

Commercial Building Tenant Improvement (TI)

Commercial Tenant Improvement, Remodel Or Change Of Occupancy To Existing Building.

This checklist provides steps and minimum requirements for a complete building permit submission. Each project is unique and additional requirements may be needed. Please note this is *not* an exhaustive list. And this is *not* a plan review correction list. All applications, plans and supporting documents shall be submitted through our [Electronic Online Portal](https://acpermit.acgov.org/Portal/#/). (<https://acpermit.acgov.org/Portal/#/>)

APPLICABLE CODES: California Building Standards Codes (currently 2022) as adopted by Alameda County Municipal Code, [Ordinance No. 2022-58](#), Chapters 15.08, 15.12, 15.16 & 15.20.

Step 1. PORTAL REGISTRATION / SIGN IN

NEW USER:

- See instructional videos “Portal Overview”, “User Registration”, and “Submitting Application”.
- Create new user account at [Electronic Online Portal](#). Follow instructions on portal.
- For assistance, please contact (510) 670-5440 or permitbid@acpwa.org.

EXISTING USER:

- Sign in at [Electronic Online Portal](#)

Step 2. PLANNING/ZONING VERIFICATION

OBTAIN PLANNING DEPARTMENT APPROVAL:

- Submit electronically at [Electronic Online Portal](#)
- Select “Create New Application”.
- Apply for “*Building Applications Requiring Plan Review*”.
- Find address or parcel. Follow instructions on portal.
- Check your email notifications for Planning Dept. corrections or instructions (as applicable).

Step 3. BUILDING PERMIT APPLICATION

COMPLETED APPLICATIONS:

- Each building shall have a separate building permit application.
- In permit “Description”, please indicate BLE#/COD# (as applicable) for legalization of work performed without building permit.
- See sample of completed application by *owner/builder*, by *contractor*.

PLANS:

- Submit one complete PDF file (not separate files for each trade).
- Electronic or hand-drawn plans must be to scale. 24”x36” sheet size or larger. Hand-drawn plans must be scanned to scale.
- Scale (as applicable to plans and details)

- Cover sheet / title page
 - Project address & parcel #
 - Project designer, architect and/or engineer contact info
 - Scope of work & square footage
 - Reference applicable Calif. Building Standards codes
 - Occupancy classification, construction type, fire sprinkler
- Sheet index for all plans being submitted (include all applicable trades)
- Architect/engineer required for most commercial projects involving egress, fire, structural safety or ADA (Calif. Business & Professions Code 5537 & 5538).
- Electronic stamps & signatures accepted.
- Site plan
 - All property lines, all structures, and distances from all structures to property lines
 - Dimensions of all property lines.
 - Easements (as applicable)
 - Any site work including landscaping, site retaining walls, pools, etc.
 - Show any septic system
 - Show utility meter locations (gas, electric and water)
 - North arrow and drawing scale
- Floor & roof plans
 - Scale: ¼" = 1'-0" plans (typical)
 - Fully-dimensioned proposed work.
 - Label the use of all rooms
- Exterior elevations (as needed) – labeled by direction
- Building cross sections (as needed) – referenced on plan
- Architectural details and notes
- ADA accessibility design details and notes per CBC Chapter 11B.
- Structural plans (as needed)
 - Foundation plan
 - Floor framing plan
 - Roof framing plan
 - Structural details and notes
- Electrical / Mechanical / Plumbing plans (as needed)
- Title 24 energy report (as required per Calif. Energy Code) - included directly in plans, not separate 8-1/2x11 packet
- CalGreen [Checklist](#) (non-residential) shall be included directly in plans
- Civil plans (as applicable for site improvements such as grading & drainage)
- Trash enclosure shall be in compliance with Alameda County Ordinance 15.08.180, Sections 458.4 & 458.7 (E.g. Floor drain and 12" roof overhang).

