

## COMMERCIAL TENANT IMPROVEMENT (T/I) GUIDE

Prior to submitting a tenant improvement (T/I) permit application to the Building Department, applicants shall first obtain zoning approval from the Planning Department.

- Complete the [Zoning Application](#).
- Submit the completed application to the Planning Division at [pod@cityofpleasantonca.gov](mailto:pod@cityofpleasantonca.gov) to verify that the proposed use is allowed for the tenant space.
- Include the approved zoning application with the T/I permit plans when submitting to the Building Division.

Only plans prepared by a California licensed design professional (architect or engineer) will be accepted for Tenant Improvement projects.

A tenant improvement permit is required for interior alterations to an existing commercial tenant space that affects the layout, occupancy use, or building systems, including architectural, structural, mechanical, electrical, plumbing, fire-life safety, accessibility, and energy-related work. This handout applies to tenant improvement projects where the occupancy classification remains the same or changes to a similar commercial occupancy (e.g., B to B, B to M, or B to A-2). Projects with major occupancy classification changes may require additional review and are not covered. If you are unsure whether your project is covered, contact the Building Department at [BuildingDivision@cityofpleasantonca.gov](mailto:BuildingDivision@cityofpleasantonca.gov) before submitting your permit application

Tenant improvement projects may be processed using our over-the-counter (OTC) program ([click here](#) to check if your projects qualifies for OTC) or through our standard plan review process, depending on the scope of work. Plans and supporting documents shall be submitted electronically through [Accela Portal](#). Refer to the guides listed below for additional project-specific requirements. Guides can be found on our [permit center website](#).

- For detailed instructions regarding commercial plan submittals, required supporting documents, and processing times, please refer to the City's Commercial Plan Submittal Requirements Handout.
- For electronic plan formatting and upload requirements, please refer to the Electronic Building Plan Check Submittals Handout.

**The following are Items required on plans; additional requirements may apply depending on complexity of the project).**

### Cover sheet

- Include property owner's name, site address, phone number, and Assessor's Parcel Number (APN).
- Provide the plan preparer's information on each sheet of the plans, including name, title, professional license number (if applicable), address, phone number, and signature.
- Indicate the current applicable codes and regulations in effect at the time of application (e.g., 2025 California Building Code, California Electrical Code, California Plumbing Code, California Mechanical Code, California Energy Code, California Green Building Standards Code, and City of Pleasanton Municipal Code).
- Provide a complete scope of work covered under the building permit.
- Provide a description of the tenant space use (e.g., office, retail, restaurant, personal service, etc.).
- Identify the previous tenant use and the proposed tenant use.
- Indicate the occupancy classification of the tenant space (CBC Chapter 3).

- Indicate the construction type of the building (CBC Chapter 6).
- Total building square footage and tenant space square footage.
- Provide occupant load calculations showing the allowed and proposed occupant load (CBC Chapter 10).
- Indicate whether the building is equipped with an automatic fire sprinkler system and fire alarm.
- Identify any deferred submittals. (typically fire sprinkler and/or fire alarm system installation).
- Legend for symbols, abbreviations and notations used in the construction drawings.
- Provide a sheet index identifying all drawings included in the plan set.
- Provide an accessibility compliance statement indicating whether the project exceeds the valuation threshold and will fully comply with CBC Chapter 11B, or whether path of travel improvements up to 20% of the construction cost will be provided. Provide a [Path of Travel Form](#) to identify the accessible elements that will be provided.

### **Site Plan**

- Property lines and building footprint.
- Dimensions of property lines and distances from the building to property lines.
- Location of the tenant space within the building (identify the suite or tenant area).
- Adjacent streets and north arrow.
- Location of exterior accessibility improvements, if proposed.
- Accessible parking spaces and access aisles serving the tenant space, including running and cross slopes, required striping, and signage.
- Total number of parking spaces and accessible parking spaces provided if accessible parking stalls are being added or modified (if applicable).
- Accessible path of travel from accessible parking and/or public sidewalk or site arrival points to the building entrance.
- Width of accessible routes, including running slopes and cross slopes.
- Location of ramps and curb ramps, including running slopes, cross slopes, detectable warnings, and required signage.
- Location of the building entrance serving the tenant space, including required maneuvering clearances.

### **Existing Layout and Demolition Floor Plan**

- Illustrate existing layout and area of work to be demolished.
- Clearly identify all walls, partitions, ceilings, fixtures, and equipment to be removed or demolished, and label them "REMOVE" or "DEMOLISH." Demolition items shall be graphically distinguished (such as dashed lines or shading) from existing construction to remain.
- Identification of structural elements to remain or be modified (if applicable).
- Properly illustrate all doors, windows, casework, plumbing fixtures, mechanical equipment, and electrical devices to be removed.
- Identification all fire-resistance-rated assemblies (if applicable).
- For further requirements please see commercial tenant demolition handout.

