

CITY OF MILPITAS

Building & Safety Department
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COMMERCIAL PLAN REQUIREMENTS TENANT IMPROVEMENT

A building permit, and usually separate mechanical, plumbing and electrical permits, are required for all commercial tenant improvement projects. A demolition permit and a fire protection system permit from the Fire Department may also be required. Tenant improvement projects require plans to describe the work that will be performed. In order to expedite issuance of your permits, the plans that are submitted need to be complete. Incomplete submittals will cause delay in the approval of your project. If you have any questions, contact Building & Safety Department staff at City Hall or at the phone number above.

Most commercial tenant improvement projects are required to be designed by an architect or engineer. The exception is if the work only involves non-structural interior alterations, fixtures, storefronts, cabinetwork, furniture, appliances or equipment that does not require engineering and does not change or affect any components of the structural system or safety of the building or its occupants. Refer to the handout *Plans Required to be Designed by an Architect or Engineer* for more information.

The following are guidelines for preparation and submittal of your plans. Specific plan requirements will depend largely upon the extent, nature and complexity of the work to be done. Some items listed below may not be required for your specific project. **BE SURE TO INCLUDE ALL OF THE PERTINENT INFORMATION AND DRAWINGS.**

1. PLAN REQUIREMENTS:

- ❑ **Plan Size:** Prepare plans on paper that is at least 22 inches x 17 inches in size.
- ❑ **Sets of Plans:** Submit five (5) complete sets of plans.
- ❑ **Clarity:** All plans shall be prepared to be sufficiently readable and clear for creating a digitized record. Plans shall be quality blue or black ink line drawings with uniform light (white) background color. Pencil drawings are not acceptable, but copies of pencil drawings can be submitted provided copies are readable with good contrast.
- ❑ **Dimensions:** Plot Plans, Floor Plans and other plan view drawings shall be fully dimensioned and shall have a north arrow.
- ❑ **Scale:** All drawings shall be drawn to an adequate scale with scale indicated. Recommended scales for drawings are:

Plot Plans:	1/8" = 1', 1"=10' or 1"=20'	Floor and Roof Framing:	1/4" = 1'-0" or 1/8" = 1'-0"
Floor Plans:	1/4" = 1'-0"	Exterior Elevations:	1/8" = 1'-0" or 1/4" = 1'-0"
- ❑ **Existing and New Construction:** Throughout the plans, be sure to label all new (N) and existing (E) construction, components and fixtures to distinguish between new work to be done and the existing work.
- ❑ **Completeness:** Please remember, the more complete and accurate the drawings and submittal documents, the sooner your permits can be issued.

- ❑ **Signature:** The person who prepared the plans must sign each sheet. If any of the plan sheets are prepared by a licensed architect or registered engineer, that individual must stamp and “wet” sign at least two copies of each of the sheet he or she has prepared in accordance with the California Business and Professions Code prior to plan approval. Plans for elements of the structure designed by others must be reviewed and signed by the Engineer or Architect of record. [California Business and Professional Code 5536.1, 6735]

2. PROJECT INFORMATION - On the first sheet of the plans, provide the following information:

- ❑ **Name of Architect, Engineer or Designer:** The printed name, address and telephone number of the firm who prepared the plans.
- ❑ **Address and Owner:** List the street address of the property and the name of the legal owner of the property.
- ❑ **An Index of the Drawings:** List each sheet number and a description in an Index of the Drawings.
- ❑ **Scope of Work:** State the complete scope of work to be performed under this permit.
- ❑ **Project Information:** State the area in square feet of the building (or areas of buildings for multiple buildings); the Occupancy Group or Groups; the Type of Construction; the Occupant Load of each floor; and whether or not the building is or will be equipped with fire sprinklers.
- ❑ **Deferred Submittals:** List all proposed deferred submittals (i.e.: storage racks, equipment anchorage, etc.). Deferred submittal documents shall be reviewed by the Architect or Engineer of record with a notation indicating that the documents have been reviewed and are in general conformance with the design of the building prior to being submitted to the City for approval.
- ❑ **Building Codes:** All work must comply with the 2010 California Building Code (CBC), 2010 California Plumbing Code (CPC), 2010 California Mechanical Code (CMC), 2010 California Electrical Code (CEC), 2010 California Energy Code based upon 2008 Building Energy Efficiency Standards (CEnc), 2010 California Green Building Standards Code (CalGreen) and 2011 Milpitas Municipal Code (MMC).

