COMMERCIAL TENANT IMPROVEMENT
PLAN SUBMITTAL REQUIREMENTS

COMMERCIAL TENANT IMPROVEMENT
A commercial tenant improvement project involves the interior remodeling of an existing office or retail space to upgrade for the present tenant or change to accommodate a new tenant. This handout is to aid owners, designers and architects in the preparation of the plans needed to make application for the necessary permits.

The City of Brisbane Building Department requires four sets of plans for tenant improvement projects. The plans are checked for compliance with the applicable codes (California Building Code, California Fire Code, Brisbane Municipal Code, etc.) by the appropriate City departments (Building, Planning, Fire and Public Works). A fee to cover the cost of the plan check is paid at the time of application. Commercial plan check review generally takes 3 weeks.

Following the review of plans, you will receive either a list of plan check comments which requires revision and resubmittal of the plans or approval of your project. When plan check is completed and approved, two sets are officially stamped “Approved”. One approved copy is returned to the applicant when the building permit is issued and to be kept at the job site, available to the inspector until the final inspection is made and approved. The other remains in City records.

GENERAL INFORMATION:
Wet signature on all documents prepared by licensed professional
Name, title, address phone of design professional
Address of property & name of property owner
Applicable editions of the codes
Description and type of work
Occupancy & type of construction
Gross tenant area for T/I
Index of drawing

LOCATION (KEY) PLAN:
Location of T/I within footprint of building
Path of travel to exits
Path of travel to main entrance for disabled access compliance

SCALED SITE PLAN:
Show property lines
Show setbacks from buildings to property lines
Show and identify all buildings, structures and tanks
Show streets, roadways, driveways and walkways
Show fences and walls
Show Fire Hydrants
Show underground utilities
Show Loading Zone and Parking (Include Parking Layout – Fully dimensioned, showing stall width, length and angle of stall. Indicate total number of handicap, standard and compact parking stalls required and provided for building)
ARCHITECTURAL:
Floor plan for space. Fully dimensioned plan of the area of alteration.
Indicate uses of all areas and rooms. Show all existing and proposed partitions, doors and windows.
Reflected ceiling plan
Cross section of all new walls showing construction
Cross section of rated corridor – if new or connecting existing
(New) plumbing fixture layout with fixture unit computations (new vs. existing)
Location of existing and new HVAC equipment, duct locations and layout and fire dampers
Layout of outlets, fixtures, switches, service panels w/size, ground, sub-panels, and panel rating
Show Interior Finishes.
Include door and window schedule. Show size of door and applicable hardware type for all existing and proposed doors.
For fire-rated doors and for panic hardware, include hardware schedule

MECHANICAL:
For fire rated corridors, flammable or toxic vapor exhaust and smoke control areas, indicate supply and exhaust cfm by register (or opening).
Indicate sheet metal gage of ducting materials. Indicate type of ducting materials.
Show true elevation above roof of chimneys, furnace vents and other terminating ducts.
Show mechanical units in compliance with the ventilation requirements for maximum occupancy.

ELECTRICAL:
Show Emergency Lighting and Exit Signs
Include all Emergency power details
Provide a schedule of electrical panels showing the service is not overloaded.
Submit a single line drawing of the electrical service.

Provide an Electrical Certificate of Compliance (LTG-1) form and a Mechanical Certificate of Compliance (MECH-1) form on the plans

Fire Sprinklers, Alarms, Monitoring Systems are under separate plans and permits.

DISABLED ACCESS REQUIREMENTS:
Disabled access parking, access ramps, paths of travel, restrooms and phones accessible to the disabled, signs, general notes & details.
Rest Room Locations
Lobby/Elevator Layout/Restroom Locations

All existing buildings and facilities, when alterations, structural repairs or additions are made to such buildings or facilities, shall comply with all disabled access provisions of that of a new building. However, if the valuation of the project does not exceed the valuation threshold amount, or an "unreasonable hardship" determination has been made, only 20% of the total construction cost will be required to be spent toward accessibility upgrade outside the area of remodel.

Complete plans and details are required, regardless if any of the above items comply or do not comply. This is to assure compliance or to determine if a hardship condition exists.
FOR RESTAURANT REQUIREMENTS:
Restaurant plans must show details of the cooking hood, grease ducting and roof outlet.
Calculations to justify the sizing of the cooking exhaust system will need to be provided.
Restaurant applications require a set of plans reviewed and approved by the San Mateo County
Health Department.

