

City of Larkspur Building Department  
400 Magnolia Ave.  
Larkspur, CA 94939  
(415) 927-5038

City of Larkspur Planning Department  
(415) 927-5038



City of Larkspur Public Works Department  
(415) 927-5017

Central Marin Fire Department  
(628) 600-9988

## COMMERCIAL TENANT IMPROVEMENT BUILDING SUBMITTAL REQUIREMENTS

The following items below are required at time of submission for commercial tenant improvements. A completed, signed permit application and plan check fees are due at time of submission.

Additional forms and handouts can be found at: [City of Larkspur Building Department](#) More detailed information is on the following pages.

General building questions can be emailed to: [LarkspurBuilding@CityofLarkspur.org](mailto:LarkspurBuilding@CityofLarkspur.org)

### PLAN REQUIREMENTS

4 Complete Sets of Plans 2 Sets of Supporting Documentation (Energy Analysis Report, Structural Calcs, Geotechnical Investigation Report, etc.).

Drawings should be on 24" x 36" paper, drawn to scale using 1/8"-1/4" = 1' measure for architectural drawings, and 1/8" = 1', 1" = 20' for site drawings. Minimum size is 11" x 17".

Most Tenant Improvement plans are required to be prepared by a licensed design professional and must be signed and stamped by that individual. All plans are required to be signed by the plan preparer. Plans stamped/marked "preliminary" or "not for construction" will not be accepted or reviewed for code compliance.

Planning Department "conditions of approval" to be printed verbatim on the first pages of the plans, if applicable.

Plans are reviewed by the Building, Planning, Public Works, and Fire Departments, and outside agencies including Marin Municipal Water District, Ross Valley Sanitary District, and the County of Marin Environmental Health Services (Health Department).

It is recommended that a Certified Access Specialist (CAsp) be retained to identify all existing accessibility deficiencies within the required "path of travel" and to determine if "path of travel" elements be revised in accordance with Chapter 11B of the California Building Code.

### BUILDING PERMIT APPLICATION FORM

A separate building permit application for separate structures or tenant spaces will be required. The application should include property owner's, or property owner authorized agent's, *owner's signature* and contact information. The tenant's organization (company) name, contact person, email, and phone number are required.

### TITLE PAGE

Legal job address, Assessor's Parcel Number, and a page index.

Names, addresses, phone numbers, and emails of property owner, tenant, contractor, design professionals and consultants with license/registration numbers.

Written description of the scope of work.

Structural design criteria for the proposed structure specified.

Building occupancy classifications and occupant load.

Square footage per floor of structure with identified separate uses. Itemized building square footage per area (existing, to-be-demolished, alteration, addition, garage, porch, deck, hardscape etc.).

Type of construction - i.e. (Type I V-B), (Type II-A).

## **TITLE PAGE** - continued

Note zoning district. Note if the structure is in the Wildland-Urban Interface area.

Building code compliance statement - i.e. "These plans comply with the 20XX California Building Code". List all applicable codes.

Note if the structure is fire-sprinkled, or to be fire sprinkled.

List pre-approved deferred submittals (if applicable; deferred submittal form required).

Note zoning district. Note if the structure is in the Wildland-Urban Interface area.

Note if signage changed is proposed (signage is under separate application with both the Planning Department and Building Department).

Legend for symbols, abbreviations, and notations on the plans.

Disabled access requirements as required by the Chapter 11B of the California Building Code.

Sanitation facilities.

## **SITE PLAN**

Drawn to a site specific appropriate scale to show the entire site, usually 1/8" = 1', 1" = 20'.

Show and label locations of all buildings

Show property lines and specify dimensions from all property lines to all structures and specify dimensions between structures.

Show parking areas with number of parking spaces and marked accessible parking spaces and the accessible *path of travel* to the building entrance with dimensions.

## **PARKING PLAN**

Provide a calculation of the overall site parking space requirements per Larkspur Municipal Code 18.56.

## **EXISTING FLOOR PLAN**

Show existing floor plan where the tenant improvement is located. Specify the use of all existing rooms and areas including uses of adjacent tenant spaces.

Indicate the current use.

Indicate on plan the affected square footage of proposed construction.

Indicate all proposed demolition, particularly any proposed demolition of structural members of the building.

