



City of San Leandro
Division of Building & Safety Services
835 East 14th Street San Leandro, CA 94577
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Plan Submittal Guidelines
Commercial / Industrial
Tenant Improvement
rev. 2016

- Drawings (blueprints) - 5 sets Minimum size: 24"x 36"**
- Completed City of San Leandro Permit Application**
- Cover sheet information –**
Address of project; name, address & phone number of project owner; name, address, phone number, title & registration information of project design professional(s); applicable editions of state & local codes; description of project; occupancy classification(s) for all building areas; type of construction; gross building area per floor; building height; fire sprinkler system (yes/no); an index of drawings.
- Wet stamp & original signature of appropriate design professionals is required on all drawings.**
- Plot Plan (scaled) -as applicable**
Lot dimensions; dimensions which indicate the distances from all existing and proposed buildings to adjacent property lines; north arrow; identification of all streets and right-of-ways adjacent to the site with dimensions showing distances from the center line and edge lines of each adjacent right-of-way to the adjoining property lines; location of easements and visible utilities on site; parking layout and location of all driveways, curb cuts and site entrances; location of all fire hydrants within 500 feet of site.
- Architectural plans (drawn to scale) -**
Floor plans identifying all room areas & uses; details of all fire-rated assemblies; stairway, handrail& guardrail details; window & glazing schedule; door schedule; room finish schedule, exterior building elevations & exterior wall covering specifications (when exterior changes are proposed);etc.
- Title 24 disabled access plans (drawn to scale, fully detailed & dimensioned) -**
Provide comprehensive plans & specifications verifying compliance with Chapter 11B of the 2013 California Building Code for disabled access; (projects with valuations less than \$150,244.00 which are subject to disproportionate accessibility costs may benefit from the submittal of a hardship application.)
- Green Building Code –**
The provision of this code planning, design, operation, construction, use, and occupancy of every newly constructed building or structure, unless otherwise indicated in 2016 California Green Building Standards Code. It is not the intent that the California Green Building Code substitute or be identified as meeting the certification requirements of any green building program. Please visit our website at www.sanleandro.org/cd/bldg under Forms, Fees, & Facts for a copy of the residential and non-residential mandatory checklists.
- Non-residential projects must comply with Construction Waste Management:**
Recycle and/or salvage for reuse a minimum of 65 percent of nonhazardous construction and demolition waste in accordance with **Non-Residential Sections 5.408.1.1, 5.408.1.2 or 5.408.1.3**
- Structural plans (drawn to scale) – as applicable**
When structural changes are proposed, provide as appropriate: footing/foundation plan; floor framing plan; roof framing plan; structural frame details; manufactured truss diagrams stamped & signed by the design engineer (including ID #'s and splice & connection details); structural calculations & details for storage racks over 8 feet in height; structural material specifications; etc.
- Plumbing plans -**
Complete plumbing plans sufficient to show the size and location of all plumbing fixtures, appliances, piping, tubing, venting, grease & sand traps, etc.; pipe size calculations (waste/vent, water, roof drain); indicate whether appliances are gas-operated, electric, or otherwise; etc.
- Electrical plans -**
Complete electrical plans which identify the location and capacity of the main service equipment and all distribution panels, detail all computed loads and ground-fault calculations, and show the location of all receptacles, switches, lighting fixtures (reflected ceiling plan), exit lights/signs, etc.

Fire protection plans -

Plans, shop drawings, and specifications for all proposed fire protection systems (submitted to the Fire Department, approved, and installed, prior to occupancy of the building and/or final inspection approval.)

Hazardous materials declaration & management plan -

Contact Environmental Services for specific information.

Floodplain compliance verification –

Structures located in the 100-year floodplain must conform to all mitigation requirements contained in the city's Floodplain Management Ordinance: Title VII, Chapter 7 - 9, S.L.M.C. whenever "substantial improvement" is any repair, reconstruction or improvement, the cost of which equals or exceeds 50% of the market value of the structure.)

Required additional documents: 2 sets

Structural calculations -

Wind load design factor, V , is 110 m.p.h. - exposure based on geographical location

Seismic design category –

determined by design professional considering construction design and site, soil properties as per CBC sec 1613.(Most of San Leandro is site class D or E)

Title 24 energy calculations and forms -

Complete, signed, and current Title 24 Energy Compliance Forms, in 8 ½ x 11 format and on plans.

Other Documents (as applicable) - 2 sets

Verification of Bay Area Air Quality Management District (BAAQMD) notification

Stipulation of required special inspections & other structural observations per Sections 7-5-165 and 7-5-170 of the San Leandro Building Code

Alameda County Health Dept. approved plan set for food service, facilities.

Applicable Construction Codes:

The City of San Leandro has adopted the following codes, with local amendments, as of January 1, 2017.

- 2016 California Building Code
 - 2016 California Residential Code
 - 2016 California Electrical Code
 - 2016 California Mechanical Code
 - 2016 California Plumbing Code
 - 2016 California Energy Code
 - 2016 California Fire Code
 - 2016 California Green Building Standards Code
 - 2016 California Referenced Standards Code
- [NOTE: This list may not reflect all design document submittals which are needed for a specific project review. Permit applicants should contact appropriate City departments to determine if additional documentation is required.]