



BUILDING & SAFETY DIVISION | PLANS AND PERMITS DIVISION
DEVELOPMENT SERVICES CENTER
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CHECKLIST FOR PLAN REVIEW: **OVER-THE COUNTER PLAN REVIEW - COMMERCIAL (NON-RESIDENTIAL)**

GENERAL INFORMATION:

Building Permits are required whenever there are any alterations, replacements, or additions done to any structure that involves changes in the electrical, mechanical, plumbing, and/or framing system. For Non-Residential Over-the-Counter Reviews, call the Development Services Center Staff at (510) 494-4461 to schedule an appointment. The designer of recorder, owner's agent and/or person with authority to makes changes to drawings should meet with the plan check staff for these projects. At the time of review, if Plan Check staff determines the information submitted is not complete, verbal comments will be provided and the appointment will be re-scheduled.

Document Submittal List for Over the Counter Non-Residential Tenant Improvement Plan Review and Permit Issuance by appointment for small non-residential improvements that meet the following criteria:

- Interior modifications for office spaces of less than 7,500 square feet
- Interior modifications for warehouses of less than 50,000 square feet (project may include office space of less than 7,500 square feet)
- Interior modifications of retail spaces of less than 5,000 square feet

Additional conditions which need to be met:

- The project does not provide for storage or use of hazardous materials in the tenant space.
- The project does not propose alterations or modifications to the structural systems of the building (e.g., opening into bearing or shear walls, changes to floor systems, etc.).
- The project does not contain any alteration or modification to a fire rated area separation wall.
- A new address is required when a tenant improvement results in a new commercial or industrial tenant space. New individual addresses, or unit/suite numbers can only be assigned to an approved tenant space that has been authorized through the permit process. For address requests regarding existing tenant spaces or structures, the legitimacy of the tenant space or structure must first be established. If the address cannot be verified through permit records, the permit cannot be approved at the Over the Counter Review. An application for a new address or confirmation of an address must be submitted along with a site plan, including the space layout of the building. An address assignment submittal is usually completed within 15 business days from submittal.

DOCUMENT SUBMITTAL LIST:

NUMBER OF PLAN SETS: 24" x 36" Minimum Size (Note: Text characters shall be at least 1/8" in height and a Scale for all Drawings).

- Three (3) sets of Complete Plans
- PDF Copy of Plans and Documentation on a Disk

TWO (2) SETS OF THE FOLLOWING REPORTS :

- Structural Calculations
- Title 24 - Energy Calculations & Forms (Title 24 Part 6)
- Specification for Assemblies and Equipment Proposed

FORMS REQUIRED FOR SUBMITTAL :

- Building Permit Application Form
- Owner/Builder Form (if applicable)
- Tenant Improvement Form
- Hazardous Material Disclosure Statement Form – (3205) with Signature from the Property Owner
- Statement of Stormwater Pollution Prevention
- Construction Waste Handling Plan
- Construction Debris Hauler Acknowledgement Form

INFORMATION TO BE INCLUDED ON PLANS :

- Cover Page -**
 - Wet Sign on all Documents by Document Maker
 - Name, Title, Registration (Address and Phone) of Design Professionals
 - Address of Property and Name, Address, and Phone of Property Owner
 - Applicable Codes and Editions
 - Description and Type of Work
 - Occupancy and Type of Construction
 - Allowable Area Calculations
 - Gross Area, by Floor, and Building Height
 - Index of Drawing

- Plot Plan and Site Plan -**
 - Location of tenant improvement within Space
 - Path of travel to exits and Path of travel to main entrance for persons with disabilities
 - Lot dimensions
 - Building footprint with all projections and dimensions to property lines
 - North Arrow
 - Parking layout, including accessible parking stalls and driveway locations
 - New sidewalks and door locations
 - Location and size of existing or proposed trash enclosure

- Architectural and Structural Plans -**
 - Foundation plan
 - Floor framing plan (existing layout and proposed improvements)
 - Roof framing plan
 - Architectural floor plans (assembly seating plan)
 - Exterior elevations
 - Structural materials specifications
 - Structural and architectural details
 - Typical cross sections in each direction (where necessary)
 - Calculations and details for storage racks over eight (8) feet
 - Reflected ceiling plans
 - Exiting plans

- Special Inspection Testing Agreement
 - Clean Bay Blueprint
- Structural and Architectural Details –**
- Window: head, jamb, and sill heights
 - Exterior door: head, jamb, and threshold
 - Flashing: vertical junctures of materials
 - Footing: pier and grade beams
 - Post and girder intersections
 - Roofs: eaves, overhangs, rakes, and gables
 - Floor changes (i.e. slab to wood frame)
 - Handrails, guards, and support details
 - Structural section with details at foundation, floor, and floor levels
 - Details of fire fated assemblies, including flame spread of finish materials
 - Section of fire rated corridor
 - Scale for all drawings
 - Ceiling details
- HVAC, Plumbing & Electrical Plan -**
- Plumbing Fixtures and Single Line Schematics with Pipe
 - Location of HVAC Equipment. Duct Location, and Layout and Fire Dampers, Roof Penetration Details and Specifications for New Equipment
 - Outlets, Fixtures, Switches, Service Panels with Size and Ground, Subpanels, Load Calc.
- Title 24 – Energy Report -**
- Form CF-1 on Drawing with all Required Signatures (Print Certificates of Compliance on drawings)
 - Backup Forms including Heat Loss Calculations
 - List Relevant Mandatory Features
- Cal Green Requirements -**
- List or Relevant Mandatory Features
- Prefab Trusses - Submit the Following with Permit Package**
- Roof Framing Plan with Truss ID No., Detail of all Truss Splice, Connection and Plate Sizes, Show all Trusses, Gable Bracing and Bridge
 - Review by Individual Responsible for Designer
 - Provide Single Line Truss Diagram with all Vertical and Lateral Load Including Bearing Points Shown with References to Framing Plan

SEPARATE PLANS & PERMITS REQUIRED FOR THE FOLLOWING TYPES OF WORK:

- Assembly Areas (with occupant load greater than 50 persons)
- High Piled Storage Areas (Commodities as Regulated by the Fire Code)
- Fire Alarm/Smoke Detection Systems
- Flammable Liquid Storage Areas, Compressed Gases
- Spray Booths
- Automatic Fire Sprinklers/Extinguishing Systems

NOTE: This is not a complete list of all required submittals; additional information may be required after initial plan review.