

CITY OF TRACY

GENERAL SUBMITTAL REQUIREMENTS FOR COMMERCIAL TENANT IMPROVEMENT/REMODEL



PERMIT TYPE	PLANS REQUIRED (5 Sets)	PLOT PLAN	ADDITIONAL SUBMITTALS (ENGINEERING; ENERGY, ECT.) /NOTES
1 CARNIVAL	NO	NO	SCOPE OF WORK; ELECTRIC PERMIT FOR GENERATOR \geq 10KVA OR 10,000 WATTS (ONE-LINE ELECTRICAL DIAGRAM REQUIRED)
2 CIRCUSES (SEE TENTS)	YES	YES	ELECTRIC PERMIT FOR GENERATOR \geq 10KVA OR 10,000 WATTS. ONE-LINE ELECTRICAL DIAGRAM.
3 DECKS>30"HAGL (height above grade level)	YES	YES	POSSIBLY ENGINEERING - IF NOT CONVENTIONAL FRAMING/UHF REQUIRED **See Note 2**
4 DEMOLITIONS; PARTIAL OR COMPLETE	PERHAPS (IF LARGER SCALE PROJECT THAT SCOPE OF WORK CAN NOT DETAIL)	YES IF UHF REQUIRES IT	SCOPE OF WORK; APCD APPROVAL REQUIRED WHEN \geq 160 SQ. FT. OF BUILDING MATERIALS IS BEING REMOVED OR MINIMUM OF 260 LINEAR FT. PIPING INSULATION REMOVED (ASK QUESTIONS)
5 DISABLED ACCESS UPGRADES	PERHAPS (IF LARGER SCALE PROJECT THAT SCOPE OF WORK CAN NOT DETAIL)	NO	SCOPE OF WORK; (NO UHF REQUIRED IF DISABLED ACCESS UPGRADE ONLY)
6 DOORS (SEE WINDOWS)			
7 ELECTRICAL EQUIPMENT (hard-wired)	PERHAPS FOUNDATION PLAN AND FLOOR PLAN	NO (UNLESS EXTERIOR)	SCOPE OF WORK (ONE-LINE DIAGRAM) IF FOUNDATION/FOOTINGS ARE REQUESTED, THEN STRUCTURAL CALCULATIONS AND UHF ARE REQUIRED.
8 ELECTRICAL LIGHTING (INTERIOR)	PERHAPS (IF LARGER SCALE PROJECT THAT SCOPE OF WORK CAN NOT DETAIL)	NO	SCOPE OF WORK; TYPICALLY LTG-1-C, 2-C & 5-C;UHF NEED WHEN SWITCHES ARE INCLUDED IN PROJECT (SEE NOTE #2)
9 ELECTRICAL LIGHTING (EXTERIOR)	PERHAPS (IF STRUCTURAL ELEMENT USED)	YES	SCOPE OF WORK; OLTG-1-C;OLTG-2-C;OLTG-3-C (FOR AREA LIGHTING DEFINITION); UHF REQUIRED (SEE NOTE 2) WHEN SWITCHES INCLUDED
10 ELECTRICAL/RECEPTACLES/SWITCHES	PERHAPS (IF LARGER SCALE PROJECT THAT SCOPE OF WORK CAN NOT DETAIL)	NO	SCOPE OF WORK; UHF (SEE NOTE #2 & 4)
11 FIRE PLACE (NEW) MANUFACTURED	YES	YES	TYPICALLY NEED MECH 1-C, 2-C
12 FIRE/FLOOD/EARTHQUAKE REPAIRS	YES/RARELY NO	YES/RARELY NO	SCOPE OF WORK; APCD APPROVALS; STRUCTURAL DAMAGE WOULD REQUIRE ENGINEERED DETAILING AND CALCULATIONS, (ALSO SEE DEMO)
13 GAS LINE MODIFICATION	YES (ISOMETRIC)	YES (IF EXTERIOR)	SCOPE OF WORK; UHF UNLESS IT IS HVAC EQUIPMENT) COMPLETE ISOMETRIC DRAWING, UNLESS TAPPED DIRECTLY FROM GAS METER. (Isometrics need input BTU'S for each equipment, size and length of pipe for each section)
14 GENERATORS (FIXED AND PERMANENT)	YES	YES (IF EXTERIOR INSTALLATION)	ONE-LINE DIAGRAM (NO UHF REQUIRED)
15 GUTTING/REMOVAL OF SHEETROCK (Interior)	YES/RARELY NO	YES IF UHF REQUIRES IT	SCOPE OF WORK; UHF (SEE NOTE #2)
16 ALL HOOD/DUCT SYSTEMS	YES	YES	UHF REQUIRED (SEE NOTE #2 & 4)
17 HVAC/FURNACE/CONDENSER/DUCTING /EVAPORATIVE COOLERS	YES- IF NEW ROOF TOP INSTALLATION	YES, IF EXT. INSTALLATION	SCOPE OF WORK; MECH 1-A; MECH 1-C, MECH 2-C MECH 3-C MECH 4-C; IF NEW HVAC OR INCREASE SIZE OF HVAC (BTU INPUT) PROVIDE GAS LINE ISOMETRIC NOTE: EVAPORATIVE COOLERS DO NOT REQUIRE ENERGY FORMS.
18 KITCHEN COMMERCIAL (REMODEL)	PERHAPS (IF LARGER SCALE PROJECT THAT SCOPE OF WORK CAN NOT DETAIL)	YES IF UHF REQUIRES IT	DETERMINE SCOPE AND THEN SEE APPROPRIATE CATEGORIES
19 MEZZANINE	YES	YES IF UHF REQUIRES IT	ENGINEERING CALCULATIONS, DETAILS; UHF (SEE NOTE #2) LT FORMS
20 PARKING LOT (INCLUSIVE OF PARKING LOT LIGHTS)	YES	YES	ENGINEERING CALCULATIONS & DETAILS FOR DRILLED PIERS; UHF (SEE NOTE #2 & 4);OLT-1-C, OLTG-2-C, OLTG-3-C
21 PARK STRUCTURES /COMPONENTS /PLAYGROUND EQUIPMENT	YES	YES	LIKELY STRUCTURAL CALCULATIONS & DETAILS; IF OUTDOOR LIGHTING THEN NEED OLTG-1-C, OLTG-2-C, OLTG-3-C; UHF;(SEE NOTE 2 & 4)
22 PATIO COVER	YES	YES	ENGINEERING CALCULATIONS UNLESS CONVENTIONAL CONSTRUCTION IMPLEMENTED. PRE-FAB ALWAYS REQUIRES ENGINEERING. UHF (SEE NOTE 2)
23 PATIO ENCLOSURE/SUNROOM	YES	YES	ENGINEERING CALCULATIONS & DETAILS UNLESS CONVENTIONAL CONSTRUCTION- PRE-FAB ALWAYS REQUIRES ENGINEERING; UHF (SEE NOTE 2) IF CONDITIONED, SEE HVAC