OTHER REQUIRED DOCUMENTS:

- For engineered design (non-conventional) provide structural calculations (PE-stamped)
- Construction & Demolition Debris (C&D) form completed on [portal](#).
- Geotechnical report and review letter (as needed)
- Special Inspections [forms](#) (as needed)

Step 4. PLAN REVIEW

INITIAL INTAKE:

- Initial intake: 5-10 business days
- Permit technician review plans and supporting documents for completeness

DEPARTMENT PLAN REVIEW¹:

- Building Department
- Fire Department
- Environmental Health Food Safety – Facilities with food service or sales
- Development Engineering – Projects with right-of-way encroachment, C3/C6 review, grading (as applicable)

TIMELINES FOR BUILDING DEPARTMENT PLAN REVIEW²:

- First review: 20-30 business days
- Subsequent reviews: 10-15 business days

¹ **Note:** Plans are routed electronically to each department for review. See plan review comments on portal and/or follow up with respective departments.

² **Note:** Plan review corrections must also be resolved with other departments (as applicable).

Step 5. PERMIT ISSUANCE

MEET ADMINISTRATIVE CONDITIONS:

- Meet all administrative conditions prior-to-issuance (PTI) of building permit.
 - E.g. C&D form, special inspection forms, PG&E AIC letter, etc
 - Internal staff will review these PTI conditions and check “met” when satisfactorily completed.
 - Other departments will check off PTI conditions for their department.

PAY BUILDING PERMIT FEES AND PERMIT ISSUANCE:

- Building permit fees may be adjusted per scope & permittee, prior to payment.
- Pay building permit fee on [portal](#)
- See email notification for instructions to download building permit, approved plans & documents.
- Print one hard copy of building permit and approved plans for use during building inspections.

Step 6. INSPECTIONS

SCHEDULE THE REQUIRED INSPECTIONS:

- See building permit card and schedule required inspections through the online [portal](#).
- Complete all required building inspections (incl. final inspection) prior to permit expiration date.



BUILDING PERMIT APPLICATION

Application Date: 08-10-2023

Application/Permit Number: BLD2023-02071

Project Address: 3359 CASTRO VALLEY BLVD. CASTRO VALLEY, CA 94546

Locality/City: CASTRO VALLEY CA

Zip: 94546

Assessor's Parcel Number: 084A004002102

Tract/PM:

Lot #:

APPLICANT Name:

Address:

Email/Fax:

MAIN CONTACT: Applicant Owner/Tenant Arch/Eng Contractor

OWNER Tenant (owner's written approval required)

PROFESSIONAL Architect Engineer Designer Other

Name:
 Address:
 City/State/Zip:
 Phone: Email/Fax:
 Tenant Company:

Company Name:
 Name: Javier Ochs CA Reg. #:
 Address:
 City/State/Zip: Irvine CA 92614
 Phone: 949-315-7489 Email/Fax: jochs@pmdginc.com

CONTRACTOR Name: JulieAnne Kelly

Phone: 9163625460

Cell: 9163625460

Company Name: KDC Construction

Email/Fax: jakelly@kdcconstruction.com

Address: 1927 N. Glassell St.

City: Orange

State: CA

Zip: 92865

PROJECT INFO Type: b55 Retail Store/Restaurant

Permit For: BuildingElectricalPlumbingMechanical

Description of Work: Philz Coffee TI. Tenant improvement of a vacant retail space, 1790 sf suite. New improvements will consist of kitchen equipment & furniture, mechanical & electrical equipment and plumbing fixtures & equipment. 1790 sf

Proposed Use: Assembly w/o fixed seats

Existing Use: Commercial

Floor Area Habitable (sq.ft.) Non-Habitable (sq.ft.)

Est. Const. Val. : \$ 150099.43

New:

Occupancy Class: B

Existing: 2033

Type of Const: Type V, A

No. of Stories: 1

Remodel:

Note: You have completed information for permit submittal; continue to the back page for Permittee Declaration at permit issuance.