### **Proposed Floor Plan and Architectural Plan Requirements**

- Label all rooms and spaces with their intended use (e.g., office, retail area, storage, break room, restroom, etc.).
- Identify the location of all walls, partitions, and openings, and clearly indicate new walls and partitions.
- Identify any fire-resistance-rated walls, tenant separations, or occupancy separations (where applicable). For new fire-resistance-rated assemblies, provide construction details and the applicable UL listing, GA assembly number, or demonstrate compliance with CBC Chapter 7.
- Interior and exit door swings and maneuvering clearances per Chapter 10, and 11B and window locations.
- Provide a door schedule identifying door size, type, and hardware where applicable.
- Dimensions of rooms, hallways, corridors, and other exit access elements.

## **Means of Egress**

Plans shall demonstrate compliance with CBC Chapter 10, including exit, exit access, and exit discharge requirements.

- Demonstrate all elements of exit to include exit, exit access and exit discharge. Calculations for exiting components shall be provided.
- Provide exit separation dimensions on the floor plan where two exits are required.
- Exit access paths and travel distances. Location of exit signs and emergency lighting.
- Door hardware and all door requirements.

## **Accessibility**

Plans shall include dimensions and details demonstrating compliance with all applicable scoping and technical requirements of CBC Chapter 11B.

An accessible path of travel to the area of alteration shall be provided. If the project exceeds the DSA valuation threshold ([see Path of Travel Form which provides threshold](#)), plans shall demonstrate full compliance with the primary accessible path of travel to all the following elements:

1. A primary entrance to the building or facility,
2. Toilet and bathing facilities serving the area,
3. Drinking fountains serving the area,
4. Public telephones serving the area, and
5. Signs

If the project does not exceed the DSA valuation threshold, path of travel improvements shall be provided up to 20 percent of the construction cost. All accessibility upgrades identified in the submitted path of travel form shall be clearly depicted on the plans and include sufficient details demonstrating compliance with CBC Chapter 11B.

Newly constructed elements shall fully comply with CBC Chapter 11B and shall not be applied toward the 20 percent path of travel improvement requirement. This includes (but not limited to) items such as new restrooms, breakrooms, point-of-sale counters, and other newly constructed accessible elements.

## **Energy code**

- Plans shall demonstrate compliance with all applicable Energy Code requirements.
- Provide California Energy Code compliance documentation (on plans) using either the prescriptive or performance method, including applicable forms for building envelope, mechanical systems, and lighting/electrical systems.
- For additional information, please visit the [California Energy Commission](#).

## **Green Building**

- Projects shall comply with the California Green Building Standards Code (CALGreen).
- Provide completed CALGreen compliance forms within the plan set (nonresidential checklist or equivalent).

### **Structural Requirements (If Applicable)**

Provide structural plans, details, and calculations for all structural work, prepared by a California licensed design professional where required. Plans shall include the following, as applicable:

- Foundation plan.
- Floor and roof framing plan (existing and proposed conditions).
- Structural frame details and connection details.
- Structural and architectural details and typical cross-sections (where necessary).
- Reflected ceiling plans with bracing and support details (where applicable).
- Exterior elevations when modifications to the building exterior are proposed. (This may require additional planning review process.)
- Nonstructural wall details, including stud size, spacing, height, and attachment to structure (top and bottom connections).
- New openings, beams, headers, or structural modifications.
- Manufactured truss calculations and diagrams (stamped and signed by a licensed design professional).
- Storage racks exceeding 8' in height.
- Equipment exceeding 400 pounds, including anchorage details and calculations.
- Anchorage and bracing details and calculations of nonstructural components.

### **Mechanical, Electrical, and Plumbing (MEP)**

- Provide electrical plans demonstrating compliance with the California Electrical Code (CEC), including but not limited to lighting and power layout, panel schedules, load calculations, required Over-Current-Protection-Device (OCPD) protection, and emergency lighting and exit signage where applicable.
- Provide mechanical plans demonstrating compliance with the California Mechanical Code (CMC), including but not limited to HVAC equipment, duct layout, ventilation calculations, exhaust systems, and commercial hood and fire suppression systems where applicable.
- Provide plumbing plans demonstrating compliance with the California Plumbing Code (CPC), including but not limited to water, water meter sizing, waste/sewer, vent layout, fixture locations, plumbing fixture calculations where required, gas piping layout and calculations, and demonstrate location of water/fire backflow prevention assembly.

