

## Plan Submittal – Tenant Improvements

Policy and Procedure No.: **B-04-03**

January 2023

### Purpose

This handout establishes a procedure for complete plan review submittals for proposed commercial interior and exterior tenant improvements. Approval must therefore be obtained from Planning and Building Safety & Inspection before commencing any work.

### Permits Required

A building permit is required for the following type of work:

- Interior or exterior tenant improvements
- Change of Occupancy use and or type
- Interior and/or exterior disabled accessibility upgrades or modifications
- Interior improvements for “Spec” Office tenant spaces with no intended occupant
- New business tenants relocating to a new “cold shell” building/tenant space (i.e., when a space is converted from unconditioned to conditioned area)

- *Shell buildings may not have a fully designed HVAC, plumbing, electrical or exiting system in their design. Therefore, a plan submittal and permit application is required in order to review habitability issues for the known occupancy.*

### Online Electronic Submittal Required

All plans and supporting documents shall be submitted electronically using the URL below. Please reference our [Electronic Plan Review Policy \(G-19-33\)](#) for submittal guidelines. If the submittal is inconsistent with our guidelines your project will be returned as incomplete. File drop link:

<http://share.elkgrovecity.org/filedrop/BuildingFileDrop>

### Plan Submittal for Construction

#### Quantity

- One (1) electronic set of plans must be submitted (the set shall be an electronic submittal that is signed and stamped by a licensed professional **architect or engineer, exceptions apply**); a completed Application for Permit and plan review fees must be paid. Plans for tenant improvement

permits may be exempt from the requirement for a wet or electronically stamped licensed professional.

- Applicants shall make separate submittals directly to CSD Fire and local utility companies for review and approval.
- One (1) set of engineered calculations, electronically signed and stamped (if structural modifications are proposed).
- One (1) set of the Title 24 Energy report.
- One (1) “Notice to Applicants Tenant Improvement Projects” completed by tenant.
- Completed [Commercial Disabled Access Upgrade Summary](#)

- *Plans may be required to be prepared by California licensed professionals only (**architects or engineers**). Please consult Elk Grove Building staff for determination.*
- *Building permits shall only be issued to owners, authorized agent to owners, and state licensed contractors. However, tenants may obtain a permit as an “authorized agent” with written authorization by the property owner.*

### Additional Requirements

- A separate review and approval letter must be obtained from the local Fire Department prior to permit issuance. Plan submittal and fee information may be obtained from the Fire Department located at 10573 E. Stockton Blvd., Elk Grove, CA 95624, by calling the **Cosumnes Community Service District Fire Department** at **(916) 405-7100** or by visiting their website at [www.cosumnescsd.gov/471/Fire-Prevention-Division](http://www.cosumnescsd.gov/471/Fire-Prevention-Division).
- Plan approval is required prior to building permit issuance for food handling facilities when they prepare, package or service food, by the **Sacramento County - Environmental Management Dept.** at **(916) 874-6010** or by email at [EMDinfo@Saccounty.net](mailto:EMDinfo@Saccounty.net).
- **The County of Sacramento Sanitation District (916) 876-6100** may collect sewer impact fees for initial tenant improvements in new shell buildings and/or changes in use to existing buildings.

Payment of these fees must be made to the County prior to permit issuance.

- Completed HAZMATS survey form.
- Letter from business owner/manager indicating the number of employees working at any shift.
- **Sacramento Metropolitan Air Quality at (279) 207-1122** for Tenant improvements affecting more than 160 square feet, 260 lineal feet or 35 cubic feet of suspect material. Call SMAQ for additional requirements.

#### Other Permits Requirements

- Separate plan/permit is required for items such as: *High Piled Storage Racks; Spray Booths; AFES /Fire Alarms; Medical Gas Piping.*

#### Plan Review Timelines

Allow a **minimum** of **10** business days for the first plan review and **7** business days for any subsequent reviews. Please allow between **24-48** hours from the plan review timeline for processing.

#### Information

1. Plot plan and Cover sheet - job building/suite address; name, address and phone number of building/business owner, contractor, and design professional; description of work including applicable codes, type of construction, occupancies, fire sprinklers; improvement area (sq. ft.), lot and building size; identify uses of adjacent spaces/suites; location and distances to all real or assumed property lines; north arrow; index of drawings. Complete site layout showing compliance with 2022 CBC, Chapter 11B for path of travel from the public way to the main building entrance; from disabled parking stall to altered areas and from access and exit doors to the public way.

- *If site accessibility has already been approved under the shell building plans, include the reference sheets with the T.I. submittal, with clear indication of accessibility details identified and cross-referenced to the Site Plan (i.e., parking stalls, signage, curb ramps, exterior landings, walkways slope, etc.).*

- *If a **Master Site Plan Review** has been completed and approved per Policy No. B-05-25, include the plan check tracking number to the T.I. plans for verification. No further site information will be necessary.*

2. Architectural plans - dimensioned floor plans identifying room uses, door/window keynotes, room finish schedules; assembly seating plan; proposed exiting system depicting all required exit elements such as corridors, exits, stairways, exit passageways; allowable area/occupancy load tabulations; identification and fire-rating listing details; location and ratings of shafts, floor ceiling/roof assemblies.

3. Stair/handrail/guardrail/deck location and details; architectural and framing details for building cross-sections, wall bracing and mechanical supports; suspended ceiling plan and legend; all interior disabled access elements (restrooms, door/wall signage, equipment clearances and mounting heights, door/hardware dimensions, counter heights, etc). If exterior work is proposed, provide elevations identifying construction materials, colors, maximum building height and wall covering specifications.
4. Mechanical, Electrical and Plumbing plans - complete mechanical plans identifying location for all supply and return air registers, HVAC equipment, fire/smoke dampers; equipment schedule; roof-mounted equipment location, weight, and anchoring details. Electrical plans locating all electrical outlets (including GFCI), switches, lighting fixtures, exit signs and type of illumination; size and location of main and sub-panels; single-line diagrams, panel schedules and load calculations. Plumbing plan identifying size and location of all plumbing fixtures and DWV; water and gas supply piping sizes and materials for all fixtures and appliances.
5. Structural/Framing plans - when structural modifications are proposed, provide appropriate plans for foundation, floor, and roof framing design; framing detail plans depicting method of attachment/hardware.
6. Title 24 energy calculations - completed NRCC-envelope, lighting and mechanical forms with forms permanently affixed to plans. Compliance with the *Standards* (i.e., envelope, lighting and mechanical) must be made if a building/space is altered.  
<https://www.energy.ca.gov/>

#### Fees and Application Forms

Building fees are based on the square footage and valuation (labor and materials) of the construction work. Please call in advance to determine an exact fee.

An Application for Permit form is available online at:

<https://www.elkgrovecity.org/building-safety-inspection-permits/building-forms-handouts-and-featured-articles>

For additional information please contact Building Safety & Inspection at:

**Phone:** (916) 478-2235  
**Email:** [Bldonline@elkgrovecity.org](mailto:Bldonline@elkgrovecity.org)  
**Hours:** Monday through Friday  
8:00 am - 5:00 pm