



City of Walnut Creek
Development Review Services
1666 N. Main Street, Walnut Creek, CA 94596
(925) 943-5834 phone (925) 256-3500 fax

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Information Bulletin No. IB-012

Submittal Requirements for Commercial Alterations (Not Including Additions)

General Information

1. Design Review
 - Design Review is required for all exterior remodeling of commercial buildings. Contact the Planning Division for Design Review information. Design Review is required by the municipal code and is required to be completed prior to submitting an application for building permit. In some cases Design Review and building plan check can be performed concurrently. Planning and Building Division staff can be contacted to discuss this.
2. Provide code analysis summary
 - Indicate Construction Type
 - Indicate Occupancy Group(s) by room and area
 - Indicate whether building is fully sprinklered
 - Provide tenant area in square foot
 - Provide occupant load summary
 - Overall building area
 - Evaluate exiting from all rooms and areas. Evaluate exit separation. Evaluate exit distance.
 - For changes in occupancy group, fully evaluate the effect of the occupancy change on the building as a whole (allowable area, location on property, Construction Type, allowable height, fire-resistive ratings, etc).
3. Stamps and Signatures by Registered Professionals
 - Plans must be signed and stamped by a registered architect or engineer, unless specifically exempted under the California Business and Professions Code. An architect or engineer will not be required where the proposed work does not involve life-safety element, as determined by the Building Official.
4. Number of Sets of Plans and Documents to Submit
 - Submit five (5) sets of plans and two sets of all 8-1/2x11 supporting documents (structural calculations, Title 24 energy, soils reports, etc.).
5. Responsibilities of Architect and/or Engineer of Record
 - Where a portion of the design (structural or architectural) is performed by someone other than the Architect or Engineer of Record, then that portion of the design shall be reviewed by the Architect or Engineer of Record for the project as a whole prior to submitting to the Building Division for review. The Architect or Engineer of Record's signed shop-drawing review stamp on the sub-architect's or sub-engineers' design documents is a normal and recommended way of documenting the Architect or Engineer of Record's review and approval. In all cases, the sub-architect or sub-engineer must sign and stamp his or her own documents per the California Business and Professions Code. Common examples of sub-engineering work are design of pre-manufactured trusses, post-tension foundation systems, and steel stair design. An example of sub-architectural work might be where the Architect of Record must incorporate into the building design a tenant element that is designed by a tenant architect.
6. Fire Approval

- Please note that Fire approval is required for all commercial alterations. Submit 2 sets of plans to fire separately. Submit to Contra Costa County Consolidated Fire District at 2010 Geary Road in Pleasant Hill.

Required Drawings

1. Plot Plan
 - Building footprint
 - Property Lines
 - Set Backs and dimensions of set back
 - North arrow
 - Accessible parking location and path of travel to area of remodel. References to blow-up details for these items
2. Architectural Plans
 - Demolition
 - Proposed floor plan
 - Reflected ceiling plan
 - Finish plans
 - Exterior elevation (only required if exterior work is proposed).
 - Roof plan (if penetration through roof or roof mounted systems are proposed).
 - Complete disabled access plans and details.
3. Structural Plans*
4. Mechanical Plans*
5. Electrical Plans*
6. Plumbing Plans*
7. Title 24 Energy Compliance
 - ENV, MECH, and LTG documents must be signed and dated and made part of the plans.

Required Calculations

1. Title 24 Energy Calculations*
 - ENV, MECH, AND LTG forms completed and signed
 - Submit all worksheets and related documents
 - Submit complete computer input and output documents
2. Structural Calculations*
3. Manufactured Trusses*

Mercury and/or PCB Containing Materials

Prior to issuance of a commercial demolition or tenant improvement permit, the applicant shall have the structure evaluated for PCB and Mercury containing materials. See page 3.

Waste Management Program

A Construction and Demolition Debris Recycling Plan may be required. Please see the City of Walnut Creek website for applicable projects and additional information: <http://www.walnut-creek.org/departments-services/community-and-economic-development/building-division/waste-management>

If applicable, a completed Waste Management Plan must be submitted and approved by the City before permit issuance. A final waste management report is required prior to final of a permit.

Codes

Refer to the City of Walnut Creek's Building Division website for the current codes: <http://www.walnut-creek.org/departments-services/community-and-economic-development/building-division/current-historic-building-codes>

* If required by scope of work



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Condition of Approval for Buildings Having Potential of Mercury and/or PCB Containing Materials

(Applies to Tenant Improvement or Commercial Demolition Permits Only)

PERMIT CANNOT BE ISSUED UNTIL THIS SELF-CERTIFICATION FORM HAS BEEN SIGNED AND RETURNED TO THE BUILDING DIVISION

Owner Name: _____ Permit No. _____

Address: _____ Unit/Suite #: _____

Description of work: _____

Owner Signature: _____ Date: _____

Select **One**:

- EVALUATED & FOUND NOTHING
- FOUND & ADDRESSED

This completed, signed form will serve as the required self-certification.

BACKGROUND

Some older structures have the probability of having been built with products containing Polychlorinated Biphenyls (PCBs) and Mercury. These substances accumulate in fish and may cause serious adverse health effects to people and wildlife that eat fish. During the demolition process these substances can mobilize and get washed into our waterways and drainage system. The city has an obligation to reduce the discharge and control all potential sources of PCBs and Mercury in the environment as mandated in the city's NPDES Permit Order No. CAS612008. Therefore, prior to issuance of a commercial demolition or tenant improvement permit from the Building Department, the applicant shall have the structure evaluated for PCB and Mercury containing materials.

Potential Mercury containing devices include thermometers, thermostats/switches, light bulbs and some batteries. Potential PCB-containing items include: caulk in concrete joints, doors and windows, light ballasts, transformers, etc. fluorescent light tubes, exit signs, air conditioning units, and Freon-containing refrigeration systems. Light fixtures should be visually inspected, prior to disposal, to determine the presence of PCBs. If PCB and/or Mercury containing materials are found to be present, the applicant shall have these items removed and properly disposed of by a licensed contractor. Applicant further understands that removal of PCB and/or Mercury containing materials shall be performed according to federal or California law and regulations, including but not limited to the toxic substances control act or the PCBs regulation at 40 CFD part 761, and EPA regulations, 40 CFD 761.

APPLIES TO

Tenant Improvements and Commercial Demolitions where the structure was constructed or remodeled between 1950 and 1980 with building materials with PCBs concentrations of 50 ppm or greater

ALL WOOD FRAME STRUCTURES & SINGLE FAMILY RESIDENTIAL STRUCTURES ARE EXEMPT