### **Fire and Life Safety**

- Provide plans demonstrating compliance with the California Building Code (CBC) and California Fire Code (CFC).
- Provide fire alarm and fire sprinkler systems where required, as determined by CBC Chapters 9 and 11 and applicable CFC provisions.
- Changes in occupancy, use, occupant load, or alterations to fire life safety systems may trigger a required evaluation of the building. Existing fire alarm and/or fire sprinkler systems shall be evaluated for compliance, and may require modification or expansion, even where such systems are already installed.
- Typical deferred submittals may include but not limited to (if applicable): Fire sprinkler systems, fire alarm systems, and hood suppression systems (e.g., ANSUL).

## **Other Agencies' General requirements**

### **Sewer Capacity Fees**

Changes in tenant space use (e.g., office to restaurant) may result in increased sewer discharge and require reevaluation of sewer capacity fees. Applicable fees are assessed based on the proposed use. Applicants shall contact the Building Division at [Building@cityofpleasantonca.gov](mailto:Building@cityofpleasantonca.gov) to obtain an estimate of any fees associated with the change in use.

### **City's Cross-Connection Control and Backflow Prevention Program:**

Tenant improvement projects shall comply with the City's Cross-Connection Control and Backflow Prevention Program, including installation of approved backflow devices on domestic, fire water services, and dedicated irrigation services (if applicable), backflow registration in Aqua Backflow (City's backflow tracking system), and annual testing. Please visit the following [website](#) for guidelines and requirements. In addition, demonstrate location of water, fire, and dedicated irrigation (if applicable) backflow prevention assemblies.

### **City's Fats, Oil and Grease (FOG) Program**

Food service establishments (FSEs) shall comply with the City's Fats, Oils, and Grease (FOG) Program, including obtaining a wastewater discharge permit, installing approved grease control devices where required, and implementing Best Management Practices (BMPs). Please visit the following [website](#) for guidelines and requirements.

### **Alameda County Health Department**

Alameda County Environmental Health may require review and approval depending on the project scope and use. Typical projects include, but are not limited to, food service establishments, tenant improvements involving food preparation areas, and recreational facilities such as commercial pools and spas. Applicants are advised to consult with Alameda County Environmental Health to determine if approval is required prior to permit submittal. Please visit the following [website](#) for additional information.

### **Construction and Demolition Waste Management (Green Halo)**

Pursuant to City of Pleasanton Municipal Code Chapter 9.21, the following projects are subject to Construction and demolition waste management requirements:

#### **Nonresidential Projects:**

- New construction
- Additions greater than 1,000 square feet
- Alterations or renovations with a project valuation of \$125,000 or more
- Demolition projects with a valuation of \$25,000 or more

For additional information and detailed requirements, please refer to the [City's Green Halo Requirements handout](#).

## Inspection Prerequisites (Items required prior to requesting each inspection)

### First Project Inspection (Typically underground and/or rough inspections)

- A waste management plan (if applicable) shall be submitted through the green halo system. The plan shall demonstrate a minimum 75% recycling rate and be approved prior to requesting the first inspection.
- Where applicable, accessible path of travel elements may be verified by the City inspector at this inspection.

### Above-Ceiling (Above Grid) Inspection

- Prior to requesting Building inspection, the Fire Department shall complete the above-ceiling (above grid) inspection, verify approval of fire sprinkler and associated systems, and document approval on the permit card.

### Final Inspection

- Special inspection reports (if applicable) shall be submitted and approved.
- Waste Management Final Report shall be approved (If applicable).
- Backflow prevention device (if required) shall be installed, tested, and approved.
- Energy compliance documentation (e.g., building envelope, lighting, and mechanical forms) shall be provided.
- Air balance report (if applicable) shall be provided.
- Fire Department final inspection shall be completed and approval by the Fire Department.
- Health Department final approval (if applicable) shall be obtained.
- Other Departments (If Applicable).

The above guidelines apply to Building Division requirements only. Please contact the following departments for additional requirements that may apply to your project.

Department	Phone Number	E-mail or Website
Building Division	925-5300	<a href="mailto:BuildingDivision@Cityofpleasantonca.gov">BuildingDivision@Cityofpleasantonca.gov</a>
Public Works Construction Services (Backflow/Fog programs)	925-931-5650	<a href="#">Publics Works Website</a>
Planning Division	925-931-5600	<a href="mailto:POD@Cityofpleasantonca.gov">POD@Cityofpleasantonca.gov</a>
Fire Department	925-454-2361	<a href="#">LPFD Website</a>
Health Department	510-670-6506	<a href="#">Alameda Health Department</a>