



City of Union City – Economic and Community Development Department  
**Building Division**  
34009 Alvarado-Niles Road  
Union City, CA 94587  
(510) 675-5313  
Fax (510) 475-7318

## SUBMITTAL REQ. FOR COMMERCIAL TENANT IMPROVEMENTS

Complete sets of building plans/reports and documents are required for the plan check of the proposed construction. One set will be returned to you as the official approved "job copy." Plan size shall be 18" x 24" minimum, and 24" x 36" maximum. All dimensions and scales shall be clearly indicated. No marked, altered, or paste-on plans will be accepted. You may be required by the Building Official to obtain a registered architect or professional engineer to prepare your building plans.

### **PLAN SUBMISSION REQUIREMENTS:**

The City of Union City - Building Division requires:

#### **For Commercial Tenant Improvements:**

Completed Building Permit Application

- Three (3) sets of complete building plans (*plan size - 18" x 24" minimum and 32" x 40" maximum*)
- Two (2) sets of Small Commercial Green Building Checklist**
  - *All applications for new construction, additions or remodels over 1,000 square feet for non-residential covered projects shall submit the Green Building in Alameda County Small Commercial Green Building Checklist with their building permit application. **Plans submitted for building permits shall clearly show where each applicable measure has been incorporated into the project.***
  - *All applications for new construction, additions or remodels less than 1,000 square feet for non-residential buildings shall submit a completed Small Commercial Green Building Checklist with the building permit application.*
- Two (2) sets of Title 24 Report, *if applicable*
- Two (2) sets of Structural Calculations, *if applicable*
- Two (2) sets of Specifications for Assemblies and Equipment proposed, *if applicable*

The following information, if applicable, shall be included on all plan submittals for buildings and accessory structures. *The information as follows are minimum requirements. The Building Official reserves the right to request further information or clarification.*

- The Designer's Name:** The drawings shall be prepared by a California Licensed Architect or registered professional engineer, and shall sign and seal all drawings and calculations as appropriate, state all applicable codes, description and type of work, occupancy and type of construction, allowable area calculations, gross tenant area (by floor), index of drawings.
- Plot Plan:** Show the outlines of the Assessor's Tax Parcel and the locations and use of all existing buildings. Plan details must include parcel dimensions, building setbacks from all property lines, distance between buildings, off-street parking, driveways, sewer lines or septic tank and leach field locations, percentage of the lot covered by buildings, scale of the drawings, and a north arrow. Also specify the owner's name, the site address, and the Assessor's Parcel Number. Location of TI within space, path of travel to exits and path of travel to main entrance for limited access persons.
- Architectural and Structural Plans:** Show your foundation plan, floor framing plan (existing layout and proposed improvements), roof framing plan, architectural floor plans (assembly seating plan), exterior elevations, structural and architectural details, typical cross sections in each directions (where necessary), calculations and details for storage racks over 8 feet, reflected ceiling plans.
- Structural and Architectural Details:** Please provide information regarding window head, jamb and sill height, exterior door head, jamb, and threshold, flashing of piers, and grade beams, post and girder intersections, roof eaves, overhangs, rakes and gables, floor changes (i.e. slab to wood frame), handrail, guardrails and support details, structural sections with details at foundation, floor and roof levels, details of all fire rated assemblies, including flame spread of finish materials, section of fire rated corridor, and ceiling details.

- HVAC, Plumbing, and Electrical Plans:** Plumbing fixture and single line schematics with pipe size calculations, location of HVAC equipment, duct location and layout and fire dampers roof penetration details and specifications for equipment, outlets, fixtures, switches, service panels with size and ground and sub panels, sprinkler plan and hydraulic calculations submitted for sprinklered building.

All plans, specifications, reports, or calculations for buildings or structures required to be designed by an Architect or Engineer licensed by the State of California, shall have his seal, signature and registration number thereon (each sheet of plans to have proper signatures). Architects and Engineers must also indicate when their license expires.

**PLAN CHECK PROCESS:** Initial review of plans may take between 2-3 weeks. Re-submittals shall take between 1-2 weeks. Larger projects may take longer, please contact the Building Division for further information. The Building Division will route the plans to the appropriate city departments. The applicant is responsible in delivering plans to the Alameda County Health Department and Union Sanitary District, when applicable.

**FEES:**

- AT SUBMITTAL:** At the time of submittal a plan check fee must be paid, for fee estimate call (510) 675-5313 or see fee schedule.
- ONCE PERMIT IS READY TO ISSUE:** The Building Division will contact the Applicant of the project with the remaining fee balance. *Refer to the adopted fee schedule for further information.*

**INSPECTIONS:**

- Inspections will be required for commercial TI projects. Contact the Building Division for required inspections for your specific projects.

**SEPARATE PLANS AND PERMITS REQUIRED FOR THE FOLLOWING TYPES OF WORK:**

- Assembly Areas (with occupant load greater than 50 persons).
- High Piled Storage Areas (commodities as regulated by the Fire Code).
- Fire Alarm/Smoke Detection Systems.
- Flammable Liquid Storage Areas/Compressed Gases.
- Spray Booths.
- Automatic Fire Sprinkler/Extinguishing Systems.

**For further information, contact the Building Division at (510) 675-5313.**