

# CITY OF YUBA CITY

Community Development – Building  
(530) 822-4629



## COMMERCIAL TENANT IMPROVEMENT AND ALTERATION SUBMITTAL LIST

PLAN REVIEW SUBMISSIONS REQUIRE THE FOLLOWING:

- Two (2) plan sets (18"x24" to 36"x48") drawn to scale and dimensioned, submitted to the Building Department (11" X 17" is acceptable if all details of plan are legible)
- One electronic plan submittal; Acrobat 9 or higher PDF format. The media type for electronic plan submittal can be either CDRW/DVD or USB memory stick - no zipped files.

**Provided**

**Submittal Requirements**

- Address, designer, occupancy, type of construction on title sheet
- Define use or occupancy on title sheet
- Site/plot plan drawn to scale with parking and HC accessible parking with path of travel to primary entrance and public way
- Architectural plans – floor, elevations, sections, details (identify new and existing work)
  - 1/4" scale drawing of rest rooms showing all accessibility requirements
  - Floor plans of whole tenant space and existing (not just altered space)
- Structural plans (if applicable) including foundation plan, floor framing, and roof framing plans
- Reflected ceiling plan (for suspended ceilings)
- Plumbing plans (single line or isometric)
- Mechanical plans showing equipment sizes, BTU output, duct layout
  - Kitchen hood plans and details for new restaurant cooking equipment
  - New HVAC equipment
- Electrical plans
  - One line diagram
  - Load calculations
  - Lighting (for new lighting or newly conditioned area)
  - Panel schedule
  - Panel, switch gear, and service equipment location
- Structural calculations
- Title 24 energy compliance documentation
  - Mechanical (for new HVAC equipment)
  - Envelope (for new conditioned area)
  - Lighting (for new lighting or newly conditioned area)

**Note:** T.I. projects that affect the structural and/or safety of a building are required to be designed by an architect or engineer. Ref: Uniform Building Code – Section 106.3.2, and Building & Professions Code – Section 5538. Examples include a change to a more restrictive occupancy or assembly, fire resistive construction, mechanical, plumbing and electric systems.

Accepted by Counter Staff: Date: \_\_\_\_\_ Initials: \_\_\_\_\_