

Purpose

This handout summarizes the requirements for a complete plan submittal for proposed commercial interior and exterior tenant improvements. Current code regulations require building permits when buildings or structures are constructed, altered, repaired, moved, converted, or demolished before commencing any work.

- *Contact the Building Division for determining whether your project will require preparation by a licensed professional (Architect or Engineer)*
- *Civil site plans must be stamped and signed by a registered civil engineer upon approval.*

Minimum Plan Requirements

COVER/TITLE-SHEET AND PLOT PLAN

- Sheet Index
- Legal City issued job address including suite/unit number(s) as appropriate; Assessor's Parcel Number (APN)
- Vicinity Map
- Names, addresses, phone numbers of building owner, business owner, contractor, and design professional(s); title and registration information
- Written job description; current applicable codes; type of construction; occupancy classification(s); if installing fire sprinkler system; itemized building square footage of improvement area per occupancy
- Identify uses of adjacent spaces/suites; location and distances to property lines (identify if real or assumed PL) drawn accurately to standard engineering scale; north arrow
- Zoning; land use on adjoining property
- Existing and proposed utility lines; including water, sewer, storm drain, electrical, gas, telephone, communication lines, service lines, manholes, drain inlets, fire hydrants, streetlights, utility boxes and signage
- Existing and proposed fences/ walls including type and height
- Number of parking spaces required and provided, including percentage of compact spaces provided, if applicable.
- Complete site layout and parking locations; exterior disabled access path of travel from public way (public transportation), between building entrances, and throughout buildings.
- Disabled access details clearly identified on site plan and cross-referenced (parking stall design, signage, curb ramps, type, and location of detectable warnings).

FLOOR PLAN

- Dimensioned floor plan identifying room uses; furniture / assembly seating layout
- Door / Window / Room Finish Schedules
- Area analysis based on type of construction, occupancy classification, number of stories or yards; specify method of designed occupancy (separated or non-separated uses)
- Type and amount of combustibles
- Identify fire-rated elements (fire walls, fire barriers, corridors, shafts)
- Approved "listing" of rated assemblies, framing details
- Protection of penetrations in rated assemblies
- Complete building/tenant means of egress plan; identify exit elements (exits, stairways, exit passageways); show travel distance from all remote spaces
- Suspended ceiling plan; ceiling legend; support details

ELEVATIONS *(when exterior work is proposed)*

- Exterior Finish Materials Schedule

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- Building height
- Patio furniture layout

ROOF PLAN

- New roof-mounted equipment location; attachment details (structural design by professional engineer required if base-mounted equipment is more than 400-lbs); details affixed to plans
- Roof access

ARCHITECTURAL DETAILS

- Stair / handrail / guardrail / deck location and framing details
- Wall framing requirements and top and bottom attachments to existing structure
- Building cross-sections
- Interior access features detailed; clearances / mounting heights; restrooms/door signage

MECHANICAL, ELECTRICAL AND PLUMBING PLANS

- Complete electrical plans identifying size, location of main and sub-panels; electrical outlets, switches, lighting fixtures, exit signs; single-line diagram; computed load
- Complete mechanical plans identifying size, location of HVAC equipment; fire/smoke dampers; gas piping calculations; equipment schedule; kitchen facility and schedule
- Complete plumbing plans identifying size, location of DWV; site and storm; water and gas supply piping sizes and materials for all fixtures and appliances; grease interceptor location and capacity calculations

ENERGY FORMS (TITLE -24 COMPLIANCE)

- Completed and signed ENV-1, LTG-1, LTG-2 and MECH-1 forms permanently affixed to plans. Compliance with the Standards (envelope, lighting, mechanical) must be shown if a tenant space is being altered.

Fire Protection Systems

- Fire sprinklers, fire alarm, fire pump, underground fire lines, generators, perimeter fencing, and gate plans are separate permits and require submittals as indicated below.
- Fire protection system plans and associated documentation (signed).
- Fire sprinkler systems shall be designed per the City of West Sacramento Commercial Fire Sprinkler Standards and Residential Sprinkler Standards where applicable.
- Separate plans and permit application shall be submitted directly to the Building Division counter for processing.

Codes & Building Design Criteria

The City of West Sacramento Building Division enforces the following codes and design criteria:

BUILDING DESIGN

- 2022 California Building Code (based on 2021 International Building Code)
- 2022 California Green Building Standards Code
- 2022 California Mechanical Code (2021 UMC)
- 2022 California Plumbing Code (2021 UPC)
- 2022 California Electrical Code (2020 NEC)
- 2022 California Fire Code (2021 IFC)
- 2022 California Energy Standards

STRUCTURAL DESIGN

- Wind Speed: <https://asce7hazardtool.online/>
- Wind Exposure: Recommended factor: See Chapters 26-30 of ASCE 7 (2022 CBC, Volume 2, Section 1609 Wind Loads)
 - Exposure C should be used unless exposure B can be justified: 1) by a recognized engineering study; and 2) additional documentation in the form of aerial photos or topography maps may be required when determined by the Building Official
- Seismic Design Parameters: <https://asce7hazardtool.online/>
- Design Live Loads: 2022 CBC Section 1607
- Design Special Loads: 2022 CBC Section 1603.1.8 (as needed)

ENERGY DESIGN

- Climate Zone: 12

Fees

Due to the complexity of permit fees for new construction, it is recommended that you contact the Building and Engineering counter to review all applicable costs such as development fees, building fees, school district fees, etc. Construction data such as total valuation, site valuation, R/W valuation, itemized square footage areas, and type of construction are required for a complete fee assessment.

Questions?

Planning requirements or site-specific questions should be directed to the **Planning Division** at:

Address: 1110 West Capitol Ave., 2nd floor

Phone: (916) 617-4645