



# TENANT IMPROVEMENT REMODEL/ALTERATION Submittal requirements

Building Division

Effective: May 25, 2007  
Revised: January 10, 2017

## **(Three (3) sets) of plans (to scale) should include:**

1. Existing floor plan.
2. Proposed floor plan showing:
  - a. New, relocated, and/or deleted walls, doors, etc.
  - b. Door and other opening dimensions.
  - c. Electrical changes including:
    - Receptacle outlet locations and light fixture location.
    - Location of switches for lighting control.
  - d. Plumbing changes including:
    - Location and type of new fixtures.
    - Water heater location (if above the ceiling, a permanent ladder is required) and fuel type.
    - Restaurants, automobile repair, car wash, laundries, etc. Provide size, type and location of interceptors along with sizing calculations.
  - e. Mechanical system changes including:
    - HVAC units, location, ducts, diffusers, etc.
    - Thermostat type (e.g., setback) information.

(Two (2) sets) Title 24 Energy documentation for lighting, mechanical, and envelope changes.

One (1) – Permit Submittal Form with Plan Check Fee

## **Please note:**

The codes that should be referenced on the title-sheet of drawings as governing the design of the tenant improvement are the:

## **APPLICABLE CODES AS OF JANUARY 1, 2017**

- 2016 California Building Code (CBC)
- 2016 California Plumbing Code (CPC)
- 2016 California Mechanical Code (CMC)
- 2016 California Electrical Code (CEC)
- 2016 California Energy Code (Title 24)
- Brentwood Municipal Code

### ***Note: City of Brentwood participates in the Green Halo Recycling program***

1. The Construction Type of the shell buildings is Type V-B in the 2016 California Building Code.
2. Since Brentwood is in Seismic Design Category D, the drawings must show how suspended ceilings meet the design requirements of Section 1616.10.16 of ASCE 7.
3. The statement of special inspection required by CBC 1704.2.3 must be on the drawings and must include the suspended ceiling and its anchorage as a special inspection item.
4. CPC407.0 compliance provided on plans.



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## Additional Submittals and Approvals Required

PLANNING DIVISION - (925) 516-5405 (Separate Submittal Required)

- Design Review /Conditional Use Permit /Sign Review

POLICE DEPARTMENT - (925) 634-6911 – Lt. Ben Tolero (Separate Submittal Required)

- Security Plan / 24 hr. contact info for Contractor
- Photometric

### PUBLIC WORKS

- Complete Waste Water Treatment Survey - (925) 516-6000
- Recycling and Waste Management form (WMP)/Trash Enclosure Specification Questions – Contact Gary Parenti – (925) 516-6093
- Cross Connection/Back Flow Questions –Contact Abel Ordaz (925) 516-6024

FIRE DISTRICT - (925) 941-3300 (Separate submittal required) 2010 Geary Rd. Pleasant Hill, CA  
(FEES REQUIRED)

- Site Review/ Shell Review/Tenant Improvement Review/Fire Sprinklers

HEALTH DEPARTMENT - (925) 692-2500 (Separate submittal required) 2120 Diamond Blvd, #200, Concord, CA

- Restaurants/package foods

If the project valuation is greater than \$75,000, completion of the Recycling and Waste Management (WMP) form will be required.

Please note: A licensed contractor will be required to obtain a City of Brentwood Business License and pull the Building permit.