



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. An authorized hauler shall be utilized for this mandatory requirement. Clearly show this requirement on the submitted plans.

SUBMIT:

-One (1) properly completed building permit application

-A digital of building plans (1/4" scale, 18"x24" size min. 36"x48" max.)

-A digital copy 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, shear walls 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 CAL Green requirements

- If CAL Green requirements apply, please complete and imprint the CAL Green Non- Residential Mandatory Measures (available online).