PLANNING APPROVAL Zoning: Sub 7 CVBDSP

For Plan Check Only:

Date:

Park Dedication Fees: @ Utility Ris - Amt \$ N/A

For Permit Issuance: William Chin

Date:

*Bldg Pad Cert. @ FDN N/A *Bldg Ht. Cert.: @ Framing N/A *PLN Insp. Req'd.: @ Utility Release N/A

Planning Notes: Approved for TI - use permitted/reviewed through SDR. PLN2021-00076. (W.Chin)

Grading N/A Route: Date:

Road/Flood N/A Route: Date:

Fire N/A Route: Date:

Comments



PERMITTEE DECLARATION *California Health & Safety Code 19825*

Project Address: 3359 CASTRO VALLEY BLVD, CASTRO VALLEY, CA 94546

Case Number: BLD2023-02071

A. LICENSED CONTRACTOR'S DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Class: _____ **Lic. No.:** 763589

Signature of Contractor: *JulieAnne Kelly*

Print Name: JulieAnne Kelly

Date: 08-10-2023

B. OWNER - BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I, as owner of the property, or my employees with wages as their sole compensation, will do *all of* or *portions* of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.)

I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.)

I am exempt from licensure under the Contractors' State License Law for the following reason:

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

Signature of Property Owner or Authorized Agent: *KC*

Print Name: FLYING A SERVICE LLC

Date: 08-10-2023

C. WORKERS' COMPENSATION DECLARATION

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. Policy No.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier: TRAVELERS PROPERTY **Policy Number:** UB818956322325K **Expiration Date:** 04/01/2024

Name of Agent: Orion Risk **Phone:** 949-263-8850

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature of Contractor: *JulieAnne Kelly*

Print Name: JulieAnne Kelly

Date: 08-10-2023

D. DECLARATION REGARDING CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code).

Lender's Name: _____

Lender's Address: _____

By my signature below, I certify to each of the following: I am the property owner or authorized to act on the property owner's behalf. I have read this application and the information I have provided is correct. I agree to comply with all applicable city and county ordinances and state laws relating to building construction. I authorize representatives of this city or county to enter the above-identified property for inspection purposes

Signature of Property Owner or Authorized Agent: *KC*

Print Name: FLYING A SERVICE LLC

Date: 08-10-2023



Notice to Property Owner *California Health & Safety Code 19825*

Date: 08-10-2023 Owner's Name on Record: FLYING A SERVICE LLC Case Number: BLD2023-02071
 Project Address: 3359 CASTRO VALLEY BLVD, CASTRO VALLEY, CA 94546 Locality/City: CASTRO VALLEY CA Zip: 94546

Dear Property Owner: An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified at the above referenced address. We are providing you with an Owner-Builder Acknowledgment and Information Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder. We will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to us at our official address indicated. An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval from us.

- 1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers' on my property
- 2. I understand building permits are not required to be signed by property owners unless they are responsible for the construction and are not hiring a licensed contractor to assume this responsibility.
- 3. I understand as an "Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.
- 4. I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.
- 5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "employer" under state
- 6. I understand if I am considered an "employer" under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "employee." I also understand my failure to abide by these laws may subject me to serious financial risk.
- 7. I understand under California Contractors' State License Law, an Owner-Builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless all work is performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed
- 8. I understand as an Owner-Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent owner(s) that result from any latent construction defects in the workmanship or
- 9. I understand I may obtain more information regarding my obligations as an "employer" from the Internal Revenue Service, the United States Small Business Administration, the California Department of Benefit Payments, and the California Division of Industrial Accidents. I also understand I may contact the California Contractors' State License Board (CSLB) at 1-800321-CSLB (2752) or www.cslb.ca.gov for more information about licensed contractors.
- 10. I am aware of and consent to an Owner-Builder building permit applied for in my name, and understand that I am the party legally and financially responsible for proposed construction activity at the following address: 3295 CASTRO VALLEY BLVD CASTRO VALLEY CA 94546-5559.
- 11. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner-Builders as well as employers.
- 12. I agree to notify the issuer of this form immediately of any additions, deletions, or changes to any of the information I have provided on this form. Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors' State License Board may be unable to assist you with any financial loss you may sustain as a result of a complaint. Your only remedy against unlicensed Contractors may be in civil court. It is also important for you to understand that if an unlicensed Contractor or employee of that individual or firm is injured while working on your property, you may be held liable for damages. If you obtain a permit as Owner-Builder and wish to hire Contractors, you will be responsible for verifying whether or not those Contractors are properly licensed and the status of their workers' compensation insurance coverage.

