

Tenant Improvement Information Needed on Plans

Tenant Improvement projects that affect the structural and/or safety of a building are required to be designed by an architect or engineer. Examples include: A change to a more restrictive occupancy, fire-resistance-rated construction, mechanical, plumbing & electric systems. Reference: California Building Code and Business & Professions Code.

Complete plan sets signed (electronic is acceptable) by the preparer, with appropriate stamp and license number on all sheets, when applicable. Drawings shall be to scale and dimensioned.

In addition to sheet numbering and providing a title block on each plan sheet indicating tenant's name & address, the plan sets required for submittal to the Roseville Building Division for Tenant Improvement Plan Check and Permit Issuance shall include the following, **as applicable**:

First Sheet (Title Sheet/Cover Sheet)

- Scope of work
- Applicable design codes (current edition year CBC, CMC, CPC, CEC, etc.)
- Code analysis (use, occupancy group, type of construction, whether or not the building is fire sprinkled, tenant floor area, occupant load & number of stories)
- Index of drawings
- Area analysis (change-in-use improvements affecting the allowable area)

Site Plan

- North arrow
- Property lines
- Existing buildings
- Parking, including accessible spaces
- Accessible path of travel from the public way and from the accessible parking to the main tenant entrance
- Location of proposed improvement

Floor Plan

- All room/area uses (office, sales floor, break room, storage, etc.)
- Accessible path of travel to the area of remodel and to the restrooms serving the remodel
- Exits (with applicable visual & tactile exit signage)
- New & existing walls
- New & existing doors (with sizes & swings)
- New & existing windows (with sizes & applicable safety glazing)
- Applicable fire-resistance-rated construction elements and their fire-resistance ratings
- Detail number references (construction & disabled accessibility)
- Separate exit plan (complex means of egress designs)

Reflected Ceiling Plan

- Each ceiling or soffit ceiling type & height
- Applicable fire-resistance ratings
- Exit signs & exit illumination (with applicable emergency power source)

- Detail number references

Numbered Details, Schedules & Specifications

- Each new wall type (stud type, size, spacing, bracing, connections & sheathing)
- Each new ceiling or soffit ceiling type (joist type, size, spacing, bracing, connections & sheathing; suspended acoustical ceiling details per CISCA for Seismic Zones 0-2 or Seismic Zones 3-4)
- Door, window & hardware (egress, accessibility & safety glazing)
- Applicable fire-resistance-rated-construction & assemblies (listing and/or evaluation report number)
- Floor & wall finish materials (sanitation & accessibility)
- Accessible main entry, path of travel, sanitary facilities, drinking fountains, public telephones, parking, storage & alarms. (sizes, heights, locations, positions, transitions, slopes, clearances, clear floor spaces, maneuvering clearances, fixtures & accessories, controls, fixed counters & seating, signage, storage & parking)

Structural Plans, Details & Calculations

- New or altered structural elements of the building
- Roof supported equipment
- Storage racks exceeding 8 feet in height
- Mezzanines
- Additions
- Most elevated installations of plumbing, mechanical & electrical equipment
- Detail number references

Mechanical Plans

- New or altered heating, cooling & ventilation systems (location)
- Supply & return air, equipment & controls (cfm's, duct type, size & location)
- Equipment schedule & specifications
- Details

Plumbing Plans

- New or altered piping systems (water supply, drainage, gas)
- One-line or isometric of each piping system (point of connection, material, size, length, devices, fixtures & demands)
- Pipe sizing calculations & chart
- Fixture schedule & specifications
- Details
- Minimum sanitary facility & fixture calculations (large or complex projects)

Electrical Plans

- New or altered power & lighting systems
- Single-line diagram, panel schedules, conductor sizes & load calculations
- Power plan (service, equipment, appliance & device locations with circuiting)
- Lighting plan (fixtures, controls with circuiting)
- Fixture schedule & specifications
- Details

Energy Compliance Calculation & Forms

- New or altered envelope, mechanical systems & lighting systems
- Prescriptive or performance compliance calculations
- Schedules, specific requirements & details (on the affected plan sheets)
- Applicable compliance forms (signed & included on the plan sheets)

If the project involves any **food handling** i.e. food preparation, prepackaged foods, or food service, contact Placer County Division of Environmental Health at (530) 745-2300 to obtain an information package for plan submittal requirements.