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24 PLUMBING MODIFICATIONS	PERHAPS (IF LARGER SCALE PROJECT THAT SCOPE OF WORK CAN NOT DETAIL)	NO (UNLESS EXTERIOR)	SCOPE OF WORK; UHF (SEE NOTE 2 & 4)
25 PONDS	YES	YES	GREATER HAN 18" DEPTH OF POND-BARRIER REQUIREMENT HANDOUT
26 POOLS/BUILT-IN SPAS	YES	YES	MF-1R & CF-1R (ENCOMPASSED IN HANDOUT)
27 PV'S (PHOTOVOLTAIC'S)	YES	YES	STRUCTURAL CALCS. (POSSIBLY)
28 REFRIGERATION SYSTEMS/MODIFICATION	PERHAPS (IF LARGER SCALE PROJECT THAT SCOPE OF WORK CAN NOT DETAIL)	NO (UNLESS EXTERIOR)	SCOPE OF WORK
29 REROOFS	NO	NO	CONTRACT FOR VALUATION FOR ALL JOBS; ENGINEERING FOR NEW TILE ROOFS OVER ENGINEERED TRUSSES; COOL ROOFING REQUIRED FOR CONDITIONED BUILDINGS AND WHEN 50% OF ROOF OR 2000 SQ. FT. WHICHEVER IS LESS IS BEING REPLACED AND ROOF \leq 2:12 SLOPE. MANUFACTURER'S. INSTALLATION SPECIFICATIONS FOR ROOF SYSTEMS AND COOL ROOF RATING COUNCIL (CRRC) VERIFICATION OF SYSTEM.
30 SERVICE CHANGE-OUTS	NO	NO	LOAD CALCULATIONS
31 SEWER/WATER LINE REPLACEMENTS	NO	NO	UHF (SEE NOTE 2)
32 SIGNS (OUTSIDE)	YES	YES	OLTG-1-C; OLTG-4-C; UHF (SEE NOTE 2); POLE & MONUMENT SIGN > 6' IN HEIGHT REQUIRES ENGINEERING
33 SIGNS (INSIDE)	YES	NO	LTG-1-C; OLTG-4-C; UHF (SEE NOTE 2); POLE & MONUMENT SIGN > 6' IN HEIGHT WILL REQUIRE ENGINEERING
34 SKYLIGHTS	YES	YES	SCOPE OF WORK; UHF (SEE NOTE 2); MAY REQUIRE ENGINEERING; FORMS ENV 1-C, ENV 4-C PERHAPS ENV 2-C
35 SOLAR PANELS	YES	YES (IF NOT INSTALLED ON THE ROOF)	STRUCTURAL CALCS. (POSSIBLY); IF MOVEABLE; NO UHF
36 SPAS, PORTABLE (INTERIOR/EXTERIOR)	NO	YES (IF EXTERIOR)	ONE-LINE DIAGRAM; UHF (SEE NOTE 2)
37 STORAGE RACKS	YES	YES (IF EXTERIOR AND IF UHF REQUIRES IT)	ENGINEERING CALCULATIONS AND DETAILS; POSSIBLY SPECIAL INSPECTION AGREEMENT FORM; UHF (SEE NOTE 2)
38 STORAGE TANKS	YES	YES (IF EXTERIOR AND IF UHF REQUIRES IT)	ENGINEERING CALCULATIONS AND DETAILS; SPECIAL INSPECTION AGREEMENT FORM; UHF (SEE NOTE 2)
39 T.P.P. (Temp. Power Pole)	NO	NO	ON SAME STREET-MAX OF 3 T.P.P. PER PERMIT
40 TENTS (TEMPORARY)	YES	YES	STRUCTURAL CALCULATIONS & DETAILS
41 TERMITE/DRY ROT/MOLD REPAIR	NO	NO	TERMITE REPORT CONSTITUTES THE REQUIRED PLANS INCLUDING PLOT PLAN AND SCOPE OF WORK; UHF (SEE NOTE 2)
42 TRASH ENCLOSURES	YES	YES	POSSIBLY SPECIAL INSPECTION AGREE FORMS; ENGINEERING CALCULATIONS AND DETAILS; UHF (SEE NOTE 2)
43 WALLS (ADD/MODIFY)	YES	YES (IF EXTERIOR)	STRUCTURAL CALCS. (POSSIBLY) SPECIAL INSPECTION AGREEMENT FORM (POSSIBLY) UHF (SEE NOTE: 2)
44 WATER HEATERS (NEW)	YES	YES (IF EXTERIOR AND IF UHF REQUIRES IT)	UHF (SEE NOTE: 2)
45 WATER HEATERS CHANGE-OUTS	NO	NO	IF INCREASE SIZE OF W/H (BTU INPUT) PROVIDE GAS LINE ISOMETRIC; PLANS IF INCREASED TO \geq 400K BTU; UHF (SEE NOTE: 2)
46 WINDOWS/DOORS REPLACEMENT (LARGER OR SMALLER)	YES	NO	SCOPE OF WORK, FLOOR PLAN WITH DIMENSIONS AND WINDOW SCHEDULE CONSTITUTES PLANS; TYPICALLY ENV 1-C (2-C OR 3-C); POSSIBLY ENGINEERING DETAILS AND CALCULATIONS DUE TO DELETION OR ENCROACHMENT OF SHEAR WALL OR BRACED WALL PANEL; UHF (SEE NOTE: 2)
47 WINDOWS/DOORS (NEW)	YES	YES (IF EXTERIOR AND IF UHF REQUIRES IT)	FLOOR PLAN WITH DIMENSIONS AND WINDOW SCHEDULE. PERHAPS ENGINEERING CALCULATIONS AND DETAILS DUE TO DELETION ENCROACHMENT THEREFORE OF SHEAR WALLS OR BRACED WALL PANELS; ENV 1-C (2-C Or 3-C) FOR WINDOWS AND DOORS WITH WINDOWS; UHF (SEE NOTE: 2)