FOR NEWLY CONSTRUCTED COMMERCIAL PROJECTS:

Storm Water Pollution Prevention Plan Required:
Submit a Storm Water Pollution Prevention Plan designed specifically for the site, conforming to
the State Stormwater NPDES Construction Permit and covering prevention of soil loss by storm
water run-off and/or wind erosion, prevention of sedimentation, and/or prevention of
dust/particulate matter air pollution.

The Code (Section 4.106.2) requires that residential projects that disturb the soil must manage
storm water drainage during construction by implementing one or more of the
following measures to prevent erosion and retain soil runoff on the site:
1. Retention basins of sufficient size shall be utilized to retain storm water on the site.
2. Where storm water is conveyed to a public drainage system, collection point, gutter or similar
disposal method, water shall be filtered by use of a barrier system, wattle or other method
approved by the enforcing agency.
3. Compliance with a lawfully enacted storm water management ordinance.

Please contact the Public Works Department at 415/508-2130- for further information regarding
the Storm Water Pollution Prevention Plan.

For additional building plan review or permit information, please contact the City of
Brisbane Community Development Department at 415/508-2120

City of Brisbane
Community Development Department
50 Park Place
Brisbane, CA 94005
415/508-2120
415/467-5547
CITY OF BRISBANE
COMMUNITY DEVELOPMENT DEPARTMENT

TENANT IMPROVEMENT PERMIT REQUIREMENTS

SUBMITTAL REQUIREMENTS:

Provide 4 Sets of Plans (scaled and dimensioned) including but not limited to the following:

PROJECT DATA:
- Project Address
- Owner and Contact Information
- Applicable Codes (CBC, CMC, CPC, CEC & Energy)
- Detailed Scope of Work
- Use, Occupancy Group(s) and type
- Gross Area/Floor & Max FAR
- Index of all sheets of plans

PLOT PLAN
- Adjacent street(s) and driveway
- Dimensions of property lines and existing buildings
- Setbacks from buildings to property lines
- Area of remodel location
- Parking Layout
- H/C path of travel

FLOOR PLAN
- Existing, new and demo walls with wall legend
- Uses of all areas and rooms
- Location of doors and windows
- Door and Window Schedule
- Location of Electrical, Plumbing and Mechanical devices

RESTROOM FACILITIES
- Detailed and dimensioned floor plan
- Interior elevations

EQUIPMENT & FIXTURES
- Location of all shelves, machinery, counters, tables and fixed seats

GENERAL NOTES/DETAILS
- i.e. exiting, Health Dept notes, ventilation, finishes, partition details, etc.
Plan Requirements to Demonstrate Disabled Access Compliance

Provide four (4) sets of complete plans showing the following:

Site Plan – Fully dimensioned drawn to scale showing existing building. Indicate address, use, occupancy, occupant load, type of construction, number of stories, number of dwelling units, and floor area for all buildings on site. Show lot size, streets, alleys, loading zone and parking areas. Specify location of tenant space on site plan. Identify a path of travel from the public way or handicap parking stall to an accessible entrance into the area of alteration.

Parking Layout – (if parking is required for building) – Fully dimensioned, showing stall width, length and angle of stall. Indicate total number of handicap, standard and compact stalls required and provided for building.

Floor Plan (tenant space) – Fully dimensioned plan of the area of alteration. Indicate use of all areas and rooms. Show all existing and proposed partitions, doors and windows.

Wall Legend – Designate partitions to be removed, to remain and to be constructed.

Door Schedule – Show size of door and applicable hardware type for all existing and proposed doors.

Restroom/Sanitary Facilities – Provide detailed and dimensioned floor plans and interior elevations of all sanitary facilities, drinking fountains and public phones serving the area of alteration.

Equipment and Fixtures – Show location of all including: shelves, machinery, counters, tables and fixed seats.

General Notes and Details – i.e. exiting, Health Department, new construction, ventilation, finishes, etc.

Disabled Access Requirements – i.e. Disabled access parking, access ramps, paths of travel, restrooms and phones accessible to the disabled, signs, general notes and details.

All existing buildings and facilities, when alterations, structural repairs or additions are made to such buildings or facilities, shall comply with all disabled access provisions of that of a new building. However, if the valuation of the project does not exceed the valuation amount, or an “unreasonable hardship” determination has been made, only 20% of the total construction costs will be required to be spent toward accessibility upgrade outside the area of remodel.

Complete plans and details are required, regardless if any of the above items comply or do not comply. This is to assure compliance or to determine if a hardship condition exists. To apply for hardship exemption, please complete and sign the “Disabled Access Unreasonable Hardship Request Form.”

CITY OF BRISBANE • COMMUNITY DEVELOPMENT DEPT.
50 PARK PLACE • BRISBANE, CA 94005
415-508-2120