



**Community Development Department**  
**11 English Street**  
**Petaluma, CA 94952**  
**<http://cityofpetaluma.org>**

Building Division  
Phone: (707) 778-4301  
To schedule inspections: (707) 778-4479  
Email: [building@cityofpetaluma.org](mailto:building@cityofpetaluma.org)

Online Permit Portal Link: <https://petalumaca-energovweb.tylerhost.net/apps/SelfService#/home>

## **Commercial Tenant Improvement Information**

The following items must be provided on the plans that are submitted for your commercial tenant improvement. This is a comprehensive, but not complete, list of items to be shown on plans, some of which may not be applicable to your specific project and style of construction. All other code compliance items will be reviewed at the time of plan check and during construction by the field inspectors. **NOTE: Writing “will comply with California Building Code 2019” is inadequate and will not be accepted.**

1. Complete an online application and upload all plans in .pdf format (see **Electronic Plan Submittal Requirements** handout for details.)
2. Provide a completed “Accessibility for Existing Buildings” handout – where access improvements are required.
3. Provide wet or electronic signature of person responsible for plan preparation on all plan sheets. Note that all plans that show structural work must be wet stamped and signed by a California licensed architect or engineer.
4. If structural work is proposed, engineering calculations may be required. If engineering calculations are required, provide engineering calculations that are stamped and signed by a California licensed architect or engineer. Engineering calculation will be required for structural beams, modifications to lateral force resistive elements, increased loads placed on structural members and other structural changes.
5. Specify building type of construction; i.e. Type III-A, Type V-B, as applicable. See CBC Chapter 6 for Type of Construction classification.
6. Specify occupancy class(s), i.e. M, B, R, as applicable. See CBC Chapter 3 for occupancy classification.
7. Specify use of all areas and rooms (new and existing).
8. Provide floor plans showing existing conditions and proposed demolition area(s).
9. Specify height and number of stories of building.
10. Specify square footage area of new work.
11. Provide complete dimensions on the floor plan to show the size of all rooms or areas.
12. Specify occupant load for each area, use and total occupant load of building and/or space. Provide occupant load calculations showing square footage and occupant load factor for all areas and uses. See CBC Section 1004.1 for complete requirements.
13. Specify whether the building has a fire sprinkler system – yes or no.
14. Provide a scope of work section – brief description.

15. Provide site plan showing building location, tenant area and names of adjacent tenants and their type of business.
16. For special occupancy requirements, see CBC Chapter 4. If building has mixed use or occupancy, show compliance to CBC Chapters 4 and 5 for requirements. Also see CBC Section 508.1 for "Allowable Floor Area of Mixed Occupancies."
17. Provide light and ventilation that complies to CBC Chapter 12. Show compliance on plans. Provide reflected ceiling plan showing; existing, new lighting and mechanical elements.
18. Provide sanitation facilities and number of plumbing fixtures per CPC Chapter 4, Table 422.1 Minimum Plumbing Facilities. Every building or portion thereof where occupied shall be provided with at least one water closet and lavatory fixture (toilet). Separate facilities may be required, see Sec. 422.2. Note that restaurants typically require two restrooms, one for each sex, where the number of the employees and occupants exceeds 25.
19. Note that all new sanitation facilities (restrooms) shall comply with the State of California Title 24 Accessibility Standards. The Building Division has a booklet, **Disability Access Requirement** that you may pick up for use. For a complete list of Accessibility requirements, please review the California Building Code Chapter 11B.
20. Note that any new work done in existing restrooms, whether or not they are accessible, must comply with the California Building Code Chapter 11B.
21. If existing restrooms are to be modified or if new restrooms are to be added, provide complete details showing compliance to California Building Code Chapter 11B. The Building Division has a booklet, **Disability Access Requirement** that you may pick up for use.
22. Indicate and identify on plans, all existing walls, ceilings or floors that are to be removed. Note if walls are bearing or non-bearing. Show or specify existing and new ceiling heights.
23. Provide floor, wall, or ceiling framing plans. Show the following:
  - a. Specify type, size and spacing of framing members
  - b. Show spans of framing – dimension and direction
  - c. Specify type and size of finish material
  - d. Show anchor or support method of framing
  - e. Show method of providing lateral bracing of the diaphragm
  - f. Show bracing method partition walls above suspended ceiling
  - g. Provide a legend for partition wall types with wall construction details
  - h. Provide details showing installation of T-Bar Ceiling.
24. Provide installation details and schedule of luminaires (light fixtures)
25. Provide exit doors from space per CBC Chapter 10. Note that at least one 36" x 80" exterior exit door opening is always required. Additional exits may be required depending on the occupant load. Typically, occupant load of 50 or more will require two (2) exits. Note that all doors, doorways and gates must also have a minimum dimension of three (3) feet with 32" clear opening.
26. If two (2) exits or exit access doorways are required, they shall have a minimum separation of one-half or one-third (1/2 or 1/3) the minimum overall diagonal of the building or area served, measured in a straight line between exits or exit access doorways, per CBC Section 1007.1.
27. Identify on plans, all elements of the required means of egress and indicate exit sign locations. See CBC Chapter 10 for complete requirements and 1013.1 for EXIT signs.
28. Exit doors should be openable from the inside without the use of a key, special knowledge or effort. The main exit in A-3, B, F, M and S occupancies may have key-locking hardware, if proper signage is

provided. Provide a sign over the main exit door stating, "THIS DOOR TO REMAIN UNLOCKED WHEN THIS SPACE IS OCCUPIED." Letters shall not be less than 1" high and on a contrasting background. Indicate sign location and specifications on plans. See CBC 1010.1.9.4.

