



# COMMERCIAL/INDUSTRIAL BUILDINGS SUBMITTAL REQUIREMENTS

## SUBMITTAL REQUIREMENTS FOR TENANT IMPROVEMENT, ADDITION, OR ALTERATION TO EXISTING COMMERCIAL/INDUSTRIAL BUILDINGS.

This information contains the suggested minimum requirements for plan submittal to the Building & Safety Division for tenant improvement, addition, or alteration to an existing commercial/industrial building. This list is only the suggested minimum documentation submittal requirements to avoid delays.

### Document submittal list:

Ensure that everything from the list below is included in the plans:

- Site plot plan
- Existing plot plan
- Proposed plot plan
- Proposed Plot plan
- Existing floor plan
- Proposed floor plan
- Exterior elevations and cross-sections
- Proposed exterior elevations and cross-sections
- Project Data:
  - Occupancy Group
  - Type of construction
  - Square footage
  - Fire Sprinklers
  - Occupant load
  - Exits and exit widths
  - Governing Codes
- Means of Egress or Exit plans
- Disable access features
- Foundation plan
- Floor and roof framing plan
- Structural framing and connection details
- Electrical plans
- Plumbing plans
- Mechanical plans
- Title 24 for lighting and mechanical

### Note:

This is not a complete list of all document submittal requirements; additional information may be required after the plan review.

Review and approval from other departments and agencies such as: Fire, Planning, Public Works, and Health Department may be required.