



Community Development Department
11 English Street
Petaluma, CA 94952
Email: cdd@ci.petaluma.ca.us

Building Division
Phone: (707) 778-4302
Fax: (707) 778-4498
To schedule inspections: (707) 778-4479



Commercial Tenant Improvement Information

Revised January 1, 2008

The following items must be provided and/or showing on the required five (5) sets of plans that are submitted for your commercial tenant improvement. This is a comprehensive, but not complete, list of items to be shown on plans, some of which may not be applicable to your particular situation and style of construction. All other code compliance items will be reviewed at the time of plan check and during construction by the field inspectors. **NOTE: Writing "will comply with (California Building Code 2007) CBC Section" is inadequate and will not be accepted.**

1. Provide a completed and signed permit application.
2. Provide five (5) sets of plans showing proposed work.
3. Provide scale on all plan sheets.
4. Provide project address and suite number or letter on all plan sheets.
5. Provide wet signature of person responsible for plan preparation on all plan sheets. Note that all plans that show structural work must be wet stamped and signed by a California licensed architect or engineer.
6. If structural work is to be part of this project, engineering calculations may be required. If engineering calculations are required, provide two (2) sets of engineering calculations that are stamped and signed by a California licensed architect or engineer. Engineering calculation will be required for structural beams, modifications to lateral force resistive elements, increased loads placed on structural members and other structural changes.
7. Specify building type of construction; i.e. type 1, A-B, type V, A-B, etc. See CBC Chapter 6 for type of construction classification.
8. Specify occupancy group, i.e. type M, type B, type H, etc. See CBC Chapter 3 for occupancy classification.
9. Specify use of all areas and rooms (new and existing).
10. Provide floor plans showing existing conditions of affected area.
11. Specify height and number of stories of building.
12. Specify square footage area of new work.
13. Provide complete dimensions on the floor plan to show the size of all rooms or areas.
14. Specify occupant load for each area, use and total occupant load of building and/or space. Provide occupant load calculations showing square footage and occupant load factor for all areas and uses. See CBC Section 1004.1.1 for complete requirements.

15. Specify if building has a fire sprinkler system – yes or no.
16. Provide a scope of work section – brief description.
17. Provide site plan showing building location, tenant area and names of adjacent tenants and their type of business.
18. If building has mixed use or occupancy, show compliance to CBC 2007 Chapter 3 for occupancy separation requirements. Also see CBC Section 508.3.3.2 for “Allowable Floor Area of Mixed Occupancies.”
19. Provide light and ventilation that complies to CBC 2007 Chapter 12. Show compliance on plans. Provide reflected ceiling plan showing: existing, new lighting and mechanical elements.
20. Provide sanitation facilities and number of plumbing fixtures per CPC 2007 Chapter 4 Table 4-1 Minimum Plumbing Facilities. Every building or portion thereof where persons are employed shall be provided with at least one water closet (toilet). Separate facilities shall be provided for each sex when the number of employees exceeds four (4). If only one restroom is to be provided, then a letter from the **tenant** must be provided to the Building Division stating the number of employees. Note that all restaurants require two restrooms, one for each sex, regardless of the number of employees or number of occupants.
21. Note that all new sanitation facilities (restrooms) shall comply with the State of California Title 24 Accessibility Standards. The Building Division has a booklet, **Disabled Access Requirement** that you may pick up for use. This booklet is a comprehensive, but not complete, list of accessibility requirements. For a complete list of State Accessibility requirements, please review the California Building Code Chapter 11B.
22. Note that any work done in existing restrooms, whether or not they are accessible, must comply with the California Building Code Chapter 11B. The Building Division has a booklet, **Disabled Access Requirement** that you may pick up for use.
23. If existing restrooms are to be modified or if new restrooms are to be added, provide complete details showing compliance to California Building Code Chapter 11B. The Building Division has a booklet, **Disabled Access Requirement** that you may pick up for use.
24. Indicate and identify on plans, all existing walls, ceilings or floors that are to be removed. Note if walls are bearing or non-bearing. Show or specify existing and new ceiling heights.
25. Provide wall-framing plans. Show the following:
 - a. Specify type, size and spacing of studs
 - b. Show anchor method of walls, both top and bottom
 - c. Show method of providing lateral bracing at top of walls
 - d. Show bracing method of new partition walls that stop at suspended ceiling
 - e. Specify type and size of wall finish material
 - f. Provide a legend for partition wall types referencing partition wall construction details
26. Provide ceiling framing plans. Show the following:
 - a. Specify type, size and spacing of ceiling joist
 - b. Show method of supporting ceiling joist at each end
 - c. Show spans of ceiling joist – dimension and direction
 - d. Specify type and size of ceiling finish material
27. Provide details showing installation of T-Bar Ceiling.
28. Provide details showing installation of fluorescent lights in T-Bar Ceiling
29. Provide details showing installation and support of track lighting fixtures installed in T-Bar Ceiling.

