City of Campbell — Sample Commercial TI Plan Check Template

Building Inspection Division
Phone: (408) 866-2130
70 North First Street
Campbell, CA 95008

This is a typical plan check template the Plans Examiner will use to review a new commercial Tenant Improvement. 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)

[x] Acknowledgement Statement	[ ] Received
[x] West Valley Sanitation District approval (408) 378-2407	[ ] Received
[x] Green Halo Waste Management (Mrkt Ready only)	[ ] Received
[x] Title-24 Energy Report (used for addn'l SF or lighting)	[ ] In Planset
[x] Clean Bay – Santa Clara Valley Pollution Control	[ ] In Planset
[x] Health Dept. Approval (408) 792-5040 (Restaurants)	[ ] By Stamp or Letter
[x] Title-24 Energy Report (Major Ti altering HVAC, windows, & lighting)	[ ] In Planset

[x] an x in the box indicates the requirement is applicable to this project.

Time needed for a plan review is a factor of, the quality, completeness, and organization of the drawings along with the time and abilities of the plans examiner, and certainly the complexity of the project. Our objective at Campbell is to zip these projects through to permit quickly.

My Government Online (MGO) is the permitting software we use to manage the project files and issue building permits. The system will be the document depository and organize all plan check actions, approvals, revisions, fees, and inspections.

From our website www.ci.campbell.ca.us get to → Community Development → Building Inspection Division → Application Center to begin the online application. You may choose from about 80 different type permits that are grouped into 10 *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 including a completed *Acknowledgement Statement.* When we receive the application, we will review it. If some of the documents are missing or not named correctly, we will return it for adjustment. After acceptance, we will assess plan check fees that may be paid online and then proceed with the routing process (Fire, Planning, PW, etc.).

All of the plans and documents are to be uploaded into your cloud-based project file accessible through your customer portal of My Government Online.org (MGO). When the files are uploaded, we receive a notification that an action has taken place. You may view agency actions and comments and the status of plan check approvals through your customer portal.

[x] 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. Not so much as a building code violation but through a discrimination lawsuit. At this beginning stage, if the building is not Accessibly compliant, or partially compliant, and your TI actions will be minimal, the TI may qualify for a Hardship Exemption. The exemption filing can only be authored by an Architect, so small-scope TI's that may be allowed to use a designer instead of an architect, may opt to use an architect simply to qualify for the hardship exemption. Contact BobL@campbellca.gov for questions or submission.

[x] With multiple agencies conducting plan review, it is common to have redundant comments or sometimes conflicting comments. Contact Campbell's Building Department (408) 866-2130 or BobL@campbellca.gov with any questions or explanations needed. If there is a comment regarding a missing note or detail and the reviewer simply missed it, state the location in the response letter. Clouding is not required for plan check comments. Clouding is reserved for Revisions after the project has been permitted.

[x] The Safety Inspection is an option for businesses that do not plan to remodel the suite or change out any kitchen fixtures. This option is for businesses that will simply take over existing businesses (new ownership) and keep the same occupancy. The Safety Inspection will allow for a Building Inspector and a Fire Inspector to survey the site, and deem that the suite is safe to open. The inspectors will observe Accessibility, Electrical, Plumbing, and Fire Life Safety elements. They may make comment and require a variety of actions such as: Grease Traps, re-certification of hoods, inspection of fire suppression devices, egress, and Accessibility type conditions. The inspectors may also require that the business generate drawings and convert the Safety Inspection Permit into a full T.I. permit.

[x] A Market Ready Permit (MRP) allows a tenant suite to be cleared of all the past tenant partitions, flooring, ceilings, and fixtures. Often the suite is then painted and viewable by prospective new tenants. Often, new business owners secure an MRP before approval of the T.I. permit. Submit using a reduced set of drawings that include the Cover Sheet, and Demolition Sheets of the drawings. This method allows for the project to get started sooner because the MRP only one minimal drawing and is not reviewed by Fire, Planning, or Public Works (PW). The danger here is that the interior demolition often takes less time than the T.I. drawings and the project can get stalled if the timing is not well thought out.

