



# **City of Hughson Building Safety Division**

7012 Pine Street  
Hughson, CA 95326  
(209) 883-0811

## **COMMERCIAL STRUCTURES TENANT IMPROVEMENTS**

### **I. DOCUMENT SUBMITTAL LIST**

- A. Drawings (4) Identical Sets w/Solid Bold Print (24" x 36" Suggested; 11" x 17" Minimum)
  - 1. General Information
  - 2. Plot Plan
  - 3. Key Plan for Location within Building
  - 4. Architectural Plans –
    - a. Floor Plan
    - b. Elevations
    - c. Sections
    - d. Other Details
  - 5. Structural Plans
    - a. Structural Framing Details
    - b. Anchorage and Bracing Walls and Equipment
    - c. Suspended Ceiling Framing
    - d. Other Details as Appropriate
  - 6. Plumbing Plan (Including Relevant Information from Architectural Plan)
  - 7. Mechanical Plan “ ” “ ”
  - 8. Electrical Plan “ ” “ ”
- B. Calculations (2) Sets of All as Applicable
  - 1. Structural Calculations
  - 2. Title 24 Energy Calculations and Forms
- C. Other Documents (2) Sets of All as Applicable
  - 1. Hazardous Material Inventory List (List Types and Quantities of Chemicals Stored on Site)
  - 2. Specifications
  - 3. Title 24 Accessibility Forms to be Completed and Signed
  - 4. Design Review Application Form (if any Exterior Changes)

### **II. EXPANDED INFORMATION ON ABOVE DOCUMENTS**

- A. Information - All as Applicable
  - 1. All Drawings must be drawn to Scale
  - 2. Wet Sign Documents by Design Professional (All Pages to be Signed)
  - 3. Name, Title, Address, Phone Number of Design Professional
  - 4. Project Name and Address, as well as Project Owner's Name, Address and Phone Number
    - a. Applicable Codes and Editions (CBC, CEC, CMC and CPC)
    - b. Description of Scope of Work
    - c. Occupancy Group(s) and Type of Construction
    - d. Allowable Floor Area Calculations
    - e. Gross Tenant Area Listed per Each Floor and Each Tenant
    - f. Index of Drawings
    - g. Legend of Proposed Construction Plan

B. Plot Plan

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

C. Key Plan

1. Location within Building Where Work is Being Done
2. Exit Analysis
3. Path of Travel to Space for Accessibility per State Disabled Access Regulations

D. Architectural and Structural Plans (All as Applicable)

1. Foundation Plan
2. Floor Framing Plan (Existing Layout and Proposed Improvement)
3. Roof Framing Plan
4. Architectural Floor Plans and Seating Plan within Assembly Use Areas
5. Exit Location(s), Path(s), and Lighting
6. Exterior Elevations (When Changes to Existing are Made)
7. Structural Material Specifications
8. Structural and Architectural Details
9. Typical Cross Sections in Each Direction (Where Necessary)
10. Reflected Ceiling Plans with Bracing and Support Details
11. Provide Details of all Features and Fixtures in Compliance with the State Building Code Disabled Accessibility Standards
12. Truss Configurations and Locations
13. Retaining Walls and Drainage Systems - Structural calculations required for all Retaining Walls Over Four Feet (4') in Height.

E. Mechanical Plan

1. HVAC Plans (Location, Size, Duct Layout, Smoke/Fire Dampers)
2. Roof/Wall Penetration Details and Specifications
3. Environmental and Product Conveying Duct Plan
4. Gas Piping and Sizing Calculations
5. Kitchen Plan for Commercial Kitchens and Health Department Approval
6. Duct Locations and Layout for under floor

F. Plumbing Plan

1. Plumbing Fixture and Single Lane Schematics (Isometric Diagram may be required for Complex Plumbing Plans) with Pipe Size Calculations
2. Chemical Waste and Piping Plan (will Need Water Pollution Control and Hazmat Approval)

G. Electrical Plans

1. Outlets, Fixtures, Switches, Service Panels, Sub panels
2. Wire and Conduit Sizes on Electrical One Line Drawing
3. Electrical Ceiling Lighting Plan (Including Exit Lighting as Applicable)
4. Outlets, Fixtures, Switches, Smoke Detectors, Service Panels with Size and Ground

#### H. Energy

1. Form CF-1 with all Required Signatures
2. Back-up Forms including Heat Loss Calculations
3. Print Compliance Forms (ENV-1, MECH-1, LTG-1) on Drawings -- MUST BE FULL SIZE (8-1/2" X 11")
4. List Relevant Mandatory Features, OR Print FM-1R on Drawings -- MUST BE FULL SIZE (8-1/2" X 11")

#### Details (All as Applicable)

1. Window Schedule: List Sizes and Types (Detail Safety Glazing Locations)
2. Door Schedule; List Sizes and Types (Detail Fire Ratings, Hardware, Closets and Thresholds)
3. Flashing: Vertical and Vertical to Horizontal Junctures of Materials
4. Footing, Piers and Grade Beams
5. Changes to Floor or to Foundation System (i.e., Slab Wood Frame)
6. Post and Girder Intersections
7. Roof: Eaves, Overhangs, Rakes and Gables
8. Handrails, Guardrails, and Support Details
9. Structural Sections with Details at Foundation, Floor and Roof Levels
10. Detail of Fire Separations with Assembly Numbers and Sections
11. Detail all Fire Penetrations and Openings (Includes Assembly Numbers)
12. Cross Section of Fire Rated Corridor, Door Ratings, Smoke/Fire Damper Locations
13. Finish Schedule with Flame Spread Ratings

#### III. SEPARATE PLANS AND PERMITS

1. Storage Racks with Storage Level Over Eight Feet (8') High Require Permits; Provide Calculations and Details
2. High Piled Storage Areas (Commodities as Regulated by the Fire Code)
3. Fire Alarm/Smoke Detection Systems
4. Flammable Liquid Storage Areas, Compressed Gases
5. Spray Booths
6. Automatic Fire Sprinklers/Extinguishing Systems

**NOTES:** (1) Plans can be combined for simple buildings, if clarity is maintained. (2) This is not a complete list of all required submittals, and additional information may be required after plan review. (3) Other department or agency review and approval may be required.