

City of Arcata, California

Building Division Informational Handout

Minimum Document Submittal List For Tenant Improvements

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I. Document Submittal List

- A. Drawings
- 24" X 36" Suggested Blueprints Size
- (4) sets of:
- 1. General Information
- 2. Plot Plan
- 3. Key Plan for Location within Building
- 4. Architectural Plans
 - Floor Plan
 - Elevations, Sections, Other Details
- 5. Structural
 - Structural Framing Detail
 - Anchorage & Bracing of Walls and Equipment
 - Suspended Ceiling Framing
 - Other Details as Appropriate

- (2) sets of:
- 6. Plumbing Plan
- 7. Mechanical Plan8. Electrical Plan
- B. Calculations
- 1. Structural Calculations
- (2) sets of:
- 2. Energy Calculations and Forms
- C. Other Documents
- 1. Hazardous Material Inventory List (List Type & Quantities of Chemicals Stored on Site)
- 2. Title 24 Accessibility Forms to be Completed and Signed

II. Expanded Information on Above Documents

- A-1. Information
 (All as applicable)
- 1. Wet Sign & Stamp on All Documents by Design Professional (Cover Sheet of Each Document to be Wet Signed with blue ink)
- 2. Name, Title, Registration, Address, and Phone Number of Design Professional
- 3. Project Name and Address, as well as Project Owner's Name, Address, Phone No. and Assessor's Parcel Number
- 4. Cover Sheet Information
 - Applicable Code and Editions (CBC, CMC, CPC, CEC & Energy)
 - Description of Scope of All Work
 - Occupancy Group(s) and Type of Construction
 - Previous Occupancy Group (if different see A-8 below)
 - Allowable Floor Area Calculations
 - Gross Tenant Area listed per each Floor and each Tenant
 - Index of Drawing Information
 - Legend of proposed Construction Plan
 - Description of Business
- 5. Scale for All Drawings and Details (1/8" per foot minimum)

A-2. Plot Plan

- 1. Lot Dimensions, showing Whole Parcel, Property Lines and Street Location(s)
- 2. Building Footprint with all Projections and Dimensions to Property Lines
- 3. Vicinity Map and North Arrow
- 4. Parking Layout, Driveway Locations and New Sidewalks (Fully Detail all Disabled Accessibility Features)
- 5. Detail Exit Door Locations

A-3. Key Plan

- 1. Location within Building Where Work is being done
- 2. Path of Travel from Space to Exterior Exits
- 3. List Tenants in Adjoining Spaces
- 4. Path of Travel to Main Entrance for Accessibility per State Disabled Access Regs.

A-4. Architectural and Structural Plans

- 1. Foundation Plan
- 2. Floor Framing Plan (exiting layout and proposed improvements)
- 3. Roof Framing Plan
- 4. Architectural Floor Plans and Seating Plan within Assembly Use Areas
- 5. Exit Locations(s), Path(s) and Lighting
- 6. Structural Material Specifications
- 7. Structural and Architectural Details
- 8. Typical Cross Sections in Each Direction (where necessary)
- 9. Reflected Ceiling Plans with Bracing & Support Details
- 10. Provide Details of All Features and Fixtures in Compliance with the State Building Code Disabled Accessibility Standards (Chapter 11 or 11A)
- 11. Shear Wall and Holddown Plan (Wall type, nailing, anchor bolts, sill nailing, transfer connections, holddowns, & bolts)

Detail (As Applicable)

- 1. Window Schedule: List Sizes and Types (Detail Safety Glazing Locations)
- 2. Door Schedule: List sizes and Types (Detail Fire Rating, Hardware & Thresholds)
- 3. Footing, Piers and Grade Beams (depth & width)
- 4. Changes to Floor or to Foundation System (i.e., Slab to Wood Frame)
- 5. Post and Girder Intersections
- 6. Roof: Eaves, Overhands, Rakes and Gables
- 7. Handrails, Guardrails and Support Details
- 8. Structural Wall Sections with Details at Foundation, Floor and Roof Levels
- 9. Detail of Fire Separations with Assembly Numbers and Sections
- 10. Detail all Fire Penetrations & Openings including Assembly Numbers
- 11. Cross Section of Fire Rated Corridor, Door Ratings, Smoke/Fire Damper Locations
- 12. Finish Schedule with Flame Spread Ratings
- 13. Stairway Rise and Run, Framing, Attachment and Dimensions of Members
- 14. Shear Transfer Details and Holddowns Bolt Details
- 15. Complete Detail of All Accessible Features within Restrooms

A-5. Plumbing Plan

- 1. Plumbing Fixture locations (Single Line Schematics may be Required for Complex Plumbing Plans with Pipe Size Calculations)
- 2. Location of Grease Trap (when necessary), Size (Single Line Schematic of all plumbing)

	A-6. Mechanical 1. Plans 2. 3. 4.	HVAC Plans (Location, Size, and Smoke/Fire Dampers) Roof/Wall Penetration Details and Specifications Gas Piping and Sizing Calculations may be necessary Kitchen Plan for Commercial Kitchens and Humboldt County Health Department Approval
	A-7. Electrical 1. Plans 2. 3.	Outlets, Fixtures, Switches, Service Panels, Subpanels Wire and Conduit Sizes on Electrical and One Line Drawing may be Required Electrical Ceiling Lighting Plan (Including Exit Lighting as Applicable)
	A-8. Occupancy 1. Change	If there is an Occupancy Change you will need to follow the requirements found in CBC Chapter 34, specifically Sections 3406 and 3410. Tables 3410.7 and 3410.9 will need to be completed and submitted to the Building Official before approval of the application.
	B-1. Energy 1. Requirement	Form ENV-1, MECH-1 and LTG-2 with All Required Signature on Documentation
	2.	Complete Calculations Based on Scope of Work
	3.	List of Mandatory Features, and Print Complete ENV-1, MECH-1, LTG-1 and
		LTG-2 on Drawings
•	Separate Plans & Permits	

- 1. Automatic Fire Sprinkler/Extinguishing System
- 2. Storage Racks with Storage Level Over 8' High Require Permits. Provide Calculations and Details
- 3. Flammable Liquid Storage Areas, Compressed Gases
- 4. Spray Booths

Notes:

III.

- (1) This is not a complete list of all required submittals, and additional information may be required after plan review.
- (2) Other departments and agencies review and approvals may be required.
- (3) Plans can be combined for simple building, if clarity is maintained,