



City of Campbell

Building Inspection Division
Phone: (408) 866-2130

Sample Commercial TI Plan Check Template

70 North First Street
Campbell, CA 95008

This is the template the Plans Examiner will use to review the new Tenant Improvement plans. Go through the list and be sure your submitted plans include the notes and details the reviewer will be looking for. This template includes Office, Retail, and Restaurant type business, so accept that there will be some items that are just not applicable to your specific TI. Still, a set of plans using this check sheet will zip through the plan check-permit process much quicker. Should you have any questions, or have special circumstances, contact a plan reviewer, Bob Lennen bobl@campbellca.gov

Permit Application#: PLN2023- Address:

Scope of Project:

Application Category: Tenant Improvement (TI) Type Permit: Commercial Remodel

Occupancy: B, A-2, M Occ Load: Type Bldg: VB APN:

Documents or Actions Requested (most available in "Handouts" www.ci.campbell.ca.us)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Acknowledgement Statement | <input type="checkbox"/> Received |
| <input checked="" type="checkbox"/> West Valley Sanitation District approval (408) 378-2407 | <input type="checkbox"/> Received |
| <input checked="" type="checkbox"/> Green Halo Waste Management (Mrkt Ready only) | <input type="checkbox"/> Received |
| <input checked="" type="checkbox"/> Title-24 Energy Report (used for addn'l SF or lighting) | <input type="checkbox"/> In Planset |
| <input checked="" type="checkbox"/> Clean Bay – Santa Clara Valley Pollution Control | <input type="checkbox"/> In Planset |
| <input checked="" type="checkbox"/> Health Dept. Approval (408) 792-5040 (Restaurants) | <input type="checkbox"/> By Stamp or Letter |

Time needed for a plan review cannot be accurately estimated at this time. The type of project, the quantity of plan review departments and the quality of the project documents will all contribute to time needed for review and eventual approval.

All our permit applications are now done online. From our website www.ci.campbell.ca.us get to → Community Development → Building Inspection Division → Application Center and begin the online application. After opening an MGO account, your phone will ring (from a Louisiana area code) answer it, it is MGO verifying your new account. You may choose from about 50 different type permits that are grouped into 9 *Application Categories*. Read the *Application Guide* as it will list the required documents as well as the required naming of files and provide links to design elements. Upload your drawings and any calculations or documents that are listed on the *guide* and be sure to include a completed *Acknowledgement Statement and other req'd documents*. When we receive the application, we will review it. If some of the documents are missing or not named correctly, we may return it for adjustment. After acceptance, we will assess plan check fees and email an invoice. It may be paid online (directions are on the invoice) or paid by check or credit card here at City Hall. When paid, we will proceed with the routing process to Fire, Planning, PW, and Building.

Per CBC 107.1, Commercial building alterations must have a set of drawings generated by licensed Architect or Engineer. Exception to this must be approved by the Building Official.

[x] Accessibility- All new public businesses will be required to comply with California Accessibility codes. Failure to comply, can result in litigation. If the building to be occupied, is not Accessibly compliant, or partially compliant, the TI may qualify for a Hardship Exemption. The exemption filing can only be authored by an Architect. Contact BobL@campbellca.gov for questions or submission.

[x] Include the standard, [Santa Clara Valley Clean-Bay](#) sheet in your plan set downloadable from www.ci.campbell.ca.us website → Community Development → Building and Inspection Division → Handouts and Forms → Templates.

[x] Restaurants or food generating businesses must obtain approval from the Santa Clara County Health Department, normally by letter or by a stamped set of drawings. Upload that letter or drawing into your MGO cloud-based project file.

[x] CFC 901.4.3 and 903.2.8 requires that any building remodel that may necessitate alteration to the general fire protection, including the alarm, Ansel, exiting, HAZMAT, FDC, or fire sprinkler system, must secure an operational permit issued by Santa Clara County Fire Department (SCCFD). The permit may be applied for as a *Deferred Submittal*. State on the cover sheet under a Deferred Submittal heading: *A permit for a NFPA 13 fire suppression sprinkler system (list other elements) shall be applied for as a deferred submittal. Submit calculations and design direct to Santa Clara County Fire Department (SCCFD), 14700 Winchester Blvd, Los Gatos (408) 378-4010. If the deferred submittal is not applied for and approved before the rough trade inspections, the project will be put on-hold until the submittal is approved. To apply for the permit, follow the directions on www.sccfd.org → fire prevention → applications or call SCCFD at (408) 378-4010.*

Other elements that may be listed as Deferred Submittals could include: Public Works encroachment permit and street work, Landscaping, Artwork or Murals, Electrification that included Solar, EVCS, and ESS, Truss Design, and other engineering fabrication.