Note: A copy of the property owner's driver's license, state issued identification card, passport, or form notarization is required to be presented when the permit is issued in order to verify the property owner's signature.

Signature of Property Owner: *KC* Print Name: FLYING A SERVICE LLC Date: 08-10-2023



This Permit is for: Building Electrical Plumbing Mechanical

Address: **3359 CASTRO VALLEY BLVD, CASTRO VALLEY, CA 94546**

Project Information

APN: **084A-0040-021-02**

Project Name:

Valuation: \$150,099.43

Type of Work: Retail Store/Restaurant

Thomas Guide: Page: 692, Grid: A5

Existing Use: Commercial

Issued To:

KDC Construction
 1927 N. Glassell St.
 Orange, CA 92865

Primary: 9163625460
 E-mail: jakelly@kdconstruction.com

Proposed Use: Assembly w/o fixed seats

Occupancy Groups: B
 Type of Construction: Type V, A

Owner:

Contractor: KDC Construction
 1927 N. Glassell St.
 Orange, CA 92865

Primary: 9163625460
 E-mail: jakelly@kdconstruction.com

Description of work: Philz Coffee TI. Tenant improvement of a vacant retail space, 1790 sf suite. New improvements will consist of kitchen equipment & furniture, mechanical & electrical equipment and plumbing fixtures & equipment. 1790 sf

Additional permits are required for any work not described on this permit

Smoke & Carbon Monoxide Alarms are required for all dwelling units where permitted work exceeds \$1,000. Permittee is responsible for the installation of Smoke & Carbon Monoxide Alarms according to the manufacturer's specifications and comply with current CBC & CRC.

Per the County Ord., construction hours allowed are Mon - Fri: 7am to 7pm, Sat. & Sun: 8am to 5pm, or restricted by other special conditions.

Permit Services Fees

Plan Check/Other Services Fees:

Pln Chk Proc Fee (\$20/s \$30/c)	\$30.00
Building Plan Review (80%)	\$1,170.70
Elect Plan Rvw (Comm only 20%)	\$234.14
Mechl Plan Rvw (Comm only 18%)	\$210.73
Plumb Plan Rvw (Comm only 17%)	\$199.02

Building:

State CBSC Fees Start 1 1 2009	\$7.00
Business License Fee(0.125% of val)	\$187.62
Document Imaging Fee (1%)	\$14.63
Commercial SMIP(0.028% of val)	\$42.03
Pmt Proc Fee (\$30/c)	\$30.00
Building Permit Fee	\$1,463.37

Plumbing:

Plumbing Permit Fee-17% Bldg	\$248.77
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Electrical:

Electrical Permit Fee-20% Bld	\$292.67
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Mechanical:

Mechanical Permit Fee-18% Bldg	\$263.41
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Total Services Fees to Date :	\$4,394.09
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- Special Condition #0703:** At Final inspection - Submit final commercial T24 energy acceptance forms to building inspector.
- Special Condition #0222:** California Assembly Bill 3002 encourages the applicant and property owner to seek a CASp (Certified Access Specialist) consultation and inspection of the property. The Legal Notice and Directory of CASp inspectors are available at the following website. <https://www.dgs.ca.gov/DSA/Resources/Page-Content/Resources-List-Folder/AB-3002-Model-Notice>
 Project shall follow the Building Inspector's direction to ensure the project meets California Building Code, Chapter 11B for path of travel requirements applicable to the project.
- Special Condition #0502:** At Framing - Acceptance of Rough In Sprinkler/Fire Alarm System by Fire Dept Required.
- Special Condition #0706:** At Final - Fire Dept Final Approval Required.
- Special Condition #0201:** INSP - Check Green Building Requirements on plan. The county inspector will inspect minimum green points required by the Green Building Ordinance. No certificate will be issued by the County.
- Special Condition #0526:** At Framing - rough plumbing inspection for floor sinks is required from Department of Environmental Health (Food Program). Please contact Ho Kwan @ (510)567-6751_____.
- Special Condition #0620:** At Pre-Final (80% completion) - Approval of Food Services by County Health Dept Required. Please contact _Ho Kwan @ (510)567-6751_____.
- Special Condition #0707:** At Final - Approval of Food Services by County Health Dept Required. Please contact _Ho Kwan @ (510)567-6751_____.
- Special Condition #0728:** At Final - Proof of Signed and Approved Castro Valley Sanitary District Permit Required.
 Please call CVSan ENG Dept. at (510) 537-0757 for more information or inspection

