



Tenant Improvement Checklist

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This includes alterations to all commercial buildings

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BEFORE SUBMITTING PLANS:

Before preparing plans for a tenant improvement project, it may be necessary to discuss the project with a City of Hayward Planner to determine zoning regulations or other requirements. Some projects require a preliminary Planning Application before the Building Permit Application process.

This checklist is specific to the Building Permit Application stage of the process.

DESIGNER LIMITATIONS

- ☐ A complete and accurate set of plans meeting industry standards is required to start the plan review process and ultimately obtain a building permit.
- ☐ Tenant improvement drawings must be prepared by a California licensed architect and/or engineer.
- ☐ Drawings shall be stamped and signed. Digital signatures are acceptable.

LOCAL ORDINANCES RELATED TO CONSTRUCTION:

- ☐ The City of Hayward has a local energy ordinance called The Reach Code. To verify if any regulations apply to your project, see the City of Hayward website here:
<https://www.hayward-ca.gov/reach-code>

DIGITAL SUBMITTALS ONLY:

- ☐ Plans Shall be submitted as PDF files. Paper submittals are not allowed. Plans shall be submitted through the City of Hayward website **E-Permit Portal**. The Plans shall be organized into a single PDF file and organized in the same fashion as a printed set.
- ☐ Sheets numbers in the PDF file shall match the sheet numbers on the plans. For example, a PDF will default to sheet 1 for the first sheet in the set. But the drawings may show A0. Please update the PDF numbers to reflect the sheet numbers.
- ☐ Supplemental Documents such as structural calculations shall be submitted on 8.5 x 11 as separate PDF files. For example, a typical submittal for a tenant improvement will have 2 PDF files: 1 PDF of structural calculations, and 1 PDF of the plans.
- ☐ Plans shall be formatted horizontally on a standard architectural sheet: 24" x 36" (ARCH D), 18" x 24" (ARCH C) or 36" x 48" (ARCH E).

PROVIDE THE FOLLOWING STANDARD DRAWINGS IN THE SET:

The drawings shall meet professional drafting standards. The items listed below are a general guideline and do not cover all possible elements that may need to be shown in the plans. During the plan review process, additional information may be required.

Cover Sheet shall include, but is not limited to the following:

- ☐ **Project Data:** occupancy classification, sprinkler type, construction type, building area, applicable codes and ordinances. List number of bedrooms and bathrooms.
- ☐ Sheet index: Indicate all sheets and numbers on the cover sheet.
- ☐ Project location
- ☐ Designer contact information

Site Plan shall include, but is not limited to the following:

- ☐ Streets, lot dimensions, setbacks, dimensions to property lines, dimensions to accessory structures, setbacks, easements (if applicable), on-site parking / driveways, trees.
- ☐ Disabled access path of travel from site arrival point, accessible parking, and main entry.

Civil Plans

- ☐ If applicable, show drainage and site improvements. For more information regarding the civil plans, please coordinate with the Planning Division.

Plans

The Plumbing, Mechanical and Electrical Plans can be combined so long as clarity is maintained.

- ☐ **Floorplans** Label rooms, show window and door sizes. Indicate egress information, occupancy classifications, and occupant loads.
- ☐ **Electrical Plans** – Show new or electrical elements and lighting. Provide a single-line diagram showing panel capacity and loads.
- ☐ **Plumbing Plans** – Show drain waste and vent sizes per CPC for new or altered plumbing elements. Show fixture locations and piping.
- ☐ **HVAC** – Show new or altered HVAC equipment. Show locations of rooftop units and ducts. If necessary, provide a roof plan to show compliance.

Exterior Elevations

- ☐ Provide elevations as applicable for the scope of work. If exterior changes are not occurring, elevations may not be required.

Building Sections

- ☐ Show basic framing, insulation locations and foundation. Show finished ceiling heights and floor levels.

Construction details

- ☐ Provide details as necessary based on the design of the project. This may include but is not limited to the following: flashing details, waterproofing or decorative elements, structural elements, and stairs.
- ☐ Provide fire rating details for walls, floor-ceiling assemblies, or other elements as applicable.

Disabled access details

- ☐ The plans shall comply with CBC Ch. 11B section 202 for tenant improvements. Provide details for all required accessible elements. This includes but is not limited to the following: Accessible parking, route to the main entrance (including ramps & curb ramps), the main entry door, the restrooms that serve the area of alteration.
- ☐ Indicate elements that do not comply with current standards. Show on the plans how the required corrections / upgrades will be made.

Structural plans / Framing Plans

- ☐ **Roof framing:** indicate rafter/ beam sizes and locations, roof sheathing and nailing pattern
- ☐ **Building Framing:** Provide all applicable framing details for the structure of the building.
- ☐ **Foundation Plans:** Indicate footing dimensions, rebar, hold-downs, anchor bolts, and slab details.

T-24 ENERGY REPORT

- ☐ **Energy Calculations/ Report:** The Energy Report shall be scanned into one or more sheets of the set. The report shall be signed by the documentation author.

ADDITIONAL DOCUMENTS:

- ☐ **STRUCTURAL CALCULATIONS**
- ☐ **STATEMENT OF SPECIAL INSPECTIONS** (If applicable)

DEFERRED SUBMITTALS ARE ALLOWED FOR THE FOLLOWING:

- ☐ Truss packages
- ☐ Shop fabricated elements such as stairs, awnings, and metal stairs.
- ☐ Solar PV, backup batteries and solar thermal systems
- ☐ Industrial equipment

**If you wish to defer other items not indicated here, please contact the plan reviewer for your project.*

Deferred submittals require a separate permit and additional fees.

EARLY INTERIOR DEMOLITION REQUESTS

It's common for applicants to ask for a head start on interior demolition before the plans for the TI are submitted. Unfortunately, the City of Hayward does not allow this. However, early demolition can start while the tenant improvement plans are in review provided the following items are understood by the applicant and verified by City of Hayward staff:

- ☐ Based on CBC Chapter 11B section 202, commercial building alterations, including interior demolition, trigger disabled access upgrades based on the valuation of the project. This forces an interior demolition into the category of a commercial tenant improvement from a plan review, permitting and code compliance perspective.
- ☐ TI plans shall show existing and proposed conditions. This will adequately describe the demolition work that will occur as part of the project. An additional "demo" permit is not required. Work on the building can only begin once the permit is issued.
- ☐ If an applicant wishes to start interior demolition prior to obtaining a TI permit, we require the complete TI plans to be submitted first. Once the first review of the TI is complete, and if there are no remaining structural comments, the applicant has the option to apply for a **Phased Approval Permit** for the demolition. Phased approval permits require extra fees, and they are at the customer's own risk. Phased approval permits can also include other items, such as under slab plumbing or similar work that occurs at an early stage of the construction process.