



COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION
10890 San Pablo Avenue
El Cerrito, CA 94530
TEL: (510) 215-4360 - FAX: (510) 233-5401
building@ci.el-cerrito.ca.us

Commercial/Industrial
Tenant Improvement
rev. November, 2020

PLAN SUBMITTAL GUIDELINES
RECOMMENDED DOCUMENT SUBMITTALS

Drawings (blueprints) - 4 sets, minimum size 11" x 17", to minimum ¼" scale

- Cover sheet information** - Address of project; name, address & phone number of project owner; name, address, phone number, title & registration information of project design professional(s); applicable editions of state & local codes; description of project; occupancy classification(s) for all building areas; type of construction; gross building area per floor; building height; fire sprinkler system (yes/no); an index of drawings.
- Wet stamp & original signature of appropriate licensed design professionals on all drawings** - The plans shall be stamped and wet signed by a California licensed architect or engineer. In accordance with the State of California Business and Professions code § 5538, minor Tenant Improvements that do not involve life safety or seismic considerations may be designed by an unlicensed person. If in doubt, please contact the Building Division at (510) 215-4360 for further assistance.
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=bpc&group=05001-06000&file=5535-5538>
- Architectural plans (drawn to scale)** - Exterior building elevations; floor plans identifying all room areas & uses; building sections; details of all fire-rated assemblies; stairway, handrail & guardrail details; window & glazing schedule; door schedule; room finish schedule (flame spread ratings); flashing details; roof covering specifications; exterior wall covering specifications; etc.
- Title 24 disabled access plans (drawn to scale, fully detailed & dimensioned)** - Provide comprehensive plans & specifications verifying compliance with Chapter 11B of the 2019 California Building Code for disabled access; (projects with valuation less than \$161,298 which are subject to disproportionate accessibility costs may benefit from the submittal of a hardship application.)
- Green Building Code** – The planning, design, operation, construction, use, and occupancy of every newly constructed building or structure is subject to the mandatory measures in the California Green Building Standards Code, 2019 edition. For nonresidential buildings, the provisions of individual sections of Chapter 5 apply to newly constructed buildings, building additions of 1,000 square feet or greater, and/or building alterations with a permit valuation of \$200,000 or above. Code sections relevant to additions and alterations shall only apply to the portions of the building being added or altered within the scope of the permitted work. It is not the intent that the California Green Building Code substitute or be identified as meeting the certification requirements of any green building program.
- Structural plans (when applicable and drawn to scale)** - Footing/foundation plan; floor framing plan; roof framing plan; structural frame details; manufactured truss diagrams stamped & signed by design engineer (including ID #'s and splice & connection details); structural calculations & details for storage racks over 8 feet in height; structural material specifications; etc.
- Plumbing plans** - Site utility plan; complete plumbing plans sufficient to show the size and location of all plumbing fixtures, appliances, piping, tubing, venting, grease & sand traps, etc.; pipe size calculations (waste/vent, water, roof drain); indicate whether appliances are gas-operated, electric, or otherwise; etc. (Additional plumbing fixtures, grease traps, etc. must be approved by Stege Sanitary District. Plans must be submitted to and approved by Stege Sanitary prior to plan submittal to Building)

- Mechanical plans** - Complete mechanical plans and/or specifications sufficient to identify the size and location of all heating, ventilating and air-conditioning equipment; equipment schedule with BTU ratings; gas pipe sizing calculations; smoke/fire damper locations; product conveying system specs (i.e.- spray booths); etc.
- Electrical plans** - Complete electrical plans which identify the location and capacity of the main service equipment and all distribution panels, detail all computed loads and ground-fault calculations, and show the location of all receptacles, switches, lighting fixtures (reflected ceiling plan), exit lights/signs, etc.
- Fire protection plans** - Plans, shop drawings, and specifications for all proposed fire protection systems (submitted to the Fire Department, approved, and installed, prior to occupancy of the building and/or final inspection approval.)

Calculations (when necessary due to the scope of the alteration) - 2 sets

- Structural calculations** - Wind load design factor, V, is 110 m.p.h. - exposure based on geographical location.
- Seismic design category** determined by design professional considering construction design and site Soil properties as per CBC sec 1613. (most of El Cerrito is site class D or E)
- Title 24 energy calculations and forms** - Complete energy documentation pertinent to the project (including all required calculations); Certificate of Compliance Forms (i.e. ENV, LTG and MECH) filled out completely and signed, and reproduced on the plans.

Other Documents (as applicable) - 2 sets

- Verification of Bay Area Air Quality Management District (BAAQMD) notification when the alteration involves the demolition of exterior walls or asbestos removal.**
- Stipulation of required special inspections & other structural observations per 2019 CBC 1705**
- Soils reports and stipulation of required foundation and final inspections and reports by the Civil or Geotechnical Engineer in responsible charge of the soils investigation when necessary due to project design.**
- Contra Costa County Health Dept. approved plan set for food service facilities.** These plans must be submitted to CCCH directly by the applicant. The City of El Cerrito Building Division does not forward plans or other documents to CCCH.

Applicable Construction Codes:

The City of El Cerrito has adopted the following codes, with local amendments, as of January 1, 2020.

- 2019 California Building Code (2018 IBC), the California Residential Code (2018 IRC), and the 2019 California Existing Building Code (2018 IEBC).
- 2019 California Green Building Standards Code (CALGreen),
- 2019 California Mechanical Code (2018 UMC)
- 2019 California Plumbing Code (2018 UPC)
- 2019 California Electrical Code (2017 NEC)
- 2019 California Energy Code
- 2019 California Fire Code (2018 IFC) with amendments

[NOTE: This list may not reflect all design document submittals which are needed for a specific project review. Permit applicants should contact appropriate City departments to determine if additional documentation is required.]