29. Note that all entrances and exterior ground floor exit doors to buildings and facilities shall be made accessible to persons with disabilities. Provide threshold details. See CBC Chapter 11B for complete requirements.
30. Provide identifying signs at accessible rooms and entrances per State of California Title 24 Accessibility Standards. See **Disability Access Requirement** booklet or California Building Code Section 11B-703.
31. Rooms may have one required exit access that passes through an adjoining or intervening room, if allowed by CBC 1016.2. The adjoining or intervening room must provide a direct access to an exit, or to a corridor that provides direct access to an exit. The exit access travel distance shall not exceed that permitted by CBC Table 1017.2.
32. Required access to exits shall not pass through kitchens, storerooms, restrooms, closets or spaces used for similar purposes, per CBC Section 1016.2.
33. Specify and provide lever-type hardware for all new doors and all relocated doors unless panic hardware is required. Note that lever type is required for all gates, half doors and swinging doors along the exit access pathway. See CBC 1010 and 11B-309.4 for complete requirements.
34. Show compliance to the CBC Section 1010 for doors and hardware. The following items must be addressed by details and/or notes:
  - a. Swing and opening force
  - b. Type of lock or latch
  - c. Panic hardware
  - d. Floor level at doors
  - e. Landings at doors
  - f. Fire-resistive requirements
35. Any component in the means of egress system, which includes hallways, corridors, ramps, stairways, exit courts and yards typically have a minimum width of 44 inches. Aisle widths shall conform to CBC 1017 and Table 1018.2.
36. When the occupant load is 50 or more the exit doors must swing in the direction of egress travel per CBC 1010.1.2.
37. Fire-resistive floors, walls and ceilings shall be constructed of materials approved for fire-resistive construction as described under CBC 1020 unless exempted. Plans shall identify tested and listed assemblies. (See CBC Tables 721.1, Gypsum Association's Fire Resistance Design Manual, or UL Fire Resistance Directory) and specify all finishes, attachments, nailing, etc., exactly as called for in the referenced assembly.
38. Building exiting is covered in Chapter 10 of the California Building Code. Provide minimum number of exits, means of egress components, travel distances accordingly.
39. Specify low wall and furniture partitions that form exit pathways on the plans to verify exit requirements.
40. Provide layout and floor plans of furniture, fixtures, casework, racking systems, and shelving within sales areas, stockrooms, storerooms and warehouse areas. Show aisle width and exits paths that are clear and unobstructed.
41. Note that pallet racks and similar racks require a separate building permit. Plans must show compliance to the CBC Section 2209 and Section 15.5.3 of ASCE7. All high pile pallet racking requires a separate permit from the Fire Marshal's office as well. Contact them at 707-778-4389.

42. Where fitting or dressing rooms are provided for male or female customers, at least 5% (minimum of one) for each sex in each cluster of rooms shall be accessible to and usable by persons with disabilities. Provide fitting or dressing room details showing access compliance of CBC Section 11B-803.
43. Where fixed or built-in seating, tables and counters are to be installed they must comply with the CBC Section 11B 902. Show compliance on plans.
44. Where a ramp is proposed to provide access to the building or within the building, it must comply with CBC Sections 1012 and 11B-405. See **Disability Access Requirement** booklet or, for complete requirements, see California Accessibility Standards.
45. Specify safety glazing for glazing in hazardous locations such as glass doors and glass railings. See CBC 2406 for complete requirements.
46. Show all electrical, mechanical and plumbing work that would be part of this tenant improvement permit.
47. Show location of all electrical main and sub panels and specify amperage rating. Where new panels are proposed provide a single-line diagram of the service and premises wiring with load calculations.
48. Add note to plans, "All electrical receptacle outlets of 30 amps or less and communications system receptacles shall be located no more than 48 inches from the top of the receptacle outlet or box nor no less than 15 inches measured from the bottom of the receptacle outlet or box per CBC 11B-308.
49. Add note to plans, "The controls and switches for lighting and cooling, heating and ventilating equipment shall not be more than 48 inches measured from the top of the outlet box nor less than 15 inches measured from the bottom of the outlet box above the finished floor" per CBC 11B-308.
50. If existing lighting is replaced, or if the connected lighting load is increased, then calculations are required per California Energy Code.
51. If new lighting is added to the tenant space, then Title 24 Energy Lighting Compliance Certificates are required. If lighting calculations are required, provide Certificates of Compliance energy on the plan sheets. Also provide 2 copies of the 8.5x11 inches complete lighting energy calculations reports.
52. Provide multiple switching for lighting controls in locations and systems required by Title 24 Energy Standards.
53. Specify mechanical scope of work. Locate mechanical equipment on the plans. Indicate new or existing systems required for compliance with space conditioning and ventilation requirements of the code.
54. If mechanical heating and/or cooling are to be added, then California Energy Code calculations are required per California Energy Code.
55. If mechanical energy calculations are required, provide Energy forms MECH-1 Certificate of Compliance and Mandatory Features Forms on the plan sheets. Also provide two (2) copies of the 8.5x11 inches energy calculation reports.
56. If mechanical heating and/or cooling units are to be installed, show location of units, provide manufacturer's make, model, and size. Show method of providing structural stability, working access, fuel, power, and combustion air.
57. If mechanical heating and/or cooling units are to be installed on the roof, provide roof-framing plans showing that the roof is capable of supporting units. Show mounting of units to roof and roof curb. Show existing and/or new roof access ladder. Show waterproof electrical receptacle within 25' of location of roof mounted HVAC equipment. See CMC Section 304 for complete requirements.