3. ARCHITECTURAL PLANS - The following are minimum architectural plan requirements for most projects:

- ❑ **Site (Plot) Plan:** Show location of existing buildings and other structures on the site. Show all parking including regular and accessible parking spaces, especially note van spaces. Show accessible access route or routes of travel from the public way and accessible parking to building entrances and exits, routes of travel between buildings on the same property and all other site accessible features including signage.
- ❑ **Floor Plan:** The Floor Plan must show all existing rooms, new rooms and rooms to be modified or where the proposed work is to take place. Label the use of each room and the occupancy type of each room when there are multiple occupancies or uses.
 - Show all fire resistive systems and their ratings.
 - Provide door and window schedule including hardware.
 - Define and label areas for demolition either on the floor plan or a separate demolition plan. A separate plan is required if applicant desires a demolition permit be issued prior to the building permit. Demolition work requires written verification of notification to BAAQMD (J number) or a declaration that notification is not required. A recycling plan may also be required. Refer to the separate handout “Demolition Permit Submittal Requirements” for more information.

- Illuminated floor-level exit signs and path marking shall be provided in all interior corridors unless protected throughout by an approved supervised fire sprinkler system per CBC Sections 1011.6 & 1011.7.
 - Tactile exit signs shall be provided at locations listed in CBC Section 1011.3.
 - Separate toilet facilities shall be provided for each sex when number of people served exceeds 10 or the total floor area in mercantile and business occupancies is more than 1500 sq ft as per CPC Section 412.3.
- **Exiting Plan:** Show the exiting system including rated components and relationship of rated walls to roof structure, ceilings and floor. Indicate the occupant load of each space or room. Show all paths of travel to exits, their distances and exit width calculations. Provide adequate separation between required exit doors per CBC sec. 1015.2.
- **Reflected Ceiling Plan:** Show ceiling framing system, elevations, finishes, exit signs, electrical and mechanical.
- **Roof Plan:** Show a plan view of existing roof if modifications are being made including installation of new or replacement of equipment. Provide a section through the roof showing the heights of the equipment, ductwork, parapets and equipment screens.
- **Elevations:** Show exterior elevations or views of all sides of the building that will have new doors, windows, siding or other new construction.
- **Accessibility Standards:** Indicate in detail how the area of the remodel and the sanitary facilities (new or existing) comply with all required accessibility features and standards. See also Site Plan requirements above. Note the dimensions where minimum standards must be met, such as cabinets, restroom fixtures, etc.
- All primary entrances and exit doors shall be accessible per CBC sec. 1114B.1.2 & 1133B.1.1.1.1.
 - Sanitary facilities shall be fully accessible per CBC sec. 1115B.
 - Accessibility signs shall be provided at every primary public entrance, at every major junction along or leading to an accessible route of travel and at building entrance that are accessible per CBC sec. 1127B.3.
 - Accessible parking shall be provided and dispersed and located closest to the accessible entrances.
 - Kick plate shall be provided on all doors per CBC sec. 1133B.2.6.
 - Stairways shall have handrails on each side per CBC sec. 1009.10 and handrail extensions shall comply with CBC sec. 1133B.4.2.2.
 - Tactile floor designation signs shall be provided in all enclosed stairways per CBC sec. 1133B.4.3.
 - Provide the construction valuation of the project. If the construction valuation of the project exceeds the valuation threshold established by the California Division of the State Architect, accessibility features as required in sec. 1134B.2.1 shall be provided. If the construction valuation of the project does not exceed the valuation threshold and if the cost of providing an accessible entrance, path of travel, sanitary facilities, public phones and drinking fountains does not exceed 20% of the project cost, then access shall be provided to the extent that 20% of the project cost is used to provide accessibility features according to the priority as shown in sec. 1134B.2.1.
- **Details and Notes:** Include all construction details of new walls and ceilings and how they are braced and connected to existing. Detail new fire assemblies, handrails, guardrails, stairs (including rise and run), etc. Provide all necessary notes to explain the planned construction.