[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 Department of Environmental Health (DEH) , normally by letter or by a stamped set of drawings. Apply for this as soon as able. Their drawing requirement does not require great detail and they will accept them if they include all of the food preparation elements (no structural, Accessibility, or Fire sheets). When DEH has made the project approval, upload that letter or stamped drawing set into your MGO cloud-based project file. DEH commonly makes requirement that are not a part of the T.I. such as resilient flooring, dust control, mop sinks, grease interceptors, appliance, and fixtures. A late submittal to DEH could create additional requirements discovered after the T.I. is thought to be complete.

[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, suppression (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), https://www.sccfd.org/fire-prevention/plan-submittals/ (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 includes Solar, EVCS, and ESS, truss design, and other engineering fabrication.

[x] For medical and outpatient businesses, The *Occupancy Type* for the 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 the possibility or 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] For medical and outpatient businesses, declare the type of medical gasses to be used and stored. The medical gas closet must have a 1hr rating and is best to also have exterior access.

[x] If this medical 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 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 may be reviewed in-house or by 3rd party. Be sure the document package includes a complete set of plans: Type Building, Type Occupancy, Structural, Title-24, Energy, MEP, and Life Safety sheets. Have the applicable sheets are wet-signed or e-signed and include contact info for all parties.

Special Inspection will normally be required for

a. Concrete specified to be 3000 psi or above
b. High strength bolting or slip critical hold down bolting
c. Dowling
d. Special shear panel, moment frames, ABWPs, and fastening
e. Field welding and fabrication
f. Any other element required by CBC Chapter 17 or by request of the Engineer of Record (EoR).

Documenting the Special Inspection requirements of the project can be satisfied by using Campbell's *Special Inspection* form https://www.campbellca.gov/1135/Building-Handouts-and-Forms or creating a Table with detailed notation on the cover sheet and/or the engineering cover sheet, listing exactly what engineering elements will need special inspection. If the *Special Inspection* form is used, image that form into the structural sheets. If the architect or engineer is to act as the special inspector, include notations from CBC 1704A.2.1 authorizing the designer of record as a special inspector on the first structural sheet.

Plan organization and Required Elements for a Set of Design Drawings for Tenant Improvement- Building, Life Safety, & Accessibility

1. The Cover Sheet shall include:
   - *a.* Legal job address
   - *b.* APN (assessor's parcel number)
   - *c.* Name, address, phone, **email** of: owner, architect, and engineer
   - *d.* 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.
   - *e.* Applicable building codes including, Campbell's Municipal Code
   - *f.* Type of construction (often VB)
   - *g.* List the past and proposed Occupancy (B, M, A or other), and include the Occupancy Load factor per Section 1004 CBC by square footage or by fixed seats.
   - *h.* Date of drawings
   - *i.* A Drawing Index that lists all Drawings, especially the location of the Fire-Life-Safety, MEP, and Accessibility information
   - *j.* A Deferred Submittal heading
   - *k.* Declare if the space has a fire sprinkler system
   - *l.* Declare if the space has a fire alarm system, identify the type of monitoring, or communication of the system.
   - *m.* Declare the date of the last inspection for the fire suppression system
   - *n.* Add Notation: *Construction hours shall be 8-5 M-F, 9-4 Saturdays, No Work Sundays or Holidays*

o. Add Notion per CFC 505: *Address and suite numbers shall be a minimum of , 6" high, ½" wide, placed visible from the street*

p. 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.*

q. 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.*

r. 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.*

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.

a. Waste Managemnt Plan: Every construction project is required to have a Waste Managemnt Plan, larger projects with a valuation over $100K will be required to participate in the *Green Halo Program*. https://www.greenhalosystems.com/
GH is an online waste tracking program where the project owner or contractor opens an account prior to permit issue, uploades disposal receipts, and demonstrates that the waste generated by the project was recycled, reused, or disposed of in a responsible way. At the completion of the project, Campbell's Public Works Division will review the GH entries and clear the requirement. For smaller project under $100k valuation, a Waste Management Statement will satisfy the requirement. *Add the following statement to the cover sheet.*