[x] The *Occupancy Type* for this building is predicated on the amount of medical patients that are expected to receive medical care in one day and if those patients will be incapable of self-preservation and have provisions for 24hr overnight care. Make a statement on the coversheet for the expected patient count and medical procedures, as well as ambulatory restrictions.

[x] If this facility is to be licensed by the Health & Safety Code Section 1200 or 1250 it is required to be plan checked through OSHPD 3. Campbell would elect to have the review and specific inspections performed by a third party code consulting firm (WC3) who is an authorized OSHPD 3 consultant. **If this facility will seek the OSHPD licensing, state as such on the cover sheet.**

[x] TI project will be review in-house. Be sure the document package includes a complete set of plans, Type Building, Type Occupancy, Structural, Title-24, Energy, MEP, and Life Safety sheets. And that applicable sheets are wet-signed or e-signed and include contact info for all parties.

[x] Projects with short timelines may elect to submit for a *Market Ready Permit* that will allow for Demolition, Trash Removal, Painting, and Material Stocking. Submit using a reduced set of drawings that include the Cover Sheet, and Demolition Sheets of the drawings.

Tenant Improvement- Building, Life Safety, & Accessibility

1. The cover sheet shall include:

- a. Legal job address and APN (assessor's parcel number)
- b. Name, address, phone, **email** of: owner, architect, engineer with E-signature and stamp
- c. The Scope is an important element of the design drawings. If the scope does not completely list the indented work for the project and the discrepancy is discovered during a site inspection, a resubmittal, revision, and/or a re-definition of the type project may be required. These actions will create a "STOP WORK" until the documents align with the site and additional fees are paid. Review the Scope and edit if necessary.
- d. Applicable building codes including, Campbell's Municipal Code
- e. Type of construction (VB)
- f. Occupancy (B, M, A or other), Occupancy Load per Section 1004 CBC
- g. Date of drawings
- h. A Drawing Index that lists all Drawings, especially the location of the Fire-LifeSafety, MEP, and Accessibility information
- i. A Deferred Submittal heading
- j. Declare if the space has a fire sprinkler system
- k. Declare if the space has a fire alarm system, type of monitoring, or communication.
- l. Add Notation: *Construction hours shall be 8-5 M-F, 9-4 Saturdays, No Work Sundays or Holidays*
- m. Add notation per Cal Green 4.50: *There shall be no use of products, materials, paints, solvents, primers, caulks, or glues that exceeds California's limit on Volatile Organic Compounds (VOC)*
- n. Add Notion per CFC 505: *Address and suite numbers shall be a minimum of , 6" high, ½" wide, placed visible from the street*
- o. Add Notation: *Construction site must comply with CFC Chapter 33, Fire Safety During Construction that will include protection from: temporary heating, flammables, combustible materials, open flame, spark production, access and egress, water supply and portable fire extinguishers for minor fire suppression.*
- p. Add notation: *This space and all work proposed by this permit will be in full compliance with California Accessibility Requirements of CBC Chapter 11B, and any addendums subsequent to the date of permit issue.*
- q. Add notation: *Per CFC 906- Mount a 2-A:10-B:C fire extinguisher for each 3,000 sf. Travel distance shall not exceed 75', 30' in kitchens.*
- r. The Scope of Work is an important element of the design drawings. If the scope does not completely list the indented work for the project and the discrepancy is discovered during a site inspection, a resubmittal, revision, and/or a re-definition of the type project may be required. These actions will create a "STOP WORK" until the documents align with the site and additional fees are paid. Review the Scope and edit if necessary
- s. Some work may be permitted as a deferred submittal. Under a Deferred Submittal heading, a possible list may include – Commercial Type I hood with suppression system, Fire sprinklers, Alarm system, HVAC smoke detection, medical gas systems, hazardous material inventories, PW and landscape.