30. Provide exit doors from space per CBC 2007 Section 1008.1.1 Note that at least one 3'0" x 6'8" exterior exit door is always required. Additional exits may be required depending on the occupant load. Typically occupant load of 50 or more will require two (2) exits. See CBC Section 1014 and 1004.1.1 for complete and additional requirements. Note that all doors, doorways and gates must also have a minimum dimension of three (3) feet with 32" clear opening.
31. If two (2) exits or exit access doorways are required, they shall have a minimum separation of one-half (1/2) the minimum overall diagonal of the building or area served, measured in a straight line between exits or exit access doorways, per CBC Section 1015.2.1
32. Identify on plans, all elements of the required means of egress and indicate exit sign locations. See CBC 2007 Chapter 10 for complete requirements and 1011.1 for signs.
33. Exit doors should be openable from the inside without the use of a key, special knowledge or effort. The main exit in A3, B, F, M and S occupancies may have key-locking hardware if proper signage is provided. Provide a sign over the main exit door stating, "This door to remain unlocked during business hours." Letters shall not be less than 1" high and on a contrasting background. Indicate sign location and specifications on plans.
34. Note that all entrances and exterior ground floor exit doors to buildings and facilities shall be made accessible to persons with disabilities. Provide threshold details. See CBC Chapter 11B Division III for complete requirements.
35. Provide identifying symbols at accessible building entrances per State of California Title 24 Accessibility Standards. See **Disabled Access Requirement** booklet or, for complete requirements, see California Building Code Section 1117B.5.7.
36. Rooms may have one required exit access that passes through an adjoining or intervening room, if allowed by CBC 1014.2.2. The adjoining or intervening room must provide a direct access to an exit, as defined by CBC 1014, or to a corridor that provides direct access to an exit. The total travel distance shall not exceed that permitted by CBC Section 1014.3
37. Required access to exits shall not pass through kitchens, storerooms, restrooms, closets or spaces used for similar purposes, per CBC Section 1014.2.2.
38. Specify and provide lever-type hardware for all new doors and all relocated doors. Note that lever type is required for gates, half doors and swinging counter doors. See CBC 1133B.2.5.2 and 1133B.1.1.4 for complete requirements.
39. Show compliance to the 2007 California Building Code (CBC) Section 1008 for doors. The following items must be addressed by details and/or notes:
 - a. Swing and opening force
 - b. Type of lock or latch
 - c. Panic hardware
 - d. Floor level at doors
 - e. Landings at doors
40. Any component in the means of egress system, which includes hallways, corridors, ramps, stairways, exit courts and yards must have a minimum width of 44 inches when the occupant load exceeds 10. When the occupant load is less than 10, a minimum width of 36 inches is required per CBC 1005.1 Aisle widths shall conform to CBC 1014.4

Background:

Width of the "exit way" is governed by the following code sections:

Community Development Department · City of Petaluma, California

CBC 1004.1.1	General requirements based on occupant load factors
CBC 1008.1.1	Doors 3' min. and with clear opening 32" min.
CBC 1009.1	Stairs 44" min., or 36" min. if occupant load less than 50
CBC 1010.	Ramps – same as stairs
CBC 1014.4.3	Aisles without fixed seats
CBC 1014.7	Aisles with fixed seats – complex factors, see code
CBC 1009.	Hallway – same as stairs
CBC 1017.	Corridors – same as stairs
CBC 1021.	Exit Passageways – same as stairs
CBC 1023.	Exterior Exit Balconies – same as stairs
CBC 1024.5, 704.3	Exit Courts and Yards – same as stairs