Waste Management Statement

No products may be used that exceed California's Volatile Organic Compound (VOC) limits. Construction wash-out water from concrete, mortar, tile, taping, and painting shall be done in a portable containment pool or in a lined evaporative pit. Wash-out shall not enter the storm water system. Port-a-poties must be paced in a containment tray. All sites are required to have safety fencing with signage that states: Contractor, contact information, and hours of operation. Construction hours shall be 8-5 M-F, 9-4 Saturdays, No Work Sundays or Holidays

Trash piles shall not be located visible from the street and must be removed within 5 days. Trash piles shall not contain: paints, solvents, glues, taping compound, food products, or easily recycle-able discards such as bottles, cans, plastics, or paper. Remaining trash shall be limited to concrete, wood, drywall, roofing, and assorted metals and shall be placed on top of a 10mil waterproof tarp and covered with a 10 mil waterproof tarp. Trash is best managed by using a trailer or dumpster and covering at night, because both may be placed visible from the street and need not be hauled off every 5 days. Trash shall be separated at an approved bay area disposal site such as Zanker Road or Guadalupe Recycling. Retain the receipt and keep with the permit documents, proof of recycle and disposal of the job site trash will be required using the Green Halo system, or checked and verified by the building inspector during a final inspection and before issue of a Certificate of Occupancy.

Failure to comply with this WMS may receive a citation of $1000 for each offense.

2. The Site Plan shall include:
    a. General lot dimensions and parcel size; general ground slope drainage direction with drain grates and areas of discharge.
    b. Show landscaping identifying known trees and plantings.
    c. Building location with all setback distances to property lines, easements and other buildings.
    d. North arrow
    e. Locate the nearest fire hydrant and building FDC.
    f. Trash enclosure or trash bins- Make a note or detail of the trash enclosure and show the building materials used, noting: roof, drain, doors, or fire sprinklers.
    g. Location and size of gas/electric/water meters
    h. Main sewer, clean-outs, and water meter and water line or backflow locations
    i. Overhead or underground service wires, electric panels, A/C condensers, and exterior appliances, and signage.
    j. All hard surface driveways and walkways
    k. 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).
    l. 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 or restaurant or clinic 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 ducts or diffusers 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, Some of his information may be redundant and found on other sheets but a Fire Review will take less time and have better accuracy if the information is found on one sheet, or fewer sheets. Include a list of fire specific notes. Note in the Drawing Index where to locate the Fire Safety Exit Plan.

   a. Include the existing and the proposed occupancy load of each space, include the type and count, to determine if the project is treated as a change of occupancy or if it is simply a new tenant.
   b. Describe and show adjacent Occupancy Classification to determine firewall requirements. Walls between dis-similar tenants or occupancies are to be 1 hr fire rated (CBC 706, 707, 708, Table 508.4). Identify if the building considered nonseparated (CBC 508.3) or separated (CBC 508.4) Show and label storage rooms and which rooms will qualify for 1-HR construction (Med Gas, Mechanical Rooms, Hazmat). Include the Occupant Load Factor of all spaces.

   d. Show all fire barriers, partitions, draft stops, smoke partitions, and exit ways. 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.
   c. Include the existing and the proposed occupancy type and count, to determine if the project is treated as a change of occupancy or if it is simply a new tenant. If the T.I. is considered a change of occupancy, the plans must include information on the adjacent tenant spaces (if present). This will determine if any modifications are required for the allowable building area or fire protection system requirements.

d. If there is any change to the proposed seating or egress system, an egress analysis shall be provided to demonstrate compliance with CBC chapter 10. The analysis shall include, Furniture layout indicating the location of any fixed or not fixed seating, including dimensions between tables and chairs to show compliance with CBC 1029.13

e. Show a Door schedule for new and existing doors, list the opening hardware per CBC 1010.2, Show the swing and dimensions.

f. Show the path of exit with exit signs and emergency lighting and lighting outside of the exit doors and evacuation area.

