



**DEVELOPMENT AND RESOURCE
MANAGEMENT DEPARTMENT
Building & Safety Services Division**

**COMMERCIAL TENANT IMPROVEMENT PLAN
CHECK PROCESS**



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<p>City of FRESNO</p> <p>BUILDING & SAFETY SERVICES</p>	<p>CITY HALL DEVELOPMENT DEPARTMENT</p> <p>2600 FRESNO ST. 3RD FLOOR FRESNO, CA 93721 PH.(559) 621-8082</p>	 <p>Tenant Improvement Plan Check Process</p>
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NOTICE TO THE PUBLIC: Submission of incomplete plans to the City results in undue plan checking delays and lengthy back check times for both the applicant and city staff. The current edition of the California Building Code, Chapter 1, section 107.2.1 states: “Construction documents shall be of sufficient clarity to indicate location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and all relevant laws, ordinances, rules and regulations.”

GENERAL: As a result of shell building activity and increasing turnover in tenant leases, specific requirements for tenant improvement plan checks have been established to address compliance to applicable codes related to interior remodels for tenant spaces.

ACCEPTANCE GUIDELINES: The following are the minimum document submittal requirements for Commercial Tenant Improvement Plan Check. Front counter staff shall do a cursory review for complete plans suitable for submittal:

1. Plans must be drawn to a suitable scale for clarity on sheets at least 18”x24”. Calculations may be on paper no smaller than 8-1/2”x11”. Provide four complete sets of plans for each address or suite. All sheets of the plans shall be signed by project architect/engineer, designer, or person who prepared the plans.

- Exception: Multiple tenant improvements may be submitted on the same set of plans when interiors are adjacent to each other and in the same building.
2. General Information required on first sheet of plans:
 - Architect/Engineer's complete name, license number, address and phone number
 - Owner's complete name, address and phone number
 - Project street address, legal description, and Assessor's Parcel Number (APN)
 - Sheet index of drawings
 - Use of proposed tenant improvement. Specify occupancy group for each use, occupant load, type of construction, and building area(s).
 3. Site Plan: Provide a site plan showing location and address of suite or portion of shell building to be occupied. Show path of travel requirements to space and all disabled access requirements such as parking, signage, etc.
 4. Floor Plan: Provide a fully dimensioned floor plan layout showing location of new walls, exits, restroom facilities, and location of all permanent counters or cabinetry for each separate suite or portion of the building to be constructed and occupied. Indicate occupancy and type of construction for all suites. Indicate detailed use of each room or space. Clearly detail path of travel for exiting, per requirements of chapter 10 in the current edition of the California Building Code. Indicate how suite complies with requirements for disabled access per chapter 11 of California Building Code.

5. **Reflective Ceiling Plan:** Provide a complete reflective ceiling plan showing all components of the ceiling assembly. (suspended ceiling grid, lighting, duct registers)

6. **Structural Details:** Provide all applicable structural details for anchorage and bracing of non-bearing partitions, suspended ceilings, structural framing for support of equipment such as air conditioning, and exhaust hoods, cross-referenced on appropriate sheets of the plans.

7. **Mechanical Plan:** Indicate location of all mechanical equipment, duct layout and sizes, location of room registers, supply /return air locations, and fire dampers. Provide an equipment schedule for all mechanical systems listing manufacturer and model number, efficiency ratings, and size and BTU rating. For restaurants with commercial exhaust hoods, provide complete details for hood and fire-rated shaft enclosure, and structural calculations for support.

8. **Electrical Plan:** Indicate location of all switches, receptacles, light fixtures, main service panel, and any other electrical outlets and fixtures. Provide electrical load calculations to determine the required size of service panel. Provide a panel schedule detailing electrical equipment to each dedicated. Provide a circuiting and single line diagram for electrical system.



9. Plumbing Plans: Provide complete plumbing drawings and calculations for waste, gas, and water line sizing. Indicate all line sizes, point of connections, cleanouts, vents, etc. Provide calculations showing total fixture units served, BTUH ratings and sizing method used. Water line sizing shall be based on 35 psi for the system.

10. Clearly detail all fire-resistive wall assemblies as applicable to the project, and cross-reference to appropriate locations on the floor plan, electrical, plumbing and mechanical plans.

11. Energy Calculations: Provide 2-sets of Title 24 energy calculations and Lighting calculations to verify conformance to California State Energy Standards.

12. Structural Calculations: Provide 2-sets of structural calculations, when required, for vertical and lateral load analysis.

WHO CAN PREPARE PLANS FOR COMMERCIAL BUILDINGS:

The preparation of plans, specifications, or instruments of service for any building, except as described below, by any person who is not licensed to practice architecture in this state, is a misdemeanor punishable as provided in Section 5536 of the Business and Professions Code.

- Nonstructural or Nonseismic storefronts, interior alterations or additions, fixtures, cabinetwork, furniture, or other appliances or equipment.
- Any nonstructural or nonseismic alterations or additions to any building necessary to or attendant upon the installation of those storefronts, interior alterations or additions, fixtures, cabinetwork, furniture, appliances, or equipment, provided those alterations do not change or affect the structural system or safety of the building.
- A licensed contractor, while engaged in the business of contracting for the installation of electrical, plumbing or mechanical systems or facilities, may design those systems or facilities in accordance with applicable construction codes and standards for work to be performed and supervised by that contractor within the classification for which his or her license is issued, or prepare electrical or mechanical shop or field drawings for work which he or she has contracted to perform, per section 6737.3 of the Business and Professions Code. Nothing in this section is intended to imply that a licensed contractor may design work which is to be installed by another person.