2. The Site Plan shall include:

- a. Lot dimensions and parcel size; general ground slope drainage direction
- b. Building location with all setback distances to property lines, easements and other buildings
- c. North arrow
- d. Locate the nearest fire hydrant
- e. Trash enclosure or trash bins
- f. Location and size of gas/electric/water meters
- g. Main sewer and water line locations
- h. Overhead or underground service wires, all exterior appliances, & large trees
- i. All hard surface driveways and walkways
- j. Show the Accessible parking and loading zone. Include a *Path of Travel* from the Acc loading zone into the suite and to the restroom and to the service of the business. A *Path of Travel* must also connect the public sidewalk to the business. Show the position and detail of all parking signage (Tow away sign (408) 866-2121).
- k. Add Notation per Cal Green 4.106.2 **during construction**, storm water from the property remains on the property. Utilizing catch basins, wattles, straw, and filters, show the planned site water management, include actions on the plot plan in terms of water retention and how water will not be directed to neighbor properties or flow to the public storm system.

3. The Existing Floor Plan:

4. The New Floor Plan shall Include:

- a. The general office layout
- b. A labeling of what is Existing (E) or New (N)
- c. All exit doors and windows
- d. A travel distance from the longest area to an exit
- e. A labeling of the use of each room ie. break room, office, lab, reception, etc
- f. Occupancy calculation of each room by size or fixed furniture or reasonable use
- g. Continue the Accessible Path of Travel from the ACC entrance to the service provided and the restroom.
- h. Counter heights
- i. Signage placement position and dimensions and detail of that signage
- j. Restroom and any other fixture or accessory position and dimension
- k. Show canopy or overhangs
- l. Existing kitchen and proposed kitchen layouts and appliances
- m. Location of new or existing plumbing cleanouts, floor sinks, floor drains, trap primers, grease interceptors, electric panels, mechanical units and thermostats
- n. A listing of any air handlers and the CFM volume of the equipment
- o. Location of shutoff valves for water, or gas piping
- p. Show all wall finishes
- q. Any and all Accessibility features, signage, paths, ramps, handrails, restrooms, waiting areas, clearances, per CBC Chapter 11B

5. Project that will alter lighting or ceiling mounted air distribution will need a Reflected Ceiling Plan that will also include:
 - a. A super-imposed wall layout
 - b. Location of Electric panels
 - c. New and existing lighting, exit signs, emergency lighting
 - d. Alarm sensors
 - e. HVAC registers and T-stats
 - f. Access hatches

6. Projects that will alter rooftop layout, equipment, add skylights, or simple re-roof will need a Roof Plan that will also include:
 - a. Existing and the New work and equipment
 - b. Sight screens
 - c. Exhaust fan direction of exhaust
 - d. Access hatches
 - e. Parapet details
 - f. Storm water drainage catches and overflows

7. Provide a Fire Safety Exit Plan, that includes occupancy type and count; door hardware (panic) and door swing; path of exit with emergency lighting at the exit doors with exit signs and corridors and just outside of an egress door; alarm panels- type of panel and if any modifications are required for the T.I.; portable fire extinguisher type and location; Cooktop exhaust hoods with Ansul system and any other suppression elements; HVAC smoke detection; FDC; show any gates or barriers to emergency response; include a list of fire specific notes. Note in the Drawing Index where to locate the Fire Safety Exit Plan Information. All new and existing doors within the area of work and along any egress routes must meet the requirements of CBC 1010.1.9.
 - a. Add Notation: All construction sites must comply with applicable provisions of the CFC Chapter 33 and SCCFD's Specification SI-7 - Construction Site Fire Safety.
 - b. Add Notation: Fire department access to the site, the building, and to all fire protection systems shall be maintained at all times, in accordance with CFC Chapter 5.
 - c. Add Notation: Prior to building final, a fire and life safety final inspection shall be conducted by SCCFD. This may be scheduled by calling (408) 341-4420 4. The integrity of any fire-rated construction shall be maintained, in accordance with CFC and CBC chapter 7. 5. All egress doors shall be readily openable from the egress side, with a single action, WITHOUT the use of a key, thumb turn, or any special knowledge or effort unless specifically shown on plan to meet exceptions in CFC 1010.1.9 6. Egress lighting shall provide the minimum 1 foot-candle at the walking surface for all egress paths, in accordance with CFC 1008.2.1. 7. All finishes shall meet the requirements of CBC Chapter.
 - d. Provide Occupant Load for all rooms.

