



## REQUIREMENTS FOR SUBMITTAL OF: Non-Residential Tenant Improvements

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*Number of plan sets normally required:*

3-4 sets.

**NOTE: 2 sets to be wet-stamped/signed by the architect, engineer (electrical, Plumbing, mechanical), design professional, energy consultant and by the structural engineer (those pages where his/her work appears).**

**All commercial tenant improvements are reviewed by the Building, Planning and Fire Departments. Review by additional departments is based on scope of work.**

**All exterior signs require review by the Architectural and Site Review Board.**

**Exterior changes to the building could require review by the Architectural and Site Review Board.**

*Supplemental information which may be required:*

**Structural Calculations** = 2 sets wet-stamped and signed by engineer (if required).

**Paved Area Calculations** = If there is any change to the exterior surfaces, paved area calculations for the site are required. Identify areas of existing and proposed Paved area including: driveways (principle access portion of driveway(s) greater than 50 feet from the main residence does not count), patios, decks, walkways, etc. Provide calculations per Woodside Zoning Ordinance Section 153.056.

*Information normally required on plans:*

**Site Plan:**

- Accurate property boundaries with adjacent roadways identified. Source of survey information is to be noted on the plans.
- Scale, north arrow, location map, name/address of architects, engineers, surveyors, etc. Plans prepared by registered professionals require their signature and stamp.
- Topography: delineate any areas of slope greater than 35%. Provide calculation of average slope of the property (excluding those areas with slopes greater than 35%) per Woodside Zoning Ordinance Section 153.137, and total area of site that will be developed from its natural state. Include source and date of topographical information.

### **Architectural Plans:**

- Elevations:** If the exterior façade is altered, windows are added or replaced, building color is changed or, exterior lighting is added.
- Floor Plan:** Indicate all new and existing walls. Indicate area uses and occupancy to verify exiting requirements. Label all rooms uses, doors and windows, skylights, built-in cabinetry, plumbing fixtures, electrical outlets and lighting fixtures, ect. Clarify exiting corridors and proposed changes to the existing layout.
- Plumbing Plan:** Provide plumbing fixtures location and single line schematic with pipe sizes.
- Electrical Plan:** Provide outlet, fixture, switches, and service panel and subpanel locations.
- Mechanical Plan:** Provide location of HVAC on roof, duct sizing and layout, and roof / wall penetration details.
- Energy Documentation:** 2-sets (May be required):
- Structural:** Plans and calculations – 2 sets. New construction such as new exterior openings, change to wall configurations (if load bearing or part of the original structural design), new interior structural elements, etc.
- WUI Check List:** This can be found on our website.
- Green Building Checklist:** if applicable, this can be found on our website.

### **ADA Requirements:**

Below is the link to the current DSA valuation threshold;

<http://www.dgs.ca.gov/dsa/Programs/progAccess/threshold.aspx>

Projects with a valuation over DSA valuation require full compliance.

Projects less DSA valuation shall spend 20% in addition to the valuation to upgrade the space, or DSA's threshold for the current year witch ever is greater.

- An accessible entrance;
- An accessible route to the altered area;
- At least one accessible restroom for each sex;
- Accessible telephones;
- Accessible drinking fountain; and
- When possible, additional accessible elements such as parking, storage and alarms.

Contact the Town with if you have assessable questions prior to submittal.