

TENANT IMPROVEMENTS • INTERIOR REMODELS

Plan Submittal Checklist

Purpose

This handout summarizes the requirements for a complete plan review submittal for commercial tenant improvements and interior remodels. Current code regulations and local ordinances require building permits when buildings are constructed, altered or improved. The following guideline shall be reviewed before commencing any work.

Additional Agency Approvals

Planning

Contact the **Planning Division** at **(925) 833-6610** for the suitability for the tenant work and for changes to the exterior of the building prior to submittal of plans.

Dublin San Ramon Services District (DSRSD)

Approval must be attained from **DSRSD** prior to issuance of the City Building Permit. To apply visit: https://selfservice.dsrdsd.com/EnerGov_Prod/SelfService#/home. If this is the first time visiting the site, you will need to sign up for an account. You can find the instructions here: <https://www.dsrdsd.com/do-business-with-us/planning-and-permitting> under DSRSD Requirements “How to register” and “How to apply for review”. Please contact DSRSD directly by email at plansubmittals@dsrdsd.com or by phone at **(925) 828-0515**.

Plan Submittal for Construction

- To submit for a permit the following information must be completed electronically through <https://dublin.ca.eprocess360.com>.
 - Please request via permits@dublin.ca.gov a copy of the instructions to submit and upload your plan submittal.
 - A completed permit application worksheet. [Permit Application Form](#)
 - Contractor’s City of Dublin Business License must be current.

- A complete set of plans, stamped and signed by all licensed professionals (optional on first submittal).
- Structural calculations sets, stamped and wet-signed by the licensed professional.
- Title 24 energy reports signed by energy designer and owner (as applicable).
- Special Inspection & Testing Agreement forms completed and signed by all parties (as applicable).
- Health Department approved set required for alterations to food service facilities.
- Waste Management Plan
 - Required when the total project valuation is greater than or equal to \$100,000.
 - Projects with a total project valuation greater than \$1,000,000 require a signed Performance Security Agreement.
- Complete permit application
- Plan check fee payment

Only plans prepared by a California licensed professional (architect or engineer) will be accepted for commercial projects. Plans not prepared by licensed professionals will require prior approval by the Chief Building Official.

Minimum Plan Requirements

Cover Sheet and / or Site Plan

- Legal job address name / address, phone number of business owner, contractor, contact person / name, address, title and registration information of project design professional(s) / description of work / applicable codes, type of construction, occupancies / square footage of improvement area / fire sprinkler system / sheet index.
- Site plan identifying location of tenant space / accessible elements clearly marked for compliance with CBC Chapter 11B (demarcate path of travel from public sidewalk to the building’s main entry and to accessible parking stall; detailing of accessible parking stall, signage, curb ramps, exterior landing at main entry, etc.).

Demolition Plan

Plan illustrating area of work to be demolished such as walls (identify structural elements, non-load bearing walls, etc.), T-bar ceiling, mechanical, electrical, plumbing fixtures.

Architectural Plans (drawn to scale)

- Floor Plan - identify all rooms and uses / wall legend / door, window, finish schedules / reflected ceiling plan / architectural details.
- Means of Egress Plan - occupancy calculations / occupancy separations / allowable area analysis / details of fire-rated assemblies.
- Details - stairs / handrails / guards / ramps / all accessible elements and fixture clearances.
- Exterior Elevations (when exterior work is proposed) - identify construction materials / colors / building height / exterior seating layout.
- Roof Plan - new or replacement roof-mounted equipment.

Structural Plans

If structural modifications are proposed provide the following drawings as appropriate:

- Floor framing plan
- Roof framing plan
- Structural frame details
- Manufactured truss diagram (two calculation sets stamped and wet signed by design professional)
- Foundation plan
- Structural calculations and details for storage racks over 8-ft in height
- Structural calculations and anchoring details for equipment greater than 400-lbs

Mechanical / Electrical / Plumbing Plans

- Mechanical Plans – identify all supply and return air registers / HVAC equipment size and location / fire-smoke dampers / equipment schedule / gas piping calculations.
- Electrical Plans – identify size and location of main and sub-panels / electrical outlet receptacles, switches, lighting fixtures / exit signs / single-line diagram / load calculations (required for major alterations).
- Plumbing Plans - size and location of DWV / water and gas supply piping size / material schedule / grease interceptor location and capacity calculations.

Title 24 Compliance

- Completed and signed mandatory forms and reproduced on plans.

Fire Protection Systems

Separate plans and permit application must be submitted directly to the **Fire Prevention Bureau** at the Community Development Department's front counter. For specific submittal information please call directly at **(925) 833-6606**.

Design Criteria

The City of Dublin has adopted the following codes and amendments:

2019 California Building Code (2018 IBC)
2019 California Mechanical Code (2018 UMC)
2019 California Electrical Code (2017 NEC)
2019 California Plumbing Code (2018 UPC)
2019 California Fire Code (2018 IFC)
2019 California Energy Code (2019 Building Energy Standards)

Windload design factor: $V_{ult} = 93$ mph, exposure based on geographical location

Seismic design category: D₂

Climate zone: 12

Plan Check Time

Depending on the scope of work and valuation cost, allow for the following projected review times:

- Valuations greater than or equal to \$100,000 require 15 work days on each submittal.
- Valuations less than \$100,000 require 10 work days on each submittal.

Permit Issuance

The following will be required at time of permit issuance:

- Prior approval of the Waste Management Plan and / or Performance Security Bond
- Proof of current contractor's license / business license / Worker's Compensation insurance (for contractors only)
- Outstanding building fee payment

One set of approved plans will be returned to the applicant to be maintained at the job site until the final inspection has been made. The Building & Safety Division will keep a second set on file. The third set will be forwarded to the County's Assessor's Office.

Questions

Contact the **Building & Safety Division** at **(925) 833-6620** for inquiries on plan check, building fees, and school district fees. Project information such as valuation cost, square footage areas, and type of construction are necessary to provide estimates on fees.