- e. Identify if there are any gates or qualified rooms that trigger keyed access with a Knox box.
- f. Show and label storage rooms and which rooms will qualify for 1-HR construction.
- g. Provide locations, details, and specifications for the fire alarm system and if a new alarm system will be required for a new occupancy.
- h. Show all fire barriers, partitions, draft stops, smoke partitions, and exit ways.
- i. Provide locations, quantities, details, and specifications for any hazardous materials that include use and storage and possible vaults.
- d. Add Notation and show: Portable fire extinguishers shall be provided for every 75 feet of travel distance, and the minimum size of the extinguisher shall be 2-A:10-BC, in accordance with CFC 906.3.
- e. Per CBC 1008.3.2 there should be emergency lighting of the exterior egress door and landings.
- f. Verify and specify door hardware for all egress doors along with fire ratings.
- g. Consider using the combination exit signs with emergency lighting or provide some other type of emergency light to provide 1 footcandle of illumination in compliance to CBC 1008.3.5.
- h. If there will be medical gas tanks, show their location. If they are placed in a closet, show the fire rating of that closet and ventilation per CBC Section 427.
- i. Some work may be permitted as a deferred submittal. Under a Deferred Submittal heading, a possible list may include – Commercial Type I hood with a suppression system, Fire sprinklers, fire alarm system, HVAC smoke detection, medical gas systems, any hazardous material inventories.
- j. Exterior walls less than 5' of the property line are subject to fire protection that include limits to openings (windows) per table 705.8 CBC.
- k. Walls between dissimilar tenants or occupancies are to be 1 hr fire rated.
- l. Show the existing and new air handling units along with Max CFM flow rates. If collectively over 2000CFM, make note that the units are to be fitted with Smoke shut-down capabilities and that the system will be inspected by the fire department.
- m. Detail any Storage above 12'

8. Projects that will alter or replace equipment or appliances will require a Mechanical, Electrical & Plumbing (MEP) Plan. Minor alterations may use the Floor Plan as the MEP.

The plan should include:

- a. **All** MEP notations details and specification
- b. Gas and electric meter location
- c. Electric panel sizes and if the service wires are overhead or underground
- d. Water line as it enters the building
- e. Sewer and Grease Trap connection and access
- f. HVAC that includes furnace, condenser, exhaust fans, appliances, and fixtures
- g. Water heater type and size and venting
- h. Show the existing and the new layout of all kitchen appliances. For any new appliances, include a product specification sheet
- i. Show the means of natural ventilation
- j. Show or make a note regarding the HVAC system. If the air handler or multiple air handlers provide an excess of 2,000 CFM, they shall be equipped with automatic

shut-off devices (installed on the supply-air side) activated by smoke detection. Where a fire alarm system is present in the building, required detectors shall be system connected. An auto shut-off is not req'd when all occupied rooms serviced by the HVAC have direct exit to the exterior not to exceed 100' CMC 608.0.

- k. If the suite is to have a washer and dryer, mark the location and add a notation regarding clothes dryer exhaust vent per 504.3 2016 CMC: The dryer moisture exhaust duct shall not exceed 14' min of 4" dia with a backdraft damper to be metal or moisture rated PVC with a smooth interior surface w/o screws. Duct shall terminate at least 3' from openings into the building.
- l. Bathrooms require 50 cfm minimum exhaust fans. and be switched separately from the lighting systems.
- m. Show a 120V receptacle in proximity to any serviceable appliance
- n. If this project will require a Grease Interceptor. Provide a Table on the MEP that totals the fixture units of each fixture to identify the size of the interceptor per CPC Section 1014.0 and table 1014.3.6. Add a note on the MEP: This project will require a grease trap connected to all grease producing plumbing fixture with the exception of any food waste grinders or dishwashers per CPC 1014.1.3 placed in a location for easy access and maintenance.
- o. Consult CBC Table 2902.1 to verify if a drinking fountain is required.
- p. After obtaining the original letter of approval from West Valley Sanitation District (408) 378-2407, upload that letter into your cloud-based project file and place the letter into your planset. **If W.V.S.D. requires "check valve protection or a property line cleanout" on this project, mark the location on the site plan and the plumbing plan.** Bonus points to place an image of the WVSD permit onto the MEP or Site Plan.
- q. If new lighting, glass, or HVAC systems will be installed submit a T-24 Energy report CF1R and the Non-Residential Mandatory Measures.
- r. Water Usage Please place this maximum water use per fixture notation on the MEP drawings (per 5.303.2 Cal Green)

<u>Fixture</u>	<u>Maximum water use</u>
Water Closet	1.28 gal/flush
Urinals	.125 ga//flush
Shower Head	1.8 gal/minute
Lavatory Faucet	.5 gal/minute
Kitchen Faucet	1.8 gal/minute

9. Include a Structural Plan, Calculation, Specification, or Detail if warranted



Bob Lennen

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