



COMMERCIAL TENANT IMPROVEMENT: BUILDING PERMIT APPLICATION REQUIREMENTS

The following are the minimum submittal requirements for the Building Department plan check of a commercial tenant improvement (TI) of an existing building. * **Non-residential projects require a licensed professional** to be responsible for the construction documents unless waived by the Building Official (BO). The information herein is not all-inclusive, and may change based on the complexity or scope of the project. If the type of occupancy is changing, you must provide an area justification analysis for the new occupancy. **Note that other reviewing departments have their own submittal requirements—please consult with City staff if you have questions. Before submitting for your building permit, please consult with the Planning Department to see if a planning permit is required for your project.*

- A **SITE PLAN** showing the location of the project with respect to the building and overall site, adjacent streets, parking layout including location of accessible stalls, accessible path of travel from public way and accessible parking to the area of alteration, north arrow, and plan scale. Note on the plan the “occupancy classification,” “type of construction”, and if the building is equipped with fire sprinklers. Plan Scale: 1-inch = 20 feet minimum
- A **FLOOR PLAN**, fully-dimensioned, showing location of bearing walls, non-bearing partitions, doors, windows, detail and section references, the use of all existing, new, and altered rooms, and occupant load analysis. Note that display or storage racks over 8-feet high require structural details and calculations. Plan Scale: 1/4-inch = 1 foot standard, 1/8- inch = 1 foot minimum
- A **REFLECTED CEILING PLAN** showing ceiling material, ceiling heights, lighting, supply and return air registers, exhaust vents, sprinkler heads, exit signs, etc. For all elements, specify new, existing, and/or relocated.
- A **LEGEND** showing the existing walls to be removed or modified, and proposed new walls. Provide a complete description for the construction of each wall type, including whether full- or partial-height. For walls required to be fire-resistive, provide the listing (UL, ASTM, etc.) and complete details for the construction of each fire-resistive assembly. (materials, framing, connections, penetration protection, etc.)
- Provide **DETAILS** showing construction of walls, ceilings, and other information pertaining to the construction of the project. Wall construction shall show the wall height(s), method of support at top and bottom, wall bracing, stud size, gauge, manufacturer, model number, ICC-ES Report number, wall covering and attachment schedule. Use SSMA standard callouts for steel stud framing members.
- ACCESSIBILITY**
 - All new work shall fully comply with the accessibility provisions for new buildings (CBC sec. 11B-201.1)



- The “Path of Travel” serving the area of alteration shall comply with current accessibility codes. Existing path of travel elements which do not comply shall be upgraded. (CBC sec. 11B-202.4) The “Path of Travel” includes:
 - An accessible entrance
 - An accessible route to the altered area
 - At least one accessible restroom for each sex or accessible unisex (single-user or family) restroom(s).
 - Accessible telephones
 - Accessible drinking fountains
 - Accessible parking, signage, storage, and alarms

Note: 20% of the valuation of the proposed project shall be dedicated to improving accessibility to the area of alteration. You are required to show sufficient detail and notes on the plans to verify compliance.

- ❑ **MECHANICAL, ELECTRICAL, AND PLUMBING PLANS** shall be provided. Specify all existing, new, and relocated elements. Plans shall be prepared by a California licensed engineer, or the licensed contractor performing the work.

See Item J. “Preparation of Plans” below.

- Mechanical plans shall contain an equipment schedule, location of equipment, ducts, supply and return air registers with CFM clearly noted, materials, and support requirements. Note that an air balance report is required.
- Electrical plans shall contain a single line diagram, panel locations, panel schedules, power and lighting plans, lighting controls, fixture plan, as well as voltage drop and load calculations, as necessary.
- Plumbing plans shall contain floor plans, water, waste, and gas isometrics, fixture plan, WSFU, and DFU. Plumbing floor plans shall detail the location of floor drains, floor sinks, trap primers, cleanouts, water heaters, etc.

- ❑ **ENERGY CONSERVATION REGULATIONS**

- New demising walls between tenant spaces shall have a U-Factor not greater than 0.099 for wood frame walls and a UFactor of not greater than 0.151 for metal framed walls. Provide insulation R-Value on the plans; see tables 4.3.1 and 4.3.3 in the Reference Appendices (JA4) provided by the California Energy Commission.
- For the creation of a new conditioned space, the plans shall detail the new compliant envelope required by the most recently adopted California Energy Code.
- If HVAC equipment and/or associated duct work will be added, replaced, altered, or if the occupant load will be increased, the mechanical plans must clearly demonstrate the changes. Show locations, sizes and materials of all HVAC equipment, associated duct work, and supply and return registers. An air balance report will be required prior to final inspection, and shall be noted on the plans.

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- If lighting fixtures and/or control devices will be added, replaced, or altered, then the electrical plans must clearly demonstrate the changes. Show the locations of all light fixtures, control devices, and associated equipment.
- The envelope, mechanical, and lighting compliance forms, if required, are to be a permanent part of the plans.

❑ PLANS

- All plans must be submitted electronically. Plans shall be of sufficient clarity to indicate the nature and extent of the work proposed and show in detail that it will conform to the provisions of the codes and all relevant City and State laws, ordinances, rules, and regulations.
- All drawings shall be ruled lines versus freehand sketches. Walls shall be represented by double lines to show approximate width.

❑ PREPARATION OF PLANS

- Most tenant improvement projects require plans prepared by a licensed professional.
- All structural plans shall be prepared by a California licensed architect, civil engineer, or structural engineer. All sheets of the plans shall be sealed and signed by the responsible person. Structural calculations shall also bear the seal and signature of the responsible person.
- All mechanical and plumbing plans shall be prepared by a California licensed mechanical engineer. All electrical plans shall be prepared by a California licensed electrical engineer. MEP plans may also be prepared by the licensed contractor that will be performing the work. The contractor must possess the specialty license in that specific discipline, and demonstrate the ability to prepare plans to industry design standards.

❑ GENERAL

- For electronic plan submittals- email one set of plans and one set of supporting documents for review to permits@cotaticity.gov (structural calculations, spec sheets, etc.)
- When submitting plans for recheck, please provide responses to plan review comments (including where the comments have been addressed or completed), one set of plans, one set of calculations, and any other supporting documentation requested.
- Cotati City Hall is open Monday through Thursday from 7:30 AM to 5:30 PM (closed 12-1 for lunch)

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FEES

- Please complete a [REQUEST FOR BUILDING PERMIT AND DEVELOPMENT FEES ESTIMATE](#) form if you would like to receive an estimate of all fees that may be charged for your building permit application.

Building Department Contact Information

If you have any questions regarding Building Permit applications and submittal requirements, please contact us at:

Phone: 707-665-3636

Email: permits@cotaticity.gov

Website: <https://www.cotaticity.gov/202/Building>

Office: 201 W Sierra Avenue, Cotati, CA 94931