4. STRUCTURAL PLANS:

- **Structural Details and Calculations:** Provide structural details and calculations for all work required to be engineered, including all equipment (including roof top) weighing more than 400 pounds, or mounted more than 4 ft above the floor, or 20 pounds if suspended from the ceiling, floor or roof. If calculations are required, they must be stamped and signed by a California licensed architect or registered engineer. Calculations must be numbered by page and indexed for complex projects.

8. ELECTRICAL, MECHANICAL and PLUMBING PLANS:

Mechanical, plumbing and electrical plans shall include all information necessary to show how the space is to be heated, cooled and ventilated, how the new plumbing systems, if any, are connected to existing systems, and how the electrical energy is distributed and connected to the existing building power.

Specific mechanical, plumbing and electrical plan requirements will depend largely upon the extent, nature and complexity of the work to be done. The following are general guidelines for preparation and submittal of these plans.

- **Electrical Plans:** Show on the plans the size and location of the electrical service, any other panels, transformers, all switches, lights, receptacles, and any equipment requiring electrical connections. Note if existing or new. Note if a receptacle is GFCI protected. Provide panel schedules and load calculations to verify service is adequate for new and existing loads, a single-line power distribution plan, and a fixture schedule.
 - Provide one 8 ½" x 11" copy of the Title 24 California Energy Code calculations for lighting and reproduce full size the appropriate Certificate of Compliance forms on the plans.
 - In multi-tenancy buildings, access to main electrical equipment must be from the exterior of the building or through interior public corridors leading directly to the building exterior. (Policy #BDP-EL01).
 - Each tenant shall be provided with one approved disconnecting means for their space, and branch circuits shall not be shared between tenants. (Policy #BDP-EL02).
 - Offices shall have receptacles installed so that no point along the floor line of any wall space is more than 6 feet, measured horizontally, from an outlet in that space. (Policy #BDP-EL03).
 - Where multiple occupancy occurs, each tenant space shall be provided with 1 disconnect means. Disconnect shall be readily accessible per CEC section 240.24.
 - Provide daylight switching per California Energy Code.
 - Provide GFCI protected outlets in areas per CEC section 210.8 (B)
 - Provide panel schedules

- **Mechanical Plans:** Show on the plans the location of all mechanical equipment, exhaust fans, locations of supply and return registers with size and material of all ductwork and methods of support and bracing. Show how the system provides the required fresh outside makeup air. Provide an equipment schedule with all specifications noted.
 - Provide one 8 ½" x 11" copy of the Title 24 California Energy Code calculations for mechanical and reproduce full size the appropriate Certificate of Compliance forms on the plans.
 - Specify and note how new condensate drains are routed and discharged via an indirect waste pipe to an approved location per CMC section 310.
 - For roof-mounted equipment, provide a roof plan with the location, size and weight of all equipment, location and size of ductwork, details of equipment anchorage, how equipment is being supported and details of required roof access. Provide a profile section through the roof and parapets or screen enclosure showing how equipment is screened, if any, or show screening on the architectural plans.
 - For attic installed equipment, provide a section through the attic showing the location, size and weight of all equipment, details of equipment anchorage, how equipment is being supported, size and location of access opening, distance from opening to equipment, size and location of platforms and walkways, and required headroom and clearances.
 - All equipment weighing more than 400 pounds, or 20 pounds if suspended from the ceiling, floor or roof, requires structural calculations.
 - Mechanical units in excess of 2000 cfm (5 tons) shall be equipped with an automatic shutoff upon detection of smoke in the main supply air duct. Where fire detection or alarm system is provided, the smoke detector shall be supervised by such a system and Fire Department permit and inspection is required. (CMC Section 609)