41. When the occupant load is 50 or more the exit doors must swing in the direction of (egress) travel per CBC 108.1.2
42. If both corridors and hallways are used as part of exit access systems in this project, plans shall clearly identify and differentiate between them. See CBC 1017 and 1133B.3
43. Walls and ceilings of corridors shall be constructed of materials approved for fire-resistive construction as described under CBC 1017.4.1 unless exempted under 1017.1 Plans shall identify an item number and reference for each component (from CBC Tables 720.1 Gypsum Association's Fire Resistance Design Manual, or UL Fire Resistance Directory) and specify all finishes, attachments, nailing, etc., exactly as called for in the referenced assembly.
44. Provide 20-minute tight-fitting smoke and draft control rated assembly for all doors located in one-hour fire-resistive corridors per CBC 714.4.3 & 715.4.3.1
45. Specify ceiling height of one-hour corridors. Insure that the corridor walls have gypsum board installed on both sides of the wall to the ceiling height as described in CBC 1017.4.1
46. Specify the height of low wall and furniture partitions. Partitions that are not over 6'0" are not construed to form hallways and do not require a permit, but must be shown on the plans to verify exit paths per CBC 1005.1
47. Provide schematic layout and floor plans showing fixtures, racks and shelving within sales areas, stockrooms, storerooms and warehouse areas. Show aisle width and exits paths that are clear and unobstructed.
48. Note that pallet racks and similar racks require a separate building permit unless you have provided three (3) sets of pallet rack floor plans and two (2) sets of engineering calculations, all with wet signature and stamped by a California Licensed Architect or Engineer with your submittal. Plans must show compliance to the 2007 CBC Section 2208 and Section 15.5.3 of ASCE7.
49. Where fitting or dressing rooms are provided for male or female customers, at least 5% (minimum of one) for each sex in each cluster of rooms shall be accessible to and usable by persons with disabilities. Provide fitting or dressing room details showing compliance to California Building Code (CBC) Section 1117B.8
50. Where fixed or built-in seating, tables and counters are to be installed they must comply with the California Building Code (CBC) Section 1122B. Show complete compliance on plans.
51. If a ramp must be installed to provide disabled access to the building or within the building, it must comply with California Building Code (CBC) Section 1133B.5. Provide construction drawings and details of ramp showing compliance to Section 1133B.5. See **Disabled Access Requirement** booklet or, for complete requirements, see California Accessibility Standards.
52. For special occupancy (A, B, M, H, etc) requirements, see CBC Chapters 3 and 10.

53. Show all electrical, mechanical and plumbing work that would be part of this tenant improvement permit.
54. Add note to plans, "The center of all electrical receptacles shall be installed no less than fifteen inches above the floor or working platform," per CBC 1117.B.6.
55. Add note to plans, "The center of the grip of the operating handle of controls or switches to be used to control lighting and cooling, heating and ventilating equipment shall not be more than 48 inches above the floor or working platform," per CBC 1117.B.6.5.1
56. If 50% of the existing lighting is replaced, or if the connected lighting load is increased, then Title 24 Energy Lighting Calculations are required per CBC Part 6 Section 149(b)1.D.
57. If new lighting is added to the tenant space, then Title 24 Energy Lighting Calculations are required per CBC Part 6 Section 149(b)1.C.
58. If lighting calculations are required, provide Energy forms LTG-1 (part 1 & 2), LTG-2 and Mandatory Features Form on one sheet of the plans. Also provide 2 copies of the complete lighting energy calculations per CBC Part 6 Section 131.
59. Provide multiple switching for lighting controls in locations and systems required by Title 24 Energy Standards.
60. Show location of all electrical main and sub panels and specify amperage rating.
61. If mechanical heating and/or cooling are to be added, then Title 24 Energy Mechanical calculations are required per CBC Part 6 Section 149(b).
62. If mechanical energy calculations are required, provide Energy forms MECH-1 Certificate of Compliance and Mandatory Features Forms on one sheet of plans. Also provide two (2) copies of the complete mechanical energy calculation.
63. If mechanical heating and/or cooling units are to be installed, show location of units, provide manufacturer's make, model number and size. Show method of providing combustion air.
64. If mechanical heating and/or cooling units are to be installed on the roof, provide roof-framing plans showing that the roof is capable of supporting units. Show mounting of units to roof and roof curb. Show existing and/or new roof ladder or roof scuttle. See 2007 CMC Section 307.5 for complete requirements. Show waterproof electrical receptacle within 25' of location of roof mounted HVAC equipment.
65. If mechanical heating and/or cooling units are to be roof mounted or located to the exterior of the building, contact the Planning Department for screening requirements. If screening is required, provide detail on plans.
66. If tenant improvement is to create or modify a restaurant, deli or something similar, provide restaurant kitchen plans. Note that Sonoma County Health Department approval is also required.
67. If Sonoma County Health Department is involved (kitchen work, new or remodeled restaurant, food processing area, etc) a copy of Health Department approval, including a copy of the approved plans, must be submitted to the Building Division prior to issuance of permit.
68. If tenant improvement includes a new or relocated kitchen hood, provide hood information, hood mounting details, duct shaft details, make-up air unit, etc. Show complete compliance to the 2007 CMC Chapter 4 and 5 Part 11 Commercial Kitchens. Please note that plans provided by the kitchen supplier's plans would need to be supplemented by tenant architect to show complete compliance to the 2007 CMC and 2007 CBC.