## **PROPOSED FLOOR PLAN**

Show proposed floor plan where the tenant improvement is located. If there is any proposed change of use, the applicant must state in detail the proposed use. Please note: Check with Planning for zoning determination if the use is allowable.

The following should be shown on the proposed floor plan:

- Proposed use (i.e. retail, restaurant, office, medical etc.)
- Indicate the type of construction of the existing building (i.e. wood frame, concrete tilt-up, masonry, etc.).
- Identify all usable spaces (office, storage, electrical room etc.)
- Show all existing and proposed walls. Show and specify all fire-resistive construction requirements.
- Show all existing and proposed doors, applicable fire rating, direction of swing etc.
- Identify all occupancy separations and indicate the fire-resistive rating of each.
- Identify all exits (number, width, distance to and direction of, hardware requirements, etc.)

## **PROPOSED FLOOR PLAN** - continued

Identify all corridors (type of construction, width, access to exits, etc.)

Show that all work complies with disabled access requirements.

## **WALL CONSTRUCTION AND DETAILS**

Show wall section detail with stud size and type, height, spacing, insulation, wall finish, method of structural connection at floor and ceiling/roof.

## **ELECTRICAL PLAN** (May be combined with the floor plan on simpler projects)

Show compliance with the following:

- One-line diagram (service, feeder, panel, disconnect, over current protection, grounding, etc.)
- Panel schedules with circuit identification.
- Indicate all outlet, fixture, and equipment location and type.
- Indicate all hazardous electrical locations as applicable.

## **CALIFORNIA ENERGY CODE - ENERGY DOCUMENTATION** (commonly called T-24 Energy Analysis)

Energy documentation complying with the requirements of the California Energy Code is required for new buildings, additions and remodeled areas where the building or site contains lighting, water heating or space conditioning systems.

HVAC sizing calculations are required for new HVAC systems.

## **LIGHTING, SWITCHING, REFLECTED CEILING PLAN**

Show the location and type of all lighting fixtures, day-lit areas, lighting control sensors and devices, switching and sensor configurations, and other information to show compliance with California Energy Code.

Plans must illustrate and specify how mandatory nonresidential indoor lighting controls will be provided for each lighting fixture, including, not limited to, the following:

- Area controls. Manual controls separately controlling lighting in each area.
- Multi-level controls. Providing occupants with the ability to control the use of all of the lighting, some of the lighting, or none of the lighting within a room or area.
- Shutoff controls. Automatically shutting off or reducing light output of lighting when it is not needed.
- Automatic Daylighting Controls. Separately and automatically controlling some or all of the light fixtures in the daylight areas and separating them from the lighting not in the daylight area.

## **MECHANICAL PLAN**

Provide mechanical isometric or schematic diagram showing size and location of ducts, return air, and supply air registers, and design flow (in cfm) at all register locations.

Show location and provide installation details for any required fire dampers.

Show location, method, and amount of combustion air to be provided to gas equipment.

Show location, clearance, electrical, and access requirements for all HVAC equipment.

For kitchen hoods, provide complete details including cross-sectional details of shafts, duct size and materials, types of duct seams, hood sizing calculations, location of make-up air, design airflow (in cfm), etc.

NOTE: Commercial restaurant kitchens requiring "ANSUL" systems shall submit separately for Fire Department approval.

Show and specify how outdoor "ventilation" air is provided to rooms and spaces within the tenant space as required by the California Mechanical and Energy Codes.

## **PLUMBING PLAN**

Provide plumbing isometric or schematic diagram of water, gas, drain, waste, and vent lines.

Show size of all lines and vents.

Show location of all fixtures, interceptors, plumbing appliances, condensate drains, and cleanouts.

Specify type of all piping materials to be used.

## **RESTAURANT EQUIPMENT PLAN**

Required for restaurants and commercial food processing, storage or preparation.

