROCESS: 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: Fees that may be assessed depend on the scope of the work that is being performed. *Please refer to the Building Division Fee Schedule.*

SEPARATE SUBMITTAL REQUIRED FOR THE FOLLOWING TYPES OF WORK:

- Assembly Areas (with occupant load greater than 50 persons).
- High Piled Storage Racks and Areas (commodities as regulated by the Fire Code).
- 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.