



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

860 NORTH BUSH STREET • UKIAH • CALIFORNIA • 95482  
120 WEST FIR STREET • FORT BRAGG • CALIFORNIA • 95437

STEVE DUNNICLIFF, DIRECTOR  
PHONE: 707-234-6650  
FAX: 707-463-5709  
FB PHONE: 707-964-5379  
FB FAX: 707-961-2427  
pbs@co.mendocino.ca.us  
www.co.mendocino.ca.us/planning

## COMMERCIAL TENANT IMPROVEMENT REMODEL/ALTERATION Plan Submittal Requirements

### Submit:

- ☐ One (1) properly completed permit application.
- ☐ Three (3) sets of building plans.

### General Requirements:

- Be sure that your proposed use is permitted by the following agencies: Planning (707) 234-6650; Environmental Health Department (707) 234-6625; and your local fire district.
- Project address and suite number on all plan sheets.
- Provide wet signature of person responsible for plan preparation on all sheets.  
Note: All plans prepared by a California licensed architect or engineer must be stamped and signed. Electronic signature is acceptable.
- Specify the height of low wall and furniture partitions. Partitions not over 6 feet do not require a permit, but must be shown on the plans to verify exit paths. See CBC 1003.3.3.

### Site Plan Showing:

- Building location, proposed tenant area and existing adjacent tenants and their uses.
- Provide a note on site plan: ***"The discharge of pollutants to any storm drainage system is prohibited. No solid waste, petroleum byproducts, soil particulate, construction waste materials, or wastewater generated on construction sites or by construction activities shall be placed, conveyed or discharged into the street, gutter or storm drain system."***

### Title Sheet Showing:

- A scope of work section.
- Specify Type of construction (e.g., Type I-A, Type V-B etc.), and Occupancy Group (e.g., Group A (assembly), M (mercantile), B (Business), R (residential) etc.).
- Square footage of the new work.
- Occupant loads for each area. See CBC Section 1004.1.
- Specify if building has a fire sprinkler system – yes or no.

### Existing Floor Plan Showing:

- Existing spaces and their uses identified on plan
- Existing exits/exit sign locations

### Proposed Floor Plan Showing:

- Show all existing and proposed Disabled Access requirements.

#### Note:

- ✓ Total construction cost < \$150,244, submit the County of Mendocino Commercial Alterations/Additions Accessibility Worksheet found at:

<http://www.co.mendocino.ca.us/planning/Apps.htm>

- ✓ Total construction cost > \$150,244, an accessible path of travel to the specific area of alteration shall be provided. The accessible path of travel includes a primary entrance to the building or facility; restrooms facilities, drinking fountains and public telephones serving the area; and signage.

*Note:*

- ✓ You may access the most current valuation threshold at <http://www.dgs.ca.gov/dsa/Programs/progAccess/threshold.aspx>
  - Wall-framing including:
    - ✓ Type, size and spacing of studs.
    - ✓ Anchorage method of walls, both top and bottom.
  - Ceiling framing plan showing:
    - ✓ Size and type of ceiling joists.
    - ✓ Method of supporting ceiling joists at each end.
    - ✓ Ceiling joist spans, dimensions, and direction.
    - ✓ Construction details showing installation of T-Bar Ceiling.
  - Electrical changes including:
    - ✓ New receptacle outlet locations and light fixture locations.
    - ✓ Location of new switches for lighting control.
  - Plumbing changes including:
    - ✓ Location, type, and number of new plumbing fixtures. See CPC Chapter 4 Table 422.1 *Minimum Plumbing Facilities*.
    - ✓ Water heater location and fuel type.
    - ✓ Restaurants, automobile repair, carwash, laundries, etc.
    - ✓ Provide size, type and location of interceptors along with sizing calculations.
  - Mechanical system changes including:
    - ✓ HVAC units, location, ducts, diffusers, etc.
    - ✓ Thermostat type (e.g. setback) information.
- ☐ Structural plans/analysis by a California licensed design professional is generally required for the following:
- ✓ Modifications to structural elements (posts, beams, bearing walls etc.)
  - ✓ Suspended ceilings
- ☐ Two (2) sets of Title 24 Energy documentation required for lighting, mechanical, and envelope changes.
- ☐ Implement Best Management Practices (BMP). To access the form to verify if BMPs are required, use the link:  
[http://www.co.mendocino.ca.us/planning/pdf/New construction and post construction checklist -2015.pdf](http://www.co.mendocino.ca.us/planning/pdf/New%20construction%20and%20post%20construction%20checklist%20-2015.pdf)
- ☐ Additions of 1,000 sq. ft. or greater AND/OR building alterations with a permit valuation of \$200,000 or more shall comply with the CALGreen requirements
- If CALGreen requirements apply, please imprint the CALGreen Mandatory Measures on plan.