



Obtaining Permits for a Commercial Tenant Improvement (TI)

General Requirements

Prepare a complete set of plans (PDF format), each wet stamped/signed by the architect and/or engineer as required¹.

Paper size (when printed) must be a minimum 24" X 30", minimum text size 3/32" when printed, clear and readable

Basis of design must meet the currently applicable California Codes

Minimum Content within construction documents and plans (not an exhaustive list)

Title sheet:

- project address
- work scope description
- proposed occupancies
- building construction type per CBC
- applicable codes
- index of sheets that are a part of the permit set

Code compliance analysis:

- Show how compliance with the general area and height limitations of CBC Chapters 5 and 6 is maintained
- Provide an egress plan to show occupant load at each space, egress access, and exists to demonstrate compliance with CBC Chapter 10. Provide door schedule to specify required upgrades (if any).

Site Plan:

- Property boundaries and building outlines with location of the IT space
- Site accessibility

Architectural Plans

- Provide plan views with dimensions and occupancy for the areas included in the scope of work
- Enlarged views as necessary to show the installation of new items, accessibility upgrades etc.

¹ Refer to Design Licensing requirements form at: <http://www.ci.richmond.ca.us/index.aspx?nid=2100>

Accessibility Compliance

Architect/Engineer of Record must filed verify and indicate on plans accessibility compliance status with the accessibility requirements of the current California Building Code (existing primary entrance, toilets, signs, parking etc.). If any deficiencies are found, they shall be included in the scope of work for this project, labeled as proposed, and detailed on plans. Existing facilities and accessible paths of travel, which comply, shall be labeled on plans as field-verified and compliant. (CBC 11B-202.4).

Structural Plans

- If structural modifications or additions are needed, provide structural plans and details by an engineer to show how compliance with the applicable code provisions is achieved. Provide design calculations along with any reference materials used for the design such as soils report, manufacturer's specifications, etc. (as applicable).

Title 24 Energy compliance forms

- Provide energy compliance forms as applicable for the scope of work.

MEP

- If modifications to the mechanical, electrical, or plumbing systems are associated with the scope of work for the permit, provide plans for the related work by an engineer or design-built contractor who will pull the permit and perform the installation.

Prior Steps Before Submission of Plans

- Approval and wet stamp of plans by the City of Richmond Planning Dept: 510-620-6705
- Approval and wet stamp of plans by the Sanitary District serving the property:
 - West County Waste Water District: 510-222-6700, or
 - Stege Sanitary: 510-524-4668, or
 - City of Richmond Waste Water District: 510-307-8091. (Projects within this district may be submitted prior to obtaining approval. Permit will not be issued until sewer district has stamped and approved.)