- Provide drawing with the location of the existing equipment.
 - Joints and seams of ducts shall be secured per CMC section 602.4.
 - Provide positive connection to the ceiling grid with diffusers.
 - Provide UL 181 tape for all the connections of flexible ducts per CMC section 602.4.
 - Use Appendix A, UMC in the CMC for support requirements and connections.
- **Plumbing Plans:** Show on the plans the location of all new plumbing fixtures, water heaters, floor drains, etc. Provide a piping layout plan showing the size, length and material of all water, waste, vent and gas piping. Include a complete list of fixtures and their gas/water demands. Provide detailed calculations for the sizing of the piping. Show the location, materials and installation requirements of all piping located outside the building.
- Provide protection for under sinks in restrooms and break areas per the CBC section 1115B.4.3 (4).
 - Provide clearance to clean out per CPC per section 707. 0.
 - Support pipe per CPC Table 3-2.
 - Protect pipes of ABS and copper in stud walls within 1” of surface per CPC section 313.9.
 - Provide the temperature pressure relief line to an approved location per CPC section 608.5 and 508.5.
 - Provide excess flow valves on new appliances and at meters if new gas line is installed per MMC II-170.

9. OTHER DRAWINGS:

- **Site Improvement Plans:** If on-site improvements are proposed, they can be included with the construction drawings or submitted separately. Please see separate handout for the *On-site Improvement Submittal Requirements*.
- **Landscape and Irrigation Plans.** If landscape and irrigation plans are required, all submittals must comply with City of Milpitas Planning Division requirements.

OTHER CITY DEPARTMENTS:

- **Engineering Department:** If the property is located in the special flood hazard area contact Engineering at (408) 586-3300 prior to beginning plan preparation.
- **Planning Department:** Prior to submittal of any plans, if change of occupancy or use is proposed, the Planning Department should be contacted at (408) 586-3279 to find out the zoning requirements.
- **Hazardous Materials:** Provide a general layout of all areas and a detailed inventory of the types and quantities of all hazardous materials to be used or stored on the site with a key location map. On the list, be sure to use classifications found in the CBC, Tables 307.1(1) and 307.1(2).
- **Sewer Needs:** A “Sewer Needs Inquiry” form must be completed for all projects. If “yes” is answered to any of the questions, a “Sewer Needs Questionnaire” must also be completed and submitted with the permit application. The Cities Utility Department will then determine what connection fees, if any, will be required to be paid prior to permit issuance.

Note: all plan submittals for Planning, Engineering, and Fire are made through the Building Department at the Permit Center with the building permit application.

NOTES:

- ❑ If one or more of the required items mentioned above are omitted from the submittal plans, the application may be considered as incomplete and not ready for checking or approving.
- ❑ Large projects are recommended to have a pre-submittal meeting with the various City Departments to review the project. This will help expedite the approval process. Call the Building Department at (408) 586-3240 to schedule a meeting.
- ❑ Plan Check and Fire Department fees must be paid at time of submittal, either by check or credit card (except that fees totaling \$5,000 or more must be paid by check).
- ❑ Fire alarm and fire sprinkler drawings will be submitted by the contractor directly to the Fire Department and are not to be included with the building permit submittals.
- ❑ New tenant spaces require new addresses to be assigned by the City. Refer to the *Request for New or Change in Address Numbers* handout for the application and additional information.
- ❑ A Building Permit may be issued only to a State of California Licensed Contractor with the proper license classification or the Property Owner.
- ❑ If the Property Owner hires workers, State Law requires the Property Owner to obtain Worker's Compensation Insurance. Proof of this insurance is required prior to inspection.
- ❑ **Revisions:** Once the permit has been issued, any changes in the design must be approved by the City. Submittal documents shall be reviewed by the Architect or Engineer of record with a notation indicating that the changes have been reviewed and are in general conformance with the design of the building prior to being submitted to the City for approval. Additional fees will be due for each revision at time of submittal. Projects with more than one revision may require the submittal of a "record set" (as-built) drawings prior to final inspection.