58. If mechanical heating and/or cooling units are to be roof mounted or located to the exterior of the building, contact the Planning Department for screening requirements. If screening is required, provide detail on plans.
59. If tenant improvement is to create or modify a restaurant, deli or something similar, provide restaurant kitchen plans. A Sonoma County Health Department permit is also required for food service facilities with kitchen work, new or remodeled restaurant, food processing area alterations, etc. A copy of Health Department permit approval and a copy of the approved plans must be submitted to the Building Division prior to issuance of permit.
60. If tenant improvement includes a new or relocated kitchen hood, provide hood information, hood mounting details, duct shaft details, make-up air unit, etc. Show compliance to the CMC Chapter 4 and Chapter 5 Part II Commercial Kitchens. Please note that plans provided by the kitchen equipment supplier would need to be supplemented by tenant architect to show compliance to the CBC.
61. Provide plans that show how all new, or altered, plumbing fixtures are to be supplied with water, drained and vented. Provide isometric DWV plans and show compliance with applicable provisions of the California Plumbing Code
62. Include a plumbing fixture calculation including the occupant load factor used, the applicable occupancy group(s) and fixture rate(s). Verify fixture quantity meets minimum required by CPC 422. Where this is a mixed occupancy building with shared facilities the calculation must include these considerations. (For example, the required service sink, drinking fountain, and toilet facilities may be shared by other tenants.)
63. If a pressure vessel, boiler, or hot water heater is to be installed or relocated, show location and specify new equipment. Show method of venting, providing combustion air, providing fuel or electrical power. Show compliance to the CMC Chapter 10 and the CPC Chapter 5 as applicable. Specify the water heater strapping to resist horizontal displacement per CPC 507.2. Detail support of water heater and drain pan requirements where supported on a wood framed platform.
64. The location of all backflow preventers, the type of backflow preventers provided for each piece of equipment or outlet and the specified material standards referenced in the code.
65. Omit, delete, cross out, remove or void all details and/or notes when are not applicable to project or tenant improvement permit.
66. Please note that this Building Division review is for compliance with the CBC. Conformance to the **Americans with Disabilities Act (ADA)** is the responsibility of property owner, business owner, tenant, designer, and contractor.
67. The Building Division will review the plans submitted for compliance to State of California Title 24 Accessibility Standards. The area of work must comply with the California Accessibility Standards or a minimum of 20% of the project valuation shall be allocated to removing barriers along the path of travel to the area of alteration. Priority should be given to those elements that will provide the greatest access, in the following order: accessible entrance, accessible route to the altered area, at least one accessible toilet room, accessible telephones, accessible drinking fountains, and accessible parking. Please review CBC 11B-202.4.
68. Note that all construction shall conform to Title 24 of the California Code of Regulations, The California Building Standards Code. This code is comprised of the 2019 California Building Code (based on the 2018 International Building Code), 2019 California Electrical Code (based on the 2017 National Electrical Code), 2019 California Mechanical Code (based on the 2018 Uniform Mechanical Code), 2019 California Plumbing Code (based on the 2018 Uniform Plumbing Code), 2019 California Energy Code, California Existing Building Code (based on the International Existing Building Code), and the 2019 California Green Building Standards Code.

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69. Complete and submit the *City of Petaluma Hazardous Material Declaration* form required by state law regarding asbestos and hazardous chemicals. A copy is available from the City of Petaluma Fire Marshal's office.

Please note that this is not a complete list but may be used to guide the designer in the preparation of plans for submittal in the City of Petaluma.

Note that our normal first review plan check turnaround time is approximately 20 working days. Incomplete submittals will not be accepted. Plan check fees are due at time of submittal. For additional information about Building Codes and Building Division requirements please feel free to contact the Building Division at (707) 778-4301.

Contact the City of Petaluma Community Development Department for Planning Division requirements at (707) 778-4470.

Contact the City of Petaluma Bureau of Fire Prevention Office at (707) 778-4389 for Fire Department requirements.

Contact the County of Sonoma Public Health Department at (707) 565-6500 for Health Department requirements.

Contact the Bay Area Air Quality Management District at (415) 771-6000 for their requirements in regard to air quality and/or asbestos.