



City of East Palo Alto

Community & Economic Development Department

Building Division

COMMERCIAL TENANT IMPROVEMENT REMODEL/ALTERATION Plan Submittal Requirements

GENERAL REQUIREMENTS:

Please contact the following agencies for specific project information and requirements:

Menlo Park Fire District (650) 688-8425,

www.menlofire.org

East Palo Alto Sanitary District (650) 325-9021,

www.epasd.com

Sequoia Union High School District (650) 369-1411

X22290, www.seq.org

San Mateo County Environmental Health

Department (650) 372-6200, www.smchealth.org

Plans drawn or prepared by licensed design professional must be stamped at submittal and wet-signed before the permit can be issued.

Construction Best Management Practices must be imprinted on plan. To access the standard plan, please visit: <http://www.flowstobay.org/construction>.

All construction and demolition debris shall be contained on-site (not on the public right-of-way) in constantly covered bins which include adequate service to ensure containment. At a minimum, 65% of the project waste stream shall be recycled; prior to final project approval and occupancy, a receipt shall be provided verifying 65% recycling has occurred. Self hauling is prohibited in the City; and authorized hauler shall be utilized for this mandatory requirements. Clearly show this requirement on the submitted plans.

SUBMIT:

One (1) properly completed building permit application

Four (4) sets of building plans (1/4" scale, 18"x24" size min. 36"x48" max.)

Two (2) copies of each of the following documents:

- Title 24 Energy Compliance Report
- Structural Calculations

SITE PLAN SHOWING:

Building location, proposed tenant area and existing adjacent tenant and their uses.

Show all existing and proposed exterior Disabled Access requirements:

- Location(s) of Accessible parking spaces; to include parking space dimensions, signs and pavement markings.
- Show Accessible route from the public way, sidewalks, and transit stops. Include walks, ramps, signs, general notes and details.

TITLE SHEET SHOWING:

A scope of work section.

Specify Type of construction (e.g., Type I-A, Type V-B etc.), and Occupancy Group (e.g., Group A (Assembly), M (Mercantile), B (Business), R (Residential) etc.).

Square footage of the new work.

Occupant loads for each area (See CBC Section 1004.1 & CBC Table 1004.1.2).

Specify if building has a fire sprinkler system – yes or no.

Specify proposed Deferred Submittals .

EXISTING FLOOR PLAN SHOWING:

Existing building spaces and their uses identified on plan.

Existing exits/exit sign locations.

PROPOSED FLOOR PLAN SHOWING:

Show all existing and proposed Disabled Access requirements.

Note:

- ✓ Total construction cost <\$161,298.00, submit the City of East Palo Alto Commercial Alterations/Additions Accessibility Worksheet.
- ✓ Total construction cost >\$161,298.00, and accessible path of travel to the specific area of alteration shall be provided. The accessible path of travel includes a primary entrance to the building or facility; restroom facilities, drinking fountains and public telephones serving the area; and signage.

Wall-framing including:

- ✓ Type, size and spacing of wood studs.
- ✓ Anchorage method, both top and bottom, of walls.

Ceiling framing plan showing:

- ✓ Size and type of ceiling joists.
- ✓ Method of supporting ceiling joists at each end.
- ✓ Ceiling joist spans, dimensions and direction.
- ✓ Construction details showing installation of T-bar ceiling.

Electrical changes including:

- ✓ New outlet locations and light fixture locations.
- ✓ Location of new switched for lighting control.

Plumbing changes including:

- ✓ Location, type and number of new plumbing fixtures. Refer to the California Plumbing Code Chapter 4, Table 422.1 *Minimum Plumbing Facilities*.
- ✓ Water heater location and fuel type.
- ✓ Restaurants, automobile repair, carwash, laundries, etc., provide size, type and location of interceptors along with sizing calculations.

Mechanical system changes including:

- ✓ HVAC units, location, ducts, diffusers, etc.
- ✓ Thermostat type (e.g. setback) information.

Structural plans/analysis by a California licensed design professional is generally required for the following:

- ✓ Modifications to structural elements (posts, beams, bearing walls, shearwalls etc.)
- ✓ Suspended ceilings.

Two (2) sets of Title 24 Energy documentation are required for lighting, mechanical, and building envelope changes.

Additions of 1,000 square foot or greater and/or building alterations with a permit valuation of \$200,000 or more shall comply with the CALGreen requirements

- ✓ If CALGreen requirements apply, please complete and imprint the EPA CALGreen Non-Residential Mandatory Measures. To access the form: <http://www.ci.east-palo-alto.ca.us/index.aspx?nid=543>