



Tenant Improvements

SUBMITTAL WORKSHEET

City of Hayward Development Services Department

December 2014 Update

Tenant improvements cover a wide range of non-residential projects. They include anything from a small café remodel to a 50,000-square-foot factory build-out. While the scope and complexity of tenant improvements vary widely, the process for obtaining a permit is basically the same. This worksheet is designed to help the owner and designer stay on track as they navigate the application process. This is in a step-by-step format, but some of the initial steps can happen concurrently depending on the project. City staff will be happy to help you fill out this worksheet.

STEP 1: PRELIMINARY REVIEW (3 parts)

Before preparing plans for a tenant improvement, it is necessary to discuss the project with City of Hayward staff to confirm that the proposal is allowed; e.g., whether or not a particular type of business is allowed by zoning. All staff is available at our One Stop Permit Center on the first floor of City Hall. It is good to bring in as much information as possible to these meetings including: basic drawings of the building, address, current use of the property, etc. It is also highly beneficial if the architect for the project attends these first informal meetings.

- Meet with a City of Hayward Planner.** Planning staff will determine if the proposed project will meet Zoning Ordinance requirements and/or if a use permit is required. Making this determination early on will minimize permit processing time.

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- Meet with staff from the Fire Prevention Office.** Fire Department staff will notify you of any initial concerns. These may include: fire truck access, firefighter access, sprinklers and alarms. Staff may require a separate **Code Assistance Meeting** if the scope of work involves hazardous materials or is highly complex.

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- Meet with a Building Division Permit Technician.** Building Division staff will go over basic requirements for the submittal and give you a rough estimate of the fees for the project. The Permit Technician will put you in touch with a Plan Checker for specific code questions.

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STEP 2: ESTABLISH THE DESIGN TEAM

Tenant improvement projects require a professionally prepared set of plans that fully document both the condition of the existing space and the proposed changes. Due to the fact that tenant improvements involve State of California mandated disabled access upgrades, compliance with multiple codes and often structural calculations, the City of Hayward requires that the plans are prepared by an architect or engineer licensed in California.

AT LEAST ONE IS REQUIRED FOR ALL T.I. PROJECTS. SOME PROJECTS WILL REQUIRE BOTH.

- Architect:** An architect will focus on coordinating the overall project and will have technical strengths in disabled access (ADA), fire safety, emergency exiting and building design. Architects typically hire consultants to help with structural issues, site work and landscaping. **Make sure that the design professional that you hire is experienced with the type of project that you are planning to do.**
- Civil Engineer:** Engineers are required when structural changes are made to a building. This includes the installation of equipment weighing 400 pounds or more. Some engineers can do a complete tenant improvement, but usually they do not have the specific experience to handle the non-structural codes.

- ^{N/A} **Plumbing, Mechanical and Electrical Engineers:** Depending on the scope of work, certain projects will require engineers that specialize in these disciplines. For example, projects that involve substantial changes to the electrical system of a building will benefit from the services of an Electrical Engineer.

- ^{N/A} **T-24 Energy Consultant:** California has very restrictive energy codes. Any project that involves changes to the lighting, mechanical systems or exterior walls will require the services of an energy consultant.

- ^{N/A} **Landscape Architect:** Depending on the criteria from the Planning Division, a landscape architect may be required for the project.

STEP 3: DETERMINE MAJOR COST IMPACTS

Certain changes to existing buildings can have major cost impacts due to building code requirements and local ordinances. In addition to the basic permit fees and taxes that our Permit Technicians can help you calculate, it is important to understand design related costs early in the process. Some of the most common issues with cost impacts are listed below:

^{N/A} **PLUMBING FIXTURE COUNT:** Chapter 4 of the California Plumbing Code will require a minimum number of fixtures for men and women depending on the use of the building. For tenant improvement projects, if there is an increase in the number of occupants or if the use of the building is changing, additional plumbing fixtures *may* be required. Review the plumbing code as you design to make sure that any required plumbing fixture increase is considered in the construction budget.

