

Remodel and Tenant Improvement Submittal Checklist (Commercial)

Applicant		Remodel and Tenant Improvement Submittal Checklist (Commercial) Items	City Staff	
Yes	No		Yes	No

Zoning /Land Use Approval from the Planning Division:

		Planning approval must be acquired prior to submitting a building permit application to the Building Division. Approval is conveyed via an approved PLN record submitted online at https://aca-prod.accela.com/sacramento/Default.aspx		
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Environmental Health Department Submission – Contact 916-874-6010

		<p>If the existing or proposed use for the remodel project involves any of the following uses a receipt for project submission to Environmental Health is required with your application.</p> <ul style="list-style-type: none"> • The retailing or distribution of food to the public. This includes the following <ul style="list-style-type: none"> ○ Catering facilities; ○ Church kitchens or food areas; ○ Food Banks, Soup Kitchens or shelters providing or distributing food; ○ Food retailers: supermarkets, convenience stores, restaurants, delicatessens, or similar uses. ○ Cottage Food Operations selling food made at home. • Body Art facilities (contact number 916-875-8440) providing tattooing, Permanent Cosmetics, Piercing, or branding. <p>Facilities involving Public Pools and/or Spas, Wading Pools and Spray Grounds.</p>		
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Required Basic Construction Plan Features:

		Cover Sheet including: Address of subject property; Vicinity Map; North Arrow; sheet index including every included sheet; detailed description of work to be covered by the building permit; declared occupancy/use(s) for which the proposed work is intended; code analysis including sq. ft. per occupancy group; designer or licensed professional's signed stamp; declaration of state and local building codes & cycle to which the plans are compliant.		
		General Information on Each Sheet shall include: Project Name; Address; designer or licensed professional's signed stamp, and phone number.		

Changes of Occupancy/Use:

		Complete Code Analysis including a building Area Analysis, breakdown of sq. ft. per occupancy group and construction type, separated/non-separated designation (mixed use); Show compliance with CBC, section 11B-202.4 of the California Building Code.		
		Site or Plot Plan including: Lot dimensions showing whole parcel and property lines; building footprint with dimensions to property lines; Display required number of parking spaces (see planning for this number), display parking analysis showing compliance with California Building Code (parking layout showing accessible parking spaces, disabled path of travel), and California Green Code (when applicable).		

Minimum electronic size and scale requirements:

		No less than 24" x 36"		
		Site and Civil Plans: no less than 1/8"=1'. All other plan sheets no less than 1/4"=1'		

Requirements for Electronic Plan Check(EPC)*:

Note: All plan review submittals and resubmittals must be submitted electronically at <https://aca-prod.accela.com/sacramento/Default.aspx>

		Life Safety: Provide floor plans (existing and proposed) of the entire tenant space. Identify the area of work and all adjacent occupancies. Provide rated separation walls as necessary; reflected ceiling plan (note compliance with ASCE 7-22, Section 13.5.6); elevations, sections, door/window schedule, details; access of suspended ceiling and partition wall anchorage.		
		Disabled Access: Provide a completed Form 'CDD-0201: Accessibility Upgrades for Existing Buildings' along with accessibility details/notes on plans as needed to show compliance with accessible path of travel upgrades, when required by Form CDD-0201.		

		Electrical: If alterations are proposed to the existing electrical systems.		
		Fire: If alterations are proposed to an existing building equipped with a fire suppression and monitoring systems, fire sprinkler plans and supporting documents are required. If the proposed scope does not result in the need to modify the existing systems, a letter from a C-16 Fire Protection Contractor is required indicating that the existing systems will not be negatively affected by the proposed work. Changes to an existing use/occupancy may also necessitate the installation of new fire protection systems.		
		Mechanical/Plumbing: If alterations are proposed to the existing Plumbing or Mechanical systems.		
		Planning: If on the Planning Referral sheet (PR), in the Plan Check Required section any of the boxes other than the <i>Not Required</i> box is selected.		
		Landscape: Remodel or tenant improvement projects which involve the installation of new or rehabilitated landscaping equal to or greater than 2,500 square feet in area.		
		Structural: Remodel or tenant improvement projects which involve alterations to the existing Foundation, roof framing, ceiling framing, load bearing wall penetrations, floor framing, lateral resisting systems (examples may include but are not limited to perimeter shear walls, interior shear walls, braced frames, etc.)		
		Development Engineering: If the remodel or tenant improvement involves the creation of a new driveway or relocation of an existing driveway or any work in the public right of way (street, alley or sidewalk).		
		Utilities: If the remodel or tenant improvement involves a change to the domestic water service, fire protection service, irrigation water service, sewer service or storm water inlets.		
		When the scope of your project necessitates the following documents are required: <ul style="list-style-type: none"> • Structural Calculation • Soils or Geotechnical Reports • Truss Calculations • Fire Sprinkler Calculations 		

Miscellaneous Items Required Prior to Permit Issuance:

		Copy of Environmental Health Department approved plans (916) 875-8440		
		County Regional Sanitation Fee (copy of paid receipt)		
		School Impact Fee (copy of paid receipt)		
		Letter of Authorization Required to sign by Contractor or Owner		
		Fully completed Building Permit Application CDD-0200		
		Hazardous Materials Form A.K.A. Haz. Mat. (If applicable to the permits scope)		