



# TENANT IMPROVEMENT PROJECTS SUBMITTAL REQUIREMENTS



COMMUNITY DEVELOPMENT DEPARTMENT • 345 N EL DORADO STREET • STOCKTON, CA 95202 • (209) 937-8561  
[www.stocktonca.gov/buildinginspection](http://www.stocktonca.gov/buildinginspection)

Tenant Improvements (TI) are customized alterations to an existing building or lease space in order to configure the space for the needs of a particular tenant.

## **PERMIT REQUIREMENTS:**

- A building permit is required for all tenant improvement projects.
- Tenant improvement projects that affect the structural and/or safety of a building are required to be designed by a California licensed architect or engineer. Examples include: A change of occupancy classification, fire-resistance rated construction, mechanical, plumbing, & electrical systems.
- Permits are issued to a California licensed contractor with a current City of Stockton Business License.
- Permits can be obtained at the Community Development Department Permit Center.
  - Located at 345 N. El Dorado St, Stockton, CA 95202
  - Office hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday, closed alternate Fridays.
- Minor tenant improvement projects may qualify for **Express Review**. Refer to the express review guidelines or contact the Building Division at (209) 937-8561 to see if your project qualifies.
- T.I. projects may be submitted for plan review remotely by sending a complete package to [plancheck@stocktonca.gov](mailto:plancheck@stocktonca.gov)
- If your project includes site improvements, please contact the Municipal Utilities Department at (209) 937-8436 to determine if stormwater quality compliance and documentation is required.

## **SUBMITTAL CHECKLIST:**

- A. Completed Building Permit Application
- B. Plans – Electronic files – Refer to plan requirements below
- C. Structural Calculations – Electronic files (if applicable)
- D. Completed Air Pollution Control District (APCD) Compliance Form
- E. Completed Accessibility for Existing Buildings Compliance Form (if applicable)
- F. Plan Check Deposit

*Electronic files shall be formatted in accordance with our Electronic Plan Check Guide which can be found on our website here: [www.stocktonca.gov/PlanCheck](http://www.stocktonca.gov/PlanCheck)*

## **PLAN REQUIREMENTS:**

Tenant improvement plan sets shall include the following information, as applicable. Depending on the scope of your project all items may or may not be required. If you need clarification of what information is required on the plans you may contact the Building Division at (209) 937-8561.

### **Title Sheet/Cover Sheet**

- Scope of work
- Applicable design codes (current edition of CBC, CMC, CEC, CPC, etc.)
- Code analysis (use, occupancy group, type of construction, fire sprinklers (yes/no), fire alarm (yes/no), tenant floor area, occupant load, number of stories, and area analysis)
- Index of drawings
- Vicinity map

## **PLAN REQUIREMENTS (cont.):**

### **Site Plan**

- North arrow
- Street names
- Property lines and proximity to structures
- Existing and proposed buildings
- Parking, including accessible spaces
- Accessible path of travel from the public way and from the accessible parking to the main entrance
- Location(s) of proposed improvements
- Utility locations
- Landscape areas

### **Floor Plan**

- All room/area uses (office, sales floor, break room, storage, etc.)
- Accessible path of travel to the area of alteration and to the restrooms serving the area
- Exits (with applicable signage)
- New and existing walls (use wall legend to identify)
- New and existing doors/windows
- Fire-resistance rated construction elements
- Detail number references

### **Life Safety/Egress Analysis Plan**

- All required exit signage
- Distance between required exits
- Common path of egress travel distance
- Exit access travel distance
- Occupant load analysis

### **Reflected Ceiling Plan**

- Each ceiling type and height
- All soffits and heights
- Exit signs and emergency lights
- Detail number references

### **Structural Plans**

- New or altered structural elements of the building
- Roof supported equipment
- Storage racking
- Mezzanines
- Detail number references

### **Mechanical Plans**

- New or altered heating, cooling and ventilation systems (location)

- Supply and return air, equipment & controls (cfm's, duct type, size & location)
- Equipment schedule & specifications
- Details

### **Plumbing Plans**

- New or altered piping systems (water, drainage, gas)
- Isometric of each piping system (point of connection, material, size, length, devices, fixtures & demands)
- Pipe sizing calculations & chart
- Fixture schedules & specifications
- Details
- Minimum fixture requirement calculations

### **Electrical Plans**

- New or altered power & lighting systems
- Single-line diagram & panel schedules
- Conductor sizes & load calculations
- Power plan (service, equipment, appliance & device locations with circuiting)
- Lighting plan (fixtures, controls with circuiting)
- Fixture schedule & specifications
- Details

### **Details, Schedules, & Specifications**

- Detail for each new wall type (stud size & type, spacing, sheathing, etc.)
- Detail for each new ceiling type (joist type, size, and spacing)
- Suspended ceiling details
- Door, window, & hardware schedules
- Fire-resistance rated construction details
- Floor & wall finish schedule
- Accessibility compliance details
- Bracing details

### **Energy Code Compliance**

- All applicable energy compliance forms
- New or altered envelope, mechanical & lighting systems
- Prescriptive or performance compliance calculations

**\*\*Note:** If the project involves any food handling (i.e. food preparation or food service), written approval from the San Joaquin County Environmental Health Department will be required prior to permit issuance.