69. If a hot water heater is to be installed or relocated, show location and specify size. Show method of providing combustion air. Specify that water heater is to be strapped to resist horizontal displacement per CPC 510.5. Show compliance to the 2007 CMC Chapter 10 and the 2007 CPC Chapter 5 for water heater installation. Detail support of water heater if it is not supported by the first floor.
70. Specify safety glazing for glazing in hazardous locations such as glass doors and glass railings. See CBC 2406 for complete requirements.
71. Specify safety glazing in fixed or operable panels adjacent to a door where the nearest exposed edge of the glazing is within a 24-inch arc of vertical edge of the door in a closed position and where the bottom exposed edge of the glazing is less than 60" above the walking surface. See CBC 2406.3 for complete requirements.
72. Omit, delete, cross out, remove or void all details and/or notes when are not applicable to project or tenant improvement permit.
73. Complete and submit the *City of Petaluma Hazardous Material Declaration* form required by state law regarding asbestos and hazardous chemicals. A copy is available from the City of Petaluma Fire Marshal's office.
74. Please note that this Building Division **does not** review the plans for conformance to the ***Americans with Disabilities Act (ADA)***. It is the responsibility of the property owner, tenant, architect, engineer and contractor to see that the work complies with ADA.
75. The Building Division will review the plans submitted for compliance to State of California Title 24 Accessibility Standards. The area of work must comply 100% with the California Accessibility Standards and in addition, 20% of the project valuation shall be allocated to upgrade the building/space. Priority should be given to those elements that will provide the greatest access, in the following order: accessible entrance, accessible route to the altered area, at least one accessible restroom for each sex, accessible telephones, accessible drinking fountains and accessible parking. Please review the California Accessibility Standards for complete requirements.
76. Note that all construction shall conform to the 2007 California Building Code based on the 2006 International Building Code, 2007 California Mechanical Code based on the 2006 Uniform Mechanical Code, 2007 California Plumbing Code based on the 2006 Uniform Plumbing Code by I.A.P.M.O., 2007 California Electrical Code based on the 2005 National Electrical Code and the current State of California Energy and Accessibility Standards.

Please note that this is not a complete list, but may be used to guide the designer in the preparation of plans for submittal in the City of Petaluma.

Note that our normal first review plan check turnaround time is approximately 20 working days. Incomplete submittals will not be accepted. Plan check fees are due at time of submittal. For additional information about Building Codes and Building Division requirements please feel free to contact the Building Division at (707) 778-4302.

Contact the City of Petaluma Community Development Department for Planning Division requirements at (707) 778-4301.

Contact the City of Petaluma Bureau of Fire Prevention Office at (707) 778-4389 for Fire Department requirements.

Contact the County of Sonoma Public Health Department at (707) 565-6500 for Health Department requirements.

Contact the Bay Area Air Quality Management District at (415) 771-6000 for their requirements in regards to air quality and/or asbestos.