Show and specify location, size and type of all equipment, appliances and fixtures used for commercial food processing, storage or preparation. *NOTE: Prior to approval from the City of Larkspur Building Department applicants must obtain plan approval from the County of Marin Environmental Health Services.*

## **FIRE SPRINKLER PLANS**

Plans are required when modifying existing commercial systems. *Fire sprinkler plans are to be submitted under a separate building permit application and can be deferred. Fire sprinkler permit shall be issued prior to beginning installation.*

*Contact Central Marin Fire Department, Fire Marshall at (628) 600-9988 for more specific guidance.*

## **FIRE ALARM PLANS, ANSUL SYSTEMS, KNOX BOX AND SECURITY GATE REQUIREMENTS**

*Contact Central Marin Fire Department, Fire Marshall at (628) 600-9988 for more specific guidance.*

## **OTHER SUPPORTING DOCUMENTATION:**

- CALGreen CHECKLIST

Required for all new residential and nonresidential buildings, residential additions and alterations, and some nonresidential alterations and addition projects. Required CALGreen checklists are available on the City's web site at [City of Larkspur CALGreen Worksheet](#). Additional CALGreen compliance documentation may be necessary to support the green measures to be implemented. Print CALGreen checklist on the plans and submit 2 copies of the checklist.

- STRUCTURAL CALCULATIONS

Structural calculations, stamped and signed, are required for all new structures or additions that require engineering. 2 sets, 8.5" x 11".

- CONSTRUCTION AND DEMOLITION (C&D) DEBRIS PROGRAM - C&D DIVERSION REPORT

Due prior to, or at, permit issuance. Waste hauling receipts to be kept until the final inspection.

**Some projects may require some or all the listed additional documents below and/or additional documents not listed.**

Accessibility Hardship Form/Worksheet	Encroachment Permit Application
Agent Authorization Form	Energy Analysis Report
Bay Area Air Quality Management District "j-number"	Equipment Submittal Documentation
Construction & Demolition (C&D) Report Form	Grading and Hauling Permit Application
Contractor Business License Application	Structural Calculations
Deferred Submittal Form	Water Plumbing Retrofit Self-Certification

**APPROVALS REQUIRED FROM OTHER AGENCIES** - Depending on the scope of the project the following agencies commonly require to review and approve plans prior to City of Larkspur Building Permit issuance:

**MARIN MUNICIPAL WATER DISTRICT** [MARINWATER.ORG](http://MARINWATER.ORG)

All new construction including commercial, commercial change of use, residential, residential second units.

220 Nellen Avenue  
Corte Madera, CA 94925  
(415) 945-1455

**ROSS VALLEY SANITARY DISTRICT** [RVSD.ORG](http://RVSD.ORG)

All new residential and commercial construction, commercial change of use, sewer lateral replacement on residential remodels and/or addition for projects equal to or greater than \$75,000.

2960 Kerner Boulevard  
San Rafael, CA 94901  
(415) 259-2949

**COUNTY OF MARIN ENVIRONMENTAL HEALTH SERVICES (HEALTH DEPARTMENT)** [HEALTH DEPARTMENT](http://HEALTH DEPARTMENT)

All food handling facilities, public swimming pools (including at multi-family complexes), and septic and well systems.

3501 Civic Center Drive, Suite 308  
San Rafael, CA 94903  
(415)473-6269

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT - BAAQMD**

Issues job-number "j-number" required for all demolition and asbestos abatement projects.

375 Beale Street, Suite 600  
San Francisco, CA 94105  
(415) 749-5000  
1-800-HELP AIR

**Per Civil Code Section 1101.5**, multifamily residential real property and commercial real property undergoing building addition, alteration, or improvements require non-compliant plumbing fixtures to be replaced with water-conserving plumbing fixtures. All multifamily residential real property and commercial real property are required to replace all non-compliant plumbing fixtures with water-conserving plumbing fixtures on or before January 1, 2019 regardless of whether property undergoes alterations or improvements.

- For building additions, if the sum of concurrent building permits by the same permit applicant would increase the floor area of the building by more than 10%, all non-compliant plumbing fixtures will be required to be upgraded with water-conserving plumbing fixtures throughout the building. (1101.5(d)(1)(A))
- For building alterations or improvements, if the total construction cost in the building permit exceeds \$150,000, all non-compliant plumbing fixtures that service the specific area of the alteration or improvement will be required to be upgraded with water-conserving plumbing fixtures. (1101.5(d)(1)(B))
- Any alteration to a room that contains non-compliant plumbing fixtures will require that all the fixtures in that room to be upgraded to water-conserving plumbing fixtures. (1101.5(d)(1)(C))

**Non-compliant plumbing fixtures means any of the following 1101.3(c)1-4:**

1. Any toilet manufactured to use more than 1.6 gallons of water per flush.
2. Any urinal manufactured to use more than one gallon of water per flush.
3. Any showerhead manufactured to have a flow capacity of more than 2.5 gallons of water per minute (gpm).