



**TENANT IMPROVEMENT (TI)
SUBMITTAL REQUIREMENT CHECKLIST
BUILDING INSPECTIONS DIVISION**

PART 1

The City of Hayward is located in **Seismic** Design Categories “D”, “E”, or “F” depending on the Occupancy Category. **Wind** speed, Nominal Design 3-second gust 85 mph. **Exposure**, at the discretion of the design engineer: “B” (mostly) and “C” (immediate shoreline). **Rain** fall 1.5 inch per hour and 26.3 inch yearly. When preparing drawings and calculations, please refer to the latest editions of the California Building, Mechanical, Plumbing, and Electrical codes, and Part 2 and 6 of the Title 24 California Code of regulations (Energy).

SUBMITTAL CHECKLIST

A. DRAWINGS

- key plan for location within building
- legible 18"x 24" minimum size, (24" x 36" recommended) copy of floor plan of new construction with all dimensions
- plot plan

ARCHITECTURAL

- floor plan
- * exterior elevations showing proposed and existing construction

STRUCTURAL

- * foundation plan
- * floor framing plan
- * roof framing plans showing proposed and existing roof mounted equipment
- * truss drawings
- * cross section
- * structural details
- * specifications

MECHANICAL/ELECTRICAL

- * heating, ventilating and/or air conditioning (HVAC) Plan
- * electrical plan
- * plumbing plan

B. CALCULATIONS

- * structural calculations
- * Title 24 energy calculations and forms

C. OTHER DOCUMENTS

- Hardship Exemption (if required)
- Fire Department plan submittal questionnaire (if required)
(contact Fire Prevention Office at 583-4900 for more information)
- * Chemical Inventory Worksheet packet (if required)
(contact Hazardous Materials Office at 583-4910 for more information)
- * High-piled Combustible Stock packet (if required)
- * Bay Area Air Quality Management District notification (BAAQMD Air Permit) - call
415/771-6000 for more information
- * Construction Inspection Report per UBC-97 Section 1702

PART 2

DOCUMENT FORMAT INFORMATION

GENERAL INFORMATION:

- Seal & signature on 3 sets of documents by document maker (prior to final approval)
- Name, title, registration, address and telephone number of design professional
- property address
- name, address and telephone number of property owner and/or tenant
- cover sheet listing applicable codes and editions; description and type of work occupancy classification and type of construction; gross tenant area by floor and index of drawings
- scale for all drawings

KEY PLAN:

- location of tenant improvement within space
- path of travel to exits
- path of travel for handicap to main entrance

PLOT PLAN:

- * - lot dimension
- * - building footprint with all projections and dimensions to all property lines
- north arrow
- * - parking layout and driveways
- location and dimensions of handicap parking spaces

ARCHITECTURAL AND STRUCTURAL DETAILS:

- scale for all drawings
- window: head, jamb and sill
- exterior door: head, jamb and sill

- flashing, vertical junctures of materials
- * - footings, piers and grade beams
- * - post and girder intersections
- roof: eaves, overhangs, rake and gables
- floor changes (eg. from slab to wood frame)
- handrails, guardrails and support details
- * - structural section with details at foundation, floor and roof levels
- details of all fire rated wall, floor-ceiling and roof-ceiling assemblies (refer to item number per UBC Table 7-A or 7-B or G.A. File Numbers per Gypsum Association Fire Resistance Design Manual)
- section of fire-rated corridor if applicable
- flame-spread classification of finish materials
- * - specifications
- reflected ceiling plans and details

HVAC, PLUMBING & ELECTRICAL PLAN:

- * - plumbing fixtures and single line schematics with pipe size calculations
- * - location of HVAC equipment, duct layout, and location of fire & smoke dampers
- * - outlets, fixtures, switches, service panels with size, and ground and sub-panels with load calculations

TITLE 24 - ENERGY:

- provide Certificate of Compliance forms with all required signatures
- provide complete documentation based on scope of work

** Whether these items are required by the Building Inspection Division depends on the scope of the tenant improvement involved.*

Notes:

- (1) This is not a complete list of all required submittal and additional information may be required after plan review.
- (2) Other departments and agencies review and approval may be required.
- (3) Projects with construction cost of \$75,000 or more will require Construction & Demolition Debris Recycling Statement at submittal of plans for review.