
Submittal Requirements - Commercial/Industrial/Multi-Family Projects (All permits are completed via [online permitting](#))

Industrial/Commercial Shells and Multi-Family Dwellings:

- [Permit application](#)
- Civil, architectural, and structural plans (including all plumbing, electrical, and mechanical). **Sets must be electronically stamped and signed.** Civil drawings include:
 - 1) All existing and proposed off-site improvements, including sewer, water, utility tie-ins, driveway approach, and street trees.
 - 2) A functioning on-site storm drainage plan, including existing and proposed grades.
 - 3) A summary in square feet of the site building, pavement, and landscape areas. (*Building, pavement & landscape areas must equal total site area*)
 - 4) Erosion control plan.
- [Address Assignment Application](#)
- Soils Report
- Letters from Soils Engineer stating:
 - 1) They have reviewed the design of the foundation and it's in substantial compliance with their recommendations
 - 2) They have been retained to perform the necessary inspections (if required) to validate their soils report
- Structural calculations
- Energy calculations (incorporated in plans)
- Specifications (if applicable)
- [Tenant Information Form](#) & [Hazardous Materials Form](#)**
- Standard Conditions of Approval (if applicable)
- Written responses to standard conditions of approval stating how compliance was met by indicating where on the drawing the conditions were achieved.
- [Completed Zone 7 worksheet](#)

**Tenant and Hazmat Information forms are not applicable if there is no tenant.

Industrial/Commercial Tenant Improvements:

- [Permit application](#)
- Construction plans, including cover sheet, plot plan, floor plan, plumbing, electrical, mechanical plans, and reproduction of completed City of Livermore documentation (†see below). Drawings must be prepared by a California licensed architect, or a structural or civil engineer if any structural work is proposed that may affect or change the system or safety of the building. (**Sets must be Electronically stamped and signed**).
- [Address Assignment Application](#) (if applicable)
Structural calculations (if applicable)
- Energy calculations (if applicable) (incorporated in plans)
- Approved Alameda County Health Department Plans (if applicable)
- [Tenant Information Form](#) & [Hazardous Materials Form](#)**
- [Completed Accessibility Quick Checklist for Existing Buildings](#)

**Tenant and Hazmat Information forms are not applicable if there is no tenant.

Typical Tenant Improvement Drawings

Plans shall be prepared in a professional manner, shall be drawn to scale, and shall be of sufficient clarity to indicate the location, nature, and extent of work proposed. Plans shall show in detail that the project will conform to the provisions of the codes, and all relevant laws, ordinances, rules and regulations. **The following information should be included in the plans:**

I. Plot Plan

1. Property lines
2. Building outline
3. Street names
4. North arrow
5. Distance building(s) are from all property lines and adjacent building(s)
6. Identify each tenant space and the following about each space:
 - A. Square footage
 - B. Type of business and occupancy type
7. Indicate occupancy load of tenant space
8. Type of construction of building
9. Show the location of existing and/or new accessible parking spaces, path of travel to the entrance from public sidewalks; ramps, and signage per Title 24 accessibility requirements
10. Scale of drawing

II. Floor Plan

1. Draw to minimum scale of 1/8" = 1'0"
2. Location of all existing and new walls (use legend to indicate)
3. Reference indicators to details
4. Location of wall braces and reference the wall braces to specific details
5. Label use of each room
6. Indicate sizes of all doors
7. Indicate the location of all fire and smoke protection features, such as separated occupancies; fire walls and partitions; smoke barriers and partitions; protection of openings, through penetrations, corridors etc. in accordance with CBC Chapter 7. Include any testing agency's file number of wall assembly, with description of how the wall is constructed.
8. Indicate if a T-Bar ceiling is to be installed and reference its construction to specific details
9. Title 24, Energy Compliance forms shall be on the plans (LTG-1, MECH-1 and ENV-1) and have the proper signatures
10. Size, type, and location of windows
11. Walls shall be dimensioned
12. Show existing and/or new restroom facilities, and provide specific drawings for accessibility compliance
13. Indicate location of all plumbing fixtures (water closets, lavatories, sinks, etc.)

III. Electrical Plan

1. Location of receptacles and lights
2. Light switching requirements per Title 24
3. Location of exit signs, if required

4. Type of lights, manufacturer, wattage of lights, model number and appliance information from Title 24, energy calculations

IV. Mechanical Plan

1. Indicate location of new and existing HVAC equipment. Provide structural calculations and drawings for members supporting all equipment
2. Provide construction details of equipment installation (support, anchorage, etc.). Engineering calculations may be required for equipment less than 400 pounds and is required for equipment over 400 pounds.
3. Indicate model number and manufacturer of new HVAC equipment
4. Show location of diffusers for supply and return air
5. Indicate CFM (cubic feet per minute) of new and existing HVAC units. If combined HVAC unit CFM exceeds 2000, HVAC unit automatic shut-off may be required
6. Indicate size of outside air for new AC units

V. Plumbing Plan

1. Provide a plan view or isometric drawing of drain and vent lines with pipe sizes.
2. Provide a gas line drawing with pipe lengths, diameters and BTU input ratings of appliances to be served.

VI. Details

1. Provide details for walls:
 - A. How secured at top and bottom (nails/screws, spacing, etc.)
 - B. If walls are braced at top, indicate method to be used (nails/screws, spacing, etc.)
 - C. Framing material and spacing
 - D. Insulation values
 - E. Wall cover
 - F. Indicate that shop drawings for metal stud construction must be submitted to the Building Division for review.
2. T-Bar ceiling:
 - A. Seismic wires
 - B. Strut size and connection at T-bar and structure above
 - C. Vertical load wires
3. Connection of all equipment for vertical and lateral support

Notes: Project design must meet the minimum requirements of the currently adopted [California Building Code](#) (seismic category D, 85 mph wind exposure C) and the Fire, Energy, Electrical, Plumbing, Mechanical, and Green Codes and the City of Livermore Municipal Ordinance.

Reproduce the following Documents to the plans:

1. [Completed Accessibility Checklist for Existing Buildings](#). (To be completed by the person who prepared the plans).
2. [Commercial Security Ordinance](#) - Municipal Code 15.18.080-15.18.130
3. [Residential Security Ordinance](#) - Municipal Code 15.18.140-15.18.210