NOTE 1: SIGNED CONTRACT OR AFFIDAVIT MAY BE REQUIRED TO ESTABLISH VALUATION OF PROJECT.

NOTE 2: IF PROJECT VALUATION \leq \$126,764.67 REQUIRES UHF; > \$126,764.67 DOES NOT REQUIRE UHF: HOWEVER IT IS IMPORTANT TO COMMUNICATE TO APPLICANT THE NEED FOR DISABLED ACCESS UPGRADES WHEN UHF IS NOT REQUIRED.

NOTE 3: UHF NOT REQUIRED DUE TO THE EVENTS OF A NATURAL DISASTER INCLUDING FIRE. IT IS CONSIDERED PUNITIVE TO ENFORCE DISABLED ACCESS STANDARDS BEYOND DIV I REQUIREMENTS FOR THE SPECIFIC AREAS OF RESTORATION. THE OWNERS OF THE BUSINESS/BUILDING ARE ONLY ATTEMPTING TO RESTORE WHAT EXISTED PRIOR TO THE EVENT. THESE REPAIRS MUST MEET DIV-I REQUIREMENTS. THE ADDITIONAL ITEMS AS NOTED IN CBC 1134B ARE NOT REQUIRED TO BE UPGRADED DUE TO PERMITTED REPAIRS OF SUCH AN UNFORTUNATE, UNTIMELY AND UNFORESEEN EVENT.

NOTE:4 UHF IS NOT REQUIRED FOR PROJECTS WHERE SCOPE OF WORK IS DISABLED ACCESS UPGRADE ONLY.