^{N/A} **WATER AND SEWER FEES:** Service charges and connection fees are based on increased discharge into the sanitary sewer system or increased water use. An example would be a retail store that is being converted to a restaurant. This change of use to a restaurant will result in more wastewater that the City needs to process and there are associated one-time fees for this. To get an estimate of these fees for your project, contact the City of Hayward Utilities Division. They will need to know the address and the scope of the proposed changes: **510-583-4727**.

^{N/A} **SPRINKLERS:** In some cases sprinklers are required by the Building Code, but in other cases they are required by a local Fire Code ordinance. If the building is not sprinklered, make sure that you know early in the process if this will be required or not. To find out if your project will need to have sprinklers added, contact the Fire Prevention Office: **510-583-4900**.

DISABLED ACCESS UPGRADES (ADA): All tenant improvements will trigger disabled access upgrades mandated by State and Federal laws. Even if the building is fully compliant, the access features still need to be documented on the plans. Have the architect do an initial survey of the space to identify features that do not comply. These typically include: exterior walkways, ramps, accessible parking, entryways and restrooms.

STEP 4: PREPARE THE DRAWINGS

A complete and accurate set of plans is required in order to obtain a building permit. Projects with high quality plans are more likely to be approved quickly. Projects with poorly prepared plans will result in multiple correction lists and this will delay the start of construction.

Designate the Architect or Engineer of Record: The architect or engineer of record is the main design professional responsible for coordinating the project. This is also referred to as the *design professional in responsible charge*. This individual is going to be the main point of contact with the City during the review process and will be stamping and signing the primary drawings in the set of plans.

- Prepare a Complete Set of Plans:** The City of Hayward requires a complete set of plans prepared to professional standards before we will begin the review process. This means a cover sheet with project data, a sheet index, a site plan, existing and new floor plans, existing diagrams, accessibility details, plumbing code analysis, wall details, sections, elevations, single line diagrams, gas piping diagrams, T-24 Energy reports and structural calculations. **The plans must fully and accurately describe the scope of work.** If key information is missing, **it will delay the project.**

NOTE: The City of Hayward does not allow for deferred submittals (with the exception of sprinkler and fire alarm drawings).

- Carefully Review the Applicable Codes and Regulations for the Project:** The City of Hayward, like all jurisdictions in California, must review plans for minimum code compliance. To find the current codes enforced in California and the local ordinances adopted in Hayward, see the “**Codes and General Information**” handout on the City of Hayward website in the Building Division page.

TIP! The two aspects of building design that cause the most correction lists and delays are Disabled Access (ADA) and T-24 Energy Codes. Because these are often seen as not being central to the project, they tend to get less effort. **Pay special attention to these aspects** if you want your project to be approved quickly. When in doubt, take a more conservative approach.

STEP 5: SUBMIT THE PLANS FOR REVIEW

Once the drawings are complete, the plans must be submitted to the Permit Center for review. Most projects will have 2 or 3 review cycles. Upon review of the plans, the City will return correction lists with comments from all departments. The applicant must re-submit the plans until all reviewers have approved the plans. For information on submittal timelines, number of required sets and local ordinances, please see the “**Codes and General Information**” handout in the Building Division portion of the City of Hayward website.

- DETERMINE THE NUMBER OF SETS:** Most tenant improvement projects will require 6 sets of plans. Some smaller projects will require fewer sets and some major projects will require up to 9 sets. To confirm the exact number of sets, please contact a Permit Technician. See the “**Codes and General Information**” handout for more details.
- STANDARD REVIEW TIMELINE:** Depending on the scope of work, plan review will be completed in 15 to 25 business days for the first submittal and 10 business days for each resubmittal thereafter. See the “**Codes and General Information**” handout for more details.
- Construction & Demolition Debris Recycling Statement:** Submittal of a Building Permit application shall be accompanied by a signed Construction & Demolition Debris Recycling Statement.