g. Show all alarm panels, listing type of panel and if any modifications are required for the T.I.

h. 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.

i. Show the cooktop exhaust hoods with Ansul system and any other suppression elements including automatic gas shut-off capabilities.

j. If the building has a Fire Department Connection (FDC) stub, show it and note the type and size or include a photograph.

k. Show any gates or barriers to emergency response.

l. Provide locations, details, and specifications for the fire alarm system and if a new alarm system will be required for a new occupancy.

m. Provide locations, quantities, details, and specifications for any hazardous materials that include use and storage and possible vaults.

e. Show the required emergency lighting at 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. 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.

i. Show the existing and new air handling units along with Max CFM flow rates. If collectively over 2000 CFM, make note that the units or return ductwork are to be fitted with Smoke shut-down capabilities and that the system will be inspected by the fire department.

j. Detail any Storage above 12’

n. <u>Add Notation</u>: All construction sites must comply with applicable provisions of the CFC Chapter 33 and SCCFD's Specification SI-7 - Construction Site Fire Safety.

o. <u>Add Notation</u>: 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.

p. Santa Clara County Fire Department (SCCFD) often requests fire flow information. Fire Flow is the water available from the nearest fire hydrant which generally,

should be at least 500 GPM@20psi. To obtain the information: Email SJwater engineering.dept@sjwater.com on the subject line use: **Water Flow**, expect 10-15 business days for processing, status inquiries call (408) 918-7362, Required Information: Your Name, mailing address, phone, email address, project location, nearest cross street, a sketch map of the building and meter location.

q. 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.

8. On the coversheet under a ***Deferred Submittal*** Heading: list any fire department special inspections or operational permits that will be required, such as: Fire Sprinkler alterations, Alarm alterations or testing, Type 1 hood alterations, re-certifications, inspections, or suppression systems. Anticipated hot work such as welding or roofing, or construction fabrication, or Hazmat use or storage.
    i. Fire Sprinkler System
        1. Modifications to ceilings and walls may require fire sprinklers to be added and/or relocated.
    ii. Fire Alarm System or Fire Sprinkler Monitoring System
    iii. A Fire Alarm System typically includes notification appliances (horns and strobes) throughout.
        1. Modifications to ceilings and walls may require notification appliances to be added and/or relocated.
        2. New Kitchen Hood Suppression System are required to be monitored by the Building Fire Alarm System.
    iv. A Fire Sprinkler Monitoring System typically only includes an exterior bell and monitoring of the flow switch and control valves of the fire sprinkler system.
    v. Kitchen Hood Suppression System
    vi. Required if there is new or relocated kitchen equipment under a Type I Hood
    vii. Required if there is a new Type I Hood

9. Show the existing or the new trash enclosure. Consider the following…
    i. If a roof is added to the enclosure, the applicant would need to show that the building still meets the allowable area requirements of CBC chapter 5.

Alternatively the trash enclosure would need to be separated by a fire wall in accordance with CBC 503.1.

ii. Regardless of whether the enclosure is considered a separate building, the trash container/dumpster size will determine if sprinklers are required. Containers greater than 5.33 cubic feet but less than 1 cubic yard would not require sprinklers. However, the containers must be constructed of noncombustible materials of low heat release materials in accordance with CFC 304.3.2.

iii. Containers having a capacity greater than or equal to 1 cubic yard, but not exceeding 1.5 cubic yards, would not require sprinklers so long as the containers are constructed of noncombustible materials of low heat release materials in accordance with CFC 304.3.2.

iv. If the dumpster exceeds 1.5 cubic yards sprinklers would be required in accordance with CFC 304.3.5.

v. Sprinklers would only be required for the trash enclosure, not the entire building. When sprinklers are only installed in the trash enclosure, they can be installed as a limited area system supplied by the domestic water in accordance with CFC 903.3.8.

10. 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)

Fixture	*Maximum water use*
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*

11. Include a Structural Plan, Calculation, Specification, or Details if warranted



Bob Lennen
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