

This brochure has been developed to assist in communicating the correct number, types of plans, and other supporting material necessary for plan review. Submittal documentation usually includes drawings, specifications, calculations, and other reports as required.

Adherence to the guidelines in this brochure will provide for a more timely plan check, and will assist with efficiently processing applications and advancing plan review. It will provide a method to review submittals for completeness, and will insure that the documents submitted serve as a communication tool that enhances communication between the plan reviewer and the designer.

Furthermore, a complete submittal will provide a standardized, well documented set of drawings and specifications, that will be easier for the plan reviewer to understand, and will reduce the time required to review a set of drawings.

Depending on the scope of your project, all items may or may not be required. If clarification is necessary, a pre-submittal meeting may be scheduled with plan review staff, to determine requirements. Contact the Building Division at (916) 777-7770 to schedule the pre-submittal meeting.

Plans shall be prepared in a professional manner, shall be drawn to scale, and shall be of sufficient clarity to indicate the location, nature, and extent of work proposed, and shall show in detail that the project will conform to the provisions of the Code, and all relevant Laws, Ordinances, Rules and Regulations.

Separate Plans and Permits:

- Storage racks with storage level over 5 feet 9 inches high.
- Fire alarm/smoke detection systems.
- Monument signs.
- Spray booths.
- Automatic fire sprinkler/extinguishing systems.

NOTE: Fire sprinkler plans, hydraulic calculations, and fire system details will need to be submitted directly to Fire Department.

Accessibility and your Business:

What exactly are the responsibilities of a business when it comes to providing access for people with disabilities? In order to clearly understand this issue, it is important to know that there are two separate laws which affect you, the business owner. The first, is a Federal law, the American with Disabilities Act. The ADA, as it is more commonly called, is a very comprehensive, anti-discrimination law, created by the United States Congress, and signed into law by President George Bush in 1990. Title III of the ADA prohibits discrimination on the basis of disability in places of public accommodation and commerce. The second set of regulations that apply to businesses and accessibility is contained within the State of California Building Code, Title 24. Title 24's accessibility requirements are triggered when you apply for a building permit to construct or remodel your business.

City of Isleton

Building Division

What you need to know about...

Tenant Improvements for Commercial



101 2nd Street
Isleton, CA. 95641
(916) 777-7770
Fax (916) 777-7775

What is a Tenant Improvement?

Tenant improvements are commercial additions, or alterations to the interior of an existing building and/or structure, including, but not limited to, offices, restaurants, storage rooms, demising walls, and conveying equipment systems. In order to ensure that tenant improvements are constructed safely and in compliance with applicable California Building Standards Codes, such work must be approved and inspected.

Steps Necessary for Approval of Tenant Improvements.

Step 1. Obtain Planning Approval.

A precise plan of design approval must be obtained from the Planning Division prior to any plan check submittal to the Building Division.

Step 2. Complete a Building Permit Application.

Building Permit Application forms are available online or at our the public counter.

Step 3. Submit Plans and Pay Fees.

All plan check fees for building, electrical, plumbing, mechanical, green building standards, Title-24 energy standards and disabled accessibility plan checking, are due at the time of plan submittal. The approximate plan check turn-around time can be determined upon submittal. Plan check time may vary due to the complexity of the project and/or the current workload of the Building Division.

Step 4. Resubmit Plans with Corrections.

When your plans are returned from plan review, there will likely be corrections that need to be made. You may make an appointment with the Building Division Staff to obtain clarification on requested corrections, or if you have any questions. The faster you resubmit your corrected plans, the faster building permits can be issued.

What Needs to be Submitted?

The following guidelines represent the requirements for a Tenant Improvement Submittal. Drawings shall be a minimum 24" x 30", to a maximum 30" x 42", scale shall be 1/4" per foot.

All drawings, structural, architectural, and energy calculations, are to be WET Stamped and Signed by the responsible discipline of record, architect and/or engineer. In addition, each drawing shall contain the owner's name, address and phone number.

Four (4) complete sets and a USB or CD of legible building plans. Building Plans shall include the following:

- Cover Sheet
- Site Plan
- Key Plan for Location within Building
- Architectural Plans
- Disable Access Standards
- Structural Plans
- Foundation

- Floor framing plan
- Roof framing plan
- Cross sections detail
- Structural framing details
- Equipment plan
- Green building standards
- Plumbing Plan
- Mechanical Plan
- Electrical Plan
- Floodplain Elevation Certificate, if applicable
- Floodplain Substantial Improvement Form
- Two (2) sets of structural calculations, if applicable
- Two (2) sets of truss calculations, if applicable
- Two (2) sets of energy calculations
- One (1) completed permit application.
- Partial plan submittals will NOT be accepted.
- For more information, visit our permit counter.

What Other Approvals Do I Need?

- ⇒ Planning Division
- ⇒ Fire Department
- ⇒ Floodplain Management
- ⇒ Sacramento County Health Department, if applicable
- ⇒ Public Works, if applicable