Public Works Agency
 Alameda County

SA



INSPECTION REQUESTS MUST BE RECEIVED BEFORE 12A.M. ON THE DAY OF INSPECTION
 24 Hour Inspection Request: (510) 670-5434 or Online Inspection Request at <https://acpermit.acgov.org/Portal>
 Daily Inspection Schedule will be posted at <https://www.acpwa.org/building-inspection> after 9:00 am on the day of inspection

JOB ADDRESS: 3359 Castro Valley Blvd, CASTRO VALLEY **PERMIT NUMBER:** BLD2023-02071

	INSPECTION TYPE	INSPECTOR	DATE	NOTES
100	INVESTIGATION/SITE VISIT			
101	PIERS			
102	UNDERGROUND PLUMBING			
103	UNDERGROUND ELECTRIC			
104	UFER GROUND			
105	UNDERGROUND HVAC			
106	FOUNDATION			
107	RETAINING WALL FOOTING			
108	RETAINING WALL			

DO NOT POUR CONCRETE UNTIL ABOVE ARE SIGNED

109	DRAIN ROCK			
110	DRAIN TILE			
111	DAMPROOFING			

DO NOT BACKFILL UNTIL ABOVE ARE SIGNED

201	UNDERFLOOR PLUMBING			
202	UNDERFLOOR ELECTRIC			
203	UNDERFLOOR HVAC			
204	UNDERFLOOR FRAMING			

DO NOT INSULATE UNDERFLOOR UNTIL ABOVE ARE SIGNED

205	UNDERFLOOR INSULATION			
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DO NOT SHEAT FLOOR UNTIL ABOVE ARE SIGNED

300	ROUGH ALL TRADES			
301	MASONRY - STEEL			
302	SHEAR WALLS			
303	FLOOR DIAPHRAGM			
304	ROOF SHEATING			
305	ROUGH PLUMBING			
307	ROUGH ELECTRIC			
308	ROUGH HVAC			
309	FRAME			
310	EXTERIOR LATH			

DO NOT PLASTER OR INSULATE UNTIL ABOVE ARE SIGNED

401	WALL INSULATION			
402	ATTIC/CEILING INSULATION			
403	T-BAR CEILING			

DO NOT COVER UNTIL ABOVE ARE SIGNED

501	DRYWALL/TILE BACKING			
502	INTERIOR LATH			
503	SHOWER PAN TEST			

DO NOT TAPE UNTIL ABOVE ARE SIGNED

			OTHER AGENCY SIGN-OFFS	
			DEPARTMENT	INSPECTOR & DATE
600	RE-ROOF DECKING/TEAR OFF			
601	RE-ROOF FINAL		FIRE DEPT. - FRAME	
602	GAS TEST		FIRE DEPT. - FINAL	
603	WATER HEATER		PLANNING DEPARTMENT	
604	FINAL PLUMBING		GRADING DEPARTMENT	
605	FINAL ELECTRIC		ENCROACHMENT	
606	FINAL HVAC		ENVIROMENTAL HEALTH	
607	FINAL BUILDING		CONDITIONS MET	
608	PG&E ELECTRIC RELEASE		OTHER	
609	PG&E GAS RELEASE			
610	FINAL ALL TRADES			

SWIMMING POOL **APPROVAL TO OCCUPY**

700	PRE-GUNITE		DATE:	INSPECTOR:
701	PRE-DECK		NOTES:	
702	PRE-PLASTER & FENCE			
703	FINAL/SWIMMING POOL			