



TENANT IMPROVEMENT REMODEL/ALTERATION Submittal Requirements

Neighborhood
Services

Effective: May 25, 2007
Revised: January 26, 2024

A permit application is to be submitted along with (three (3) sets) of plans drawn to scale:

- Plans must be drawn to scale on minimum 11"x17", maximum 24"x36" paper.
- Plans must be signed by the Design Professional (if structural or occupancy changes, a Licensed Architect or Engineer must prepare plans). The plans shall include the following:

➤ **Cover page (which must include):**

- Project name (ex: Bob's Restaurant)
- Signature of Designer(s)
- Contact information for Designer(s)
- Occupancy classification (A,B,M etc.)
- The type of building construction (Type I,II,V etc.)
- Square footage of project
- The number of stories
- Height of building
- Occupant load
- State the current code cycle (currently 2022 Cal Codes) and list all applicable codes
- A page index
- Whether the space is fire sprinklered
- The legal description of the building (Assessor's Parcel Number)
- The site address
- Contact information for all Designers whose plans are included in the submittal (Electrical Engineer, Mechanical Engineer, etc.)
- Detailed scope of work
- List of deferred submittal items
- Applicable flood plain information

➤ **Site plan**

- Show accessible features including all paths of travel, parking, and entrance components.

➤ **Existing floor plan**

➤ **Proposed floor plan (showing):**

- New, relocated, and/or deleted walls, doors, etc. with framing and bracing details.
- Doors and other opening dimensions.
- Accessible path of travel from area of work to exit discharge and to public way, if applicable.
- Egress pathways including length of travel, width of egress pathway, etc.
- Indicate any required occupancy or fire separation walls, or corridors.

➤ **Electrical Plan (including):**

- Receptacle outlet locations and light fixture location.
- Location of switches for lighting control.
- A panel schedule with electrical load calculations.
- Location of lighting control panel.



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- **Plumbing Plan (including):**
 - Location and type of new fixtures.
 - Water heater location (if above the ceiling, a permanent ladder is required) and fuel type.
 - Restaurants, automobile repair, car wash, laundries, etc., please provide size, type and location of interceptors along with sizing calculations.
 - One line schematic drawings for all new piping.
 - A slab dowel detail if cutting/removing slab floor.

- **Mechanical plan system changes or additions (including):**
 - HVAC units, location, ducts, diffusers, etc., provide duct sizing.
 - Thermostat location and type (e.g., setback) information.
 - Any make up, ventilation, or exhaust air requirements.

- **Title 24 Energy documentation for lighting, mechanical, and envelope changes (2 sets)**

- **Cal Green (Include all mandatory measures)**

Please note:

The codes that should be referenced on the title-sheet of drawings as governing the design of the tenant improvement are the:

Applicable Codes as of January 1, 2023

- 2022 California Building Code (CBC)
- 2022 California Plumbing Code (CPC)
- 2022 California Mechanical Code (CMC)
- 2022 California Electrical Code (CEC)
- 2022 California Energy Code (Title 24)
- 2022 California Green Building Standards Code
- 2022 California Fire Code
- Brentwood Municipal Code

****City of Brentwood participates in the Green Halo Recycling program. All commercial projects must use Green Halo system***

Also, please note: A licensed contractor will be required to obtain a City of Brentwood Business License when obtaining the Building Permit. This submittal list is a general guideline - there may be additional requirements based on the individual project.



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ADDITIONAL SUBMITTALS AND APPROVALS MAY BE REQUIRED

Building Division (925) 516-5405

- Accessibility Upgrade Budget & Unreasonable Hardship Worksheet
<https://www.brentwoodca.gov/home/showpublisheddocument/8703/638421191232538207>

Planning Division (925) 516-5405 (separate submittal required)

- Design Review /Conditional Use Permit /Sign Review

Police Department (925) 809-7765 Lieutenant Michael Thompson (separate submittal required)

- Security Plan / 24 hr. contact info for Contractor
- Lighting Photometric Plan

Public Works

- Complete Waste Water Treatment Survey - (925) 516-6000
- Trash Enclosure Specification Questions - Contact Gary Parenti (925) 516-6093
- Recycling Waste Management Plan – Green Halo – 1 888-525-1301 -
www.greenhalosystems.com
 - All commercial projects with a valuation of \$75,000 or greater will be required to create an account with Green Halo and provide an application # prior to permit issuance
 - Recycling receipts are required to be uploaded to Green Halo and will be reviewed/approved by the city prior to final inspection
- Cross Connection/Back Flow Questions - Contact Abel Ordaz (925) 516-6024

Fire District (925) 941-3300; 4005 Port Chicago Hwy, Concord, CA (separate submittal & fees required)

- Site Review / Shell Review / Tenant Improvement Review / Fire Sprinklers

Contra Costa Environmental Health (925) 608-5500; 2120 Diamond Blvd, #100, Concord, CA (separate submittal required)

- Restaurants/package foods
- Food sales