



COUNTY OF ALAMEDA,
PUBLIC WORKS AGENCY,
BUILDING INSPECTION
DEPARTMENT

399 Elmhurst Street, Hayward, CA 94544
(510) 670-5440, Fax (510) 293-0960
Email: permitbid@acpwa.org

<https://www.acpwa.org/permits/building-inspections/index.page>

**MINIMUM PLAN SUBMITTAL
REQUIREMENTS**

COMMERCIAL TENANT IMPROVEMENT

GENERAL REQUIREMENTS

1. Building permit applications (with design plans) may be submitted electronically at our online portal.
<https://www.acpwa.org/permits/building-inspections/index.page>
<https://acpermit.acgov.org/Portal/#/>
2. Plans shall be drawn to scale, on minimum sheet size of 24" x 36". Electronic plans (PDF format) shall be submitted for plan review. And approved plans shall be printed for field inspections. Plans shall be legible and of sufficient clarity to indicate the nature and extent of the work proposed. Plans shall be fully dimensioned and shall show, in detail, how the proposed work will conform to the requirements of the Building, Electrical, Plumbing, and Mechanical Codes as well as all other applicable laws, ordinances, rules, or regulations.
3. When required by the California Business and Professional Code, plans must be prepared by an licensed architect or engineer as the design professional in responsible charge.
4. Plans shall contain the job address, the name and address of the owner of the property and the name, address, and signature of the person who has prepared the plans.

Commercial Buildings Tenant Improvement (2022 CBC)

5. Basic Building Information, applicable building code edition, Occupancy classification, uses, type of construction, fire sprinkler system, and allowable area analysis.

PLANS

1. **Site plan** drawn to a scale of not less than 1" = 20'-0" or 1/16" = 1'-0" to include:
 - a. Project address including suite number if appropriate, and legal description.
 - b. The name, address, and telephone numbers of the owner and the professional in responsible charge.
 - c. The location of easements, driveways, power poles and lines, waterways, septic and drainage fields, storm drains, curbs, gutters, sidewalks, fire hydrants, utility services and lines.
 - d. The location of all existing buildings and structures on the property, their dimensional location from property lines and each other.
 - e. Fully dimensioned parking plan, including tabulation of existing, proposed and required parking spaces including accessible parking spaces.
 - f. Clearly show the accessible path of travel for disabled from the site to building entrances.
 - g. Grade elevations at property line corners, at driveways, and at garage floor.
2. **Topographic plan (as applicable)**. When required, a topographic plan must be prepared and signed by a licensed land surveyor or a registered civil engineer.
3. **Grading and drainage plans (as applicable)** indicate how the property is proposed to be graded and drained and the proposed first floor finished elevation. **NPDES** requirements shall be incorporated into the construction documents.
4. **Floor plans** shall be drawn to scale of not less than 1/8"=1'0" and fully dimensioned. Identify every room or space the existing and the proposed use. Provide door and window schedules and dimensions.

5. **Access compliance for disabled**. In compliance with Calif. Building Code, provide fully dimensioned details indicating compliance with disabled access requirements, including building entrances and paths of travel within the building, accessible restrooms, counters, drinking fountains, and etc.
6. **Exterior elevations (as applicable)** drawn to a scale of not less 1/8" = 1'-0". Elevations to indicate the shape of the roof, roof pitch, and type of roof covering proposed. Elevations to also include ground line for use in determining the overall height of the building.
7. **Cross section(s) (as applicable)** drawn to scale of not less than 1/8"=1'-0" through the building at all significant locations. At least two sections shall be provided in orthogonal directions.
8. **Roof plan (as applicable)** shall be drawn to a scale of not less than 1/8"= 1'-0" and indicate roof equipment and drain locations and sizes.
9. **Structural plans (as applicable)** shall be provided for each floor and roof level. Structural, framing, and foundation plans shall identify the size and spacing of all structural elements. Complete details shall be provided for all critical connections, construction assemblies, size & location of anchor bolts, concrete reinforcement details, lateral force-resisting elements, and construction details for steel frame elements, trusses & connection details.
10. **Plumbing plans (as applicable)** to include Site Utility Plan and Sizing Calculations, Plumbing Fixture and Single Line Schematics, Waste and Vent Plan and Sizing Calculations, Water Piping Sizing Calculations, Kitchen Plan for Commercial Kitchens, Roof Drain Plan and Sizing Calculations, Condensate Drain Plan & Hydronics Piping Plan, Chemical Waste & Piping Plan.
11. **Mechanical plans (as applicable)** to include HVAC Plan (Location, size, duct layout, smoke/fire dampers), environmental and product conveying



duct plan, gas piping and sizing calculations, and kitchen plan for commercial kitchens.

- 12. **Electrical plans (as applicable)** to include load calculations and panel schedule, outlets, fixtures, switches, service panels, subpanels, single-line diagram to show wire & conduit sizes, and reflected ceiling lighting plan.
- 13. **Landscape & Irrigation Plans (as applicable)**, landscape plans shall be prepared by an individual licensed in the State of California.
- 14. **Stormwater & Erosion Control Plans (as applicable)**, stormwater & erosion control plans shall be prepared by an individual licensed in the State of California.

DOCUMENTS AND CALCULATIONS

- 1. **Soil/Geotechnical report.** When required, Soil/Geotechnical report shall be prepared according to California Building Code Chapter 18.
- 2. **Structural calculations** to demonstrate the building is in compliance with structural provisions of the building code. The structural calculations shall address both vertical and lateral forces, and shall be wet stamped and signed by a licensed engineer or architect registered in the state of California.
- 3. **Title 24, California State Energy Regulations,** calculations and documentation. Forms CF-1R and the Mandatory measures shall be printed on the plans. A signed **CERTIFICATE OF COMPLIANCE** shall be included to verify energy conservation compliance. Energy conservation calculations or package documentation shall be provided.
- 4. **Alameda County Green Building Program.** When required, items that apply to this project to comply with the Alameda County Green Building and Construction & Debris Management shall be printed on the plans.


CODES

Effective: January 1, 2023

2022 California Building Standards Code:

- 2022 California Building Code (T24, Part 2).
- 2022 California Residential Code (T24, Part 2.5).
- 2022 California Electrical Code (T24, Part 3).
- 2022 California Mechanical Code (T24, Part 4).
- 2022 California Plumbing Code (T24, Part 5).
- 2022 California Energy Code (T24, Part 6).
- 2022 California Historical Code (T24, Part 8).
- 2022 California Existing Building Code (T24, Part 10).
- 2022 California Green Building Code (T24, Part 11).
- *Alameda County Building Ordinance: The Adoption and Amendments of California Building Standards Code.*

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GUIDELINE

**Commercial Buildings
Tenant Improvement
(TI) Projects**

2022 California Building Code

**IN UNINCORPORATED
ALAMEDA COUNTY**

IMPORTANT, PLEASE READ!!

This brochure is designed to provide basic information on how to submit plans for Non-residential building projects. Requirements for each project may be different.