



Tenant Improvement

March, 2018

Purpose:

This handout establishes a procedure for complete plan review submittals when new commercial shell buildings are proposed. According to current code regulations (2016 CBC, 2016 GBSC, 2016 CPC, 2016 CMC, 2016 CEC and 2016 California Energy Code), permits are required when buildings or structures are constructed, altered, repaired, moved, converted or demolished. Therefore, the following guidelines shall be reviewed before commencing any work.

Note: Process does not insure a final construction permit will be issued should additional outside agency approvals be required, such as for Fire Department, County Water and Sanitation Department, County Health Department, Environmental Air Quality, etc.

Plan Document Submittal Requirements:

***PLEASE DO NOT SUBMIT DOUBLE SIDED CALCULATIONS OR PLANS.**

- A. Construction Permit Application
- B. Four (4) complete sets of Design Plans: (18"x 24" or 24"x36") sheets size Prepared by a licensed Architect or Engineer drawn to a standard of practice scale, (typically 1/4" = 1'-0") 2 of which need to be wet stamped and signed.
 1. Cover Sheet specifying:
 - a. Project Name (Market Ready Tenant Improvement or Tenant Name) Address and Suite Number.
 - b. Project Governing Codes:
2016 California Building, Mechanical, Electrical, Plumbing and Energy Codes
 - c. Project General Notes and Specifications
 - d. Project Data:
Occupancy Type: B or M, etc.
Construction Type: VB, II-B, etc.
Floor Area: (Sq. Ft.)

- e. Statement of project Scope of Work and Proposed Use of Space
2. Site Plan showing and specifying:
 - a. Location of building on the site and tenants or occupancy types adjacent to the proposed tenant improvement.
 - b. Show "path of travel" from the proposed Tenant Improvement suite to "accessible parking spaces" and the "public way".
3. Floor Plan(s) showing and specifying:
 - a. All existing and new modifications related to the removal (demolition) and addition of walls, doors, new rooms and "accessible" restrooms.
4. Provide additional detail and specification sheets related to wall type and connection requirements, door size, type and hardware requirements and accessibility details.
5. Provide additional plan, detail and specification sheets, where necessary to show and specify all existing and new mechanical HVAC systems, ducts, intake and exhaust registers and fans, electrical panel(s), light fixtures, outlets and switches and plumbing fixtures and piping, etc.
6. Provide Title 24 Energy Compliance Documents for lighting, heating and air conditioning systems that have been changed, added or modified.
7. Provide reflected ceiling plan.
8. Provide design for any (N) or modified T-BAR ceiling. 1615A.1.16
 - A. Indicate methods to provide horizontal and lateral force bracing including light fixture and mechanical equipment attachment.
9. Include structural calculations (where applicable)

10. Have Architect/Engineer provide statement on coversheet indication that "The Tenant Space is fully compliant with current California Accessibility requirements" or have Architect prepare "Access Compliance hardship Exemption" form.

Prior to final approval:

The West Valley Sanitation District will review plans and issue a permit for all new, or moved plumbing fixtures. WVSD located at 100 E Sunnyoaks Ave., Campbell CA 95008 and can be reached at (408) 378-2407

The West Valley Sanitation District also oversees the fats, oils, and grease control program, including the sizing of grease interceptors (408) 378-2407

Obtain Santa Clara County Health Department Approvals and Permits for all Food (restaurants, coffee house, grocery store, ice-cream store, liquor store, etc.) Establishments. SCCHD is located at 1555 Berger Dr., San Jose CA 95112 and can be reached at (408) 918-3400

Fees:

Consult with a Permit Technician for building permit fees. Development Impact Fees may be applicable if the use of the tenant space or building is changed.

PLEASE CONSULT THE PLANNING DEPARTMENT IF CHANGING THE PRIOR USE. (408) 866-2140



CITY OF CAMPBELL
Community Development Department

PROJECT INTAKE
(City Use Only)
BLD File No: _____
PLN File No: _____
Planner: _____

COMMERCIAL, MULTI-FAMILY RESIDENTIAL, and PLANNED DEVELOPMENT

Landscape Information Form

The City of Campbell has adopted the updated California Model Water Efficient Landscape Ordinance (MWELo) as part of the City’s Water Efficient Landscape Guidelines. This document is available at: <http://www.cityofcampbell.com/DocumentCenter/View/176> or on the Planning Division’s Zoning and Land Use webpage through <http://www.cityofcampbell.com/166/Zoning-and-Land-Use>.

STEP 1. Determine Required Landscape Areas

See Planning Division staff for required landscape areas based on the property’s zoning district and/or current or previous planning entitlements.

STEP 2. Determine Submittal Requirements

For new construction projects:

- a. If the project landscape area is less than 500 square feet, compliance with Campbell Municipal Code (CMC) Chapter 21.26 is required but not the MWELo.
- b. If the project landscape area is between 500 square feet and 2,500 square feet, compliance with the prescriptive option (Appendix D) per Section 490.1(c) of the MWELo is required.
- c. If the project landscape area is over 2,500 square feet, a landscape documentation package prepared by an authorized and licensed professional in compliance with the full MWELo is required.

For remodel/addition/rehabilitation projects:

- d. If the project landscape area is 2,500 square feet or less, compliance with Campbell Municipal Code (CMC) Chapter 21.26 is required but not the MWELo.
- e. If the project landscape area is greater than 2,500 square feet, a landscape documentation package prepared by an authorized and licensed professional in compliance with the full MWELo is required.

STEP 3. Prepare your Building Permit Plans

Prepare Planting and Irrigation Plans demonstrating compliance with the applicable requirements. Submit Planting and Irrigation Plans and this completed form with your Building Permit Application.

PROPERTY INFORMATION

Project Site Address: _____

Square Footage of Project Landscape Area: _____

PROPERTY TYPE

- Commercial/Office/Industrial Multi-Family Residential Planned Development

PROJECT TYPE

- New Construction Addition/Remodel of Existing Structure Rehabilitation of Existing Site

LANDSCAPE REQUIREMENT

- Full MWELo Landscape Documentation Package MWELo Prescriptive Option (Appendix D) CMC Chapter 21.26 (No MWELo)