



City of San Leandro
Division of Building & Safety Services
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Commercial / Industrial
Tenant Improvement
rev. 2015

PLAN SUBMITTAL GUIDELINES

RECOMMENDED DOCUMENT SUBMITTALS

Drawings (blueprints) - 5 sets Minimum size: 24"x 36"

- 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 (indicate scale) -**
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 \$143,303.00 which are subject to disproportionate accessibility costs may benefit from the submittal of a hardship application.)
- Green Building Code –**
The planning, design, operation, construction, use, and occupancy of every newly constructed building or structure is subject to the mandatory measures in the California Green Building Standards Code, 2013 edition. For nonresidential buildings, the provisions of individual sections of Chapter 5 apply to newly constructed buildings, building additions of 1,000 square feet or greater, and/or building alterations with a permit valuation of \$200,000 or above. Code sections relevant to additions and alterations shall only apply to the portions of the building being added or altered within the scope of the permitted work. 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 for a copy of the mandatory checklist.
- Green Building Checklist–**
A “LEED for Commercial Interiors” checklist from the *U.S. Green Building Council* must be completed and incorporated onto a page of the submitted drawings for all tenant improvements or alterations that exceed \$100,000 in valuation. Alternatively, for projects that do not exceed 10,000 square feet or \$3 million in valuation, a StopWaste “Small Commercial Green Building Checklist” may be used. The checklist used must be incorporated into the plan drawings and the items selected to be met from the checklist must also be indexed on the drawings to show the page and detail where they may be located in the drawings. All items checked for points and incorporated into the approved plans must be completed prior to a final inspection approval and/or Certificate of Occupancy. Although highly encouraged, it is not necessary to achieve a rating from *U.S. Green Building Council* or to achieve all of the StopWaste measures at this time. The appropriate LEED checklist and additional information can be obtained from the U.S. Green Building Council web site at www.usgbc.org. The StopWaste checklist and information may be obtained from their website at www.stopwaste.org.
- Structural plans (drawn to scale) -**
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.

RECOMMENDED DOCUMENT SUBMITTALS (Cont)

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.

[Note: The use of ABS and PVC in drain, waste, and vent systems is expressly disallowed in the City of San Leandro for uses within or under any structures.]

Mechanical plans -

Complete mechanical plans and/or specifications sufficient to identify the size and location of all heating, ventilating and air-conditioning equipment; equipment schedule with BTU ratings; gas pipe sizing calculations; smoke/fire damper locations; product conveying system specs (i.e.- spray booths); 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.)

Calculations - 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 energy documentation (including all required calculations); all parts completely filled out and signed, and reproduced on the 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

Soils reports and soils investigation per section 7-5-175 of the San Leandro Building Code. A letter from Soils/Geological Engineer stating 1) they have reviewed the design of the Foundation, Drainage and Grading; AND 2) they have been retained to observe the geotechnical aspects of the project.

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, 2014:

- 2013 San Leandro Building Code based on the International Building Code (2012 IBC), the International Residential Code (2012 IRC), and the International Existing Building Code (2012 IEBC)
 - Includes provisions for: 1) masonry chimneys to be designed to resist horizontal forces and to be inspected by an approved third-party inspector; and 2) structural repair and reconstruction of buildings damaged in declared natural disasters.
- 2013 California Green Building Standards Code (CALGreen),
- 2013 San Leandro Mechanical Code based on the California Mechanical Code (2012 UMC)
- 2013 San Leandro Plumbing Code based on the California Plumbing Code (2012 UPC)
 - Includes provisions for: 1) prohibition of the use of ABS or PVC piping material for any drain, waste and/or vent system(s).
- 2013 San Leandro Electrical Code based on the California Electrical Code (2012 NEC)
- 2013 California Energy Code
- 2013 San Leandro Fire Code based on the California Fire Code (2012 IFC)
 - 1. Sprinklers Systems 2. Alarm Systems 3. Baled Storage

[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.]