



TENANT IMPROVEMENT SUBMITTAL REQUIREMENTS

This submittal list is a general guideline for the required documentation when applying for a Tenant Improvement Permit. All items may not pertain to your specific project. Please consult with your design team for your specific project.

A. General Information

Plans shall be stamped and signed by a registered architect or engineer, unless specifically exempted under the California Business and Professions Code. An architect or engineer may not be required if the proposed work does not involve life-safety elements, as determined by the Chief Building Official. In addition to Section B through D, drawings shall also provide the information listed below:

- Indicate Type of Construction
- Indicate Occupancy Group(s) by room and area
- Provide occupant load summary
- Provide tenant area square footage
- Indicate sprinklered building
- Project Information & Scope of Work
- Complete Sheet Index
- Applicable Design Codes, see City of Sausalito [Design Criteria Handout](#)
- Owner & Responsible Designers Contact Information
- Deferred Approval Items

B. Document Submittal List: (3 Sets, 11"x17" min sheet size, 24"x36" max sheet size, drawn to scale)

Plot Plan

- Building footprint, Location of Tenant Space within the Building
- Property lines, Easement Locations, slope, site drainage, adjacent streets, loading zones, etc.
- Setbacks/dimensions
- North arrow
- Onsite Parking Locations if Provided:
 - Accessible Spaces serving the Tenant Space
 - Accessible Route to onsite parking and Accessible Route the Public Way
- Location of Existing Utilities

Architectural Plans

- Demolition Plans
- Proposed Floor Plan:
 - Identify all rooms and uses / existing & proposed walls / wall legend / etc.
- Reflected Ceiling Plan
- Finish Plan
- Equipment Plan
- Roof Plan (if penetrating through roof, or if adding new or replacing roof-mounted equipment/systems)
- Means of Egress Plan, including but not limited to:
 - Occupancy calculations / occupancy separations / allowable area analysis / details of fire-rated assemblies
 - Evaluate exiting from all areas and show path of egress

- Details, Section, & Schedules, including but not limited to:
 - Stairs / handrails / guards / ramps / all accessible elements and fixture clearances
 - Wall/ceiling framing with cross-sections, framing details
 - Door, window, finish schedules, etc.
- Exterior Elevations
- Accessibility Plans and Complete Accessibility Details Per CBC Chapter 11B, including but not limited to:
 - Complete access details for area of remodel
 - Accessible Parking, fully detailed, dimensioned, and including signage (closet parking points that serve the remodeled area)
 - Exterior Paths of Travel from parking and from public arrival points to primary entrances
 - Elevators (that are part of the path of travel to the tenant space)
 - Exterior Stairs (that are part of the path of travel to the tenant space)
 - Primary Entrance Door details and signage to the Tenant Space
 - Fully detailed and dimensioned Restrooms that serve the area of remodel
 - Public Drinking Fountains (where provided)
 - Public Telephones (where provided)

Structural Plans

- Required

Mechanical Plans

- Required

Electrical Plans

- Required

Plumbing Plans

- Required

Energy Compliance

- Energy Forms/Calculations- completed and signed energy forms reproduced on plans

CalGreen Checklist/Compliance

- CalGreen Forms are Printed on the Plans and are signed and dated as required.

C. Required Calculations: (2 Sets, 8 ½” x 11” sheet size)

- Energy Forms/Calculations- 8 ½” x11” copy of the completed and signed energy forms reproduced on plans
Required when alterations made to HVAC System, Lighting, or Building Envelope
- Calculations documenting 20% expenditure for Accessibility Upgrades under CBC Chapter 11B
 - City of Sausalito’s [Unreasonable Hardship Form](#) for requesting exceptions to Title 24 Access Regulations
- Structural Calculations, stamped and signed by license professional

D. Other Documents

- Hazardous Material Declaration
- Specification Sheet for equipment/appliances
- Outside Agencies:**
 - Sausalito-Marín City Sanitary District Approval (CCCSD)
 - Marin County Environmental Health Department Approval
 - Southern Marin Fire Protection District Approval

Please contact outside agencies for their submittal requirements. See the [Outside Agency Checklist](#) for contact information.