

## Submittal Requirements

Provide 3 sets of plans (scaled and dimensioned) including but not limited to the following:

### A. PROJECT DATA

- Project Address
- Owner and Contact information
- Applicable Codes (CBC, CMC, CPC, CEC & Energy)
- Detailed Scope of Work
- Use, Occupancy group(s) and type
- Gross Area / Fir & Max FAR
- Index of all sheets of plans

### B. PLOT PLAN

- Adjacent street(s) and driveway
- Dimensions of property lines and existing buildings
- Setbacks from buildings to property lines
- Area of remodel location
- Parking layout
- H/C path of travel

### C. FLOOR PLAN

- Existing, new, and demo walls with wall legend
- Uses of all areas and rooms
- Location of doors and windows
- Door and Window schedule
- Location of electrical, plumbing, and mechanical devices

### D. RESTROOM FACILITIES

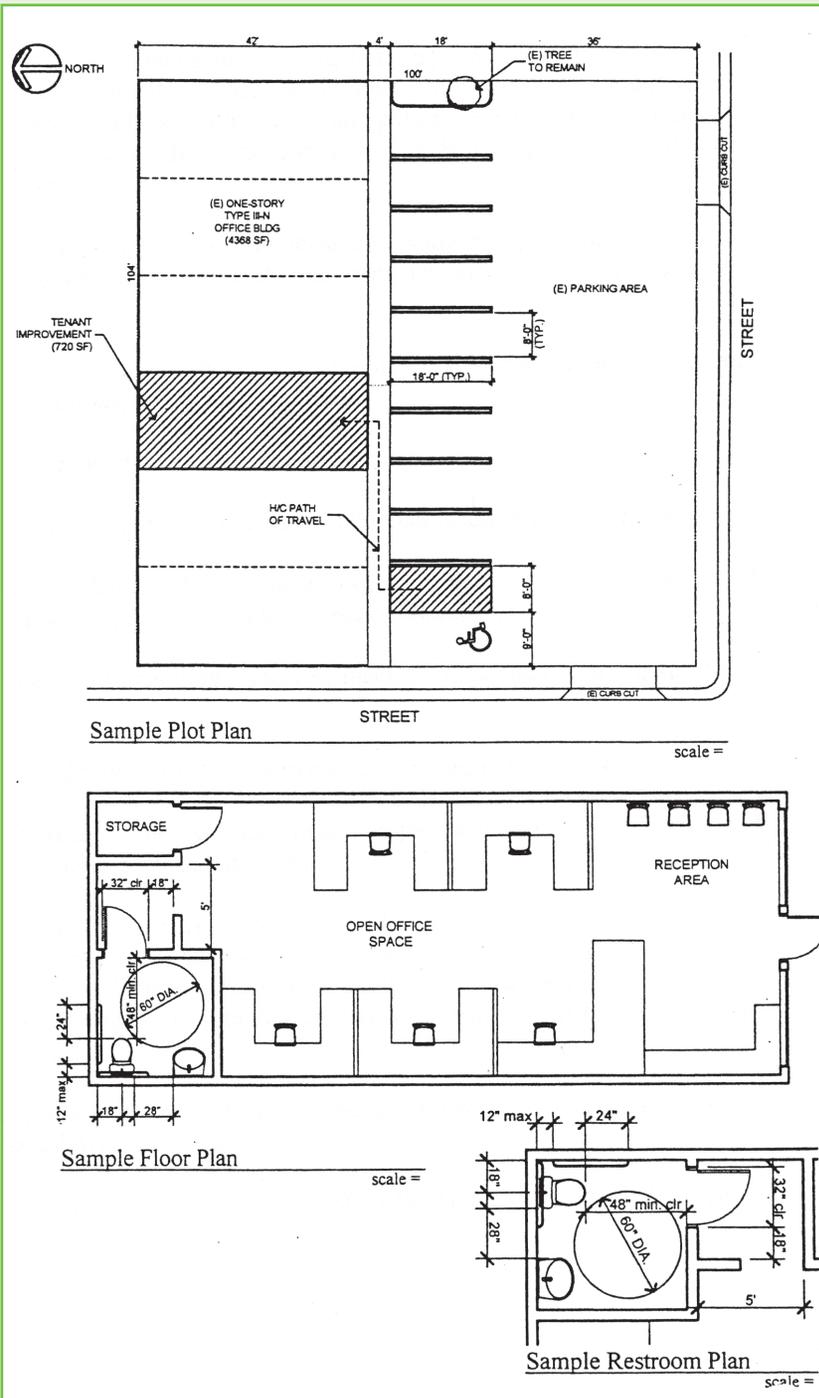
- Detailed and dimensioned floor plan
- Interior elevations

### E. EQUIPMENT AND FIXTURES

- Location of all shelves, machinery, counters, tables, and fixed seats.

### F. GENERAL NOTES/DETAILS

- i.e. exiting, health dept notes, ventilation, finishes, partition details, etc.



# Tenant Improvements



## Permit Requirements



City of San Bruno

Community Development  
Department

*Building Division*

567 El Camino Real  
San Bruno, CA 94066  
Phone (650) 616-7074

[www.sanbruno.ca.gov](http://www.sanbruno.ca.gov)

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## Plan Requirements to Demonstrate Disabled Access Compliance

Provide three (3) sets of complete plans drawn in ink showing the following:

1. **Site Plan** - Fully dimensioned drawn to scale showing all existing building. Indicate the address, use, occupancy, occupant load, type of construction, number of stories, number of dwelling units, and floor area for all buildings on site. Show lot size, streets, alleys, loading zone and parking areas. Specify location of tenant space on site plan. Identify a path of travel from the public way or handicap parking stall to an accessible entrance into the area of alteration.
2. **Parking Layout** (if parking is required for building) - Fully dimensioned, showing stall width, length and angle of stall. Indicate total number of handicap, standard, and compact parking stalls required and provided for building.
3. **Floor Plan** (tenant space) - Fully dimensioned plan of the area of alteration. Indicate use of all areas and rooms. Show all existing and proposed partitions, doors, and windows.
4. **Wall Legend** - Designate partitions to be removed, to remain, and to be constructed.

5. **Door Schedule** - Show size of door and applicable hardware type for all existing and proposed doors.
6. **Restroom / Sanitary Facilities** - Provide detailed and dimensioned floor plans and interior elevations of all sanitary facilities, drinking fountains and public phones serving the area of alteration.
7. **Equipment and Fixtures** - Show location of all including: shelves, machinery, counters, tables, and fixed seats.
8. **General Notes and Details** - i.e. exiting, health department, new construction, ventilation, finishes, etc.
9. **Disabled Access Requirements** - i.e. Disabled access parking, access ramps, paths of travel, restrooms and phones accessible to the disabled, signs, general notes and details.



All existing buildings and facilities, when alterations, structural repairs or additions are made to such buildings or facilities, shall comply with all disabled access provisions of that of a new building. However, if the valuation of the project does not exceed the valuation threshold amount, or an “unreasonable hardship” determination has been made, only 20% of the total construction cost will be required to be spent toward accessibility upgrade outside the area of remodel.

Complete plans and details are required, regardless if any of the above items comply or do not comply. This is to assure compliance or to determine if a hardship condition exists.

To apply for a hardship exemption complete and sign the “DISABLED ACCESS UNREASONABLE HARDSHIP REQUEST FORM”