

## ***Submittal Requirements - Commercial/Industrial Projects***

### **Industrial/Commercial Shells and Multiple Dwellings:**

- 6 sets\* Civil, architectural, and structural plans (including all plumbing, electrical, and mechanical). **Two sets must be wet stamped.** Civil drawings include: 1) All existing and proposed off-site improvements, including sewer, water, and utility tie-ins, driveway approach, and street trees. 2) A functioning on-site storm drainage plan, including existing and proposed grades. 3) A summary in square feet of the site building, pavement, and landscape areas. (*Building, pavement & landscape areas must equal total site area*) 4) Erosion control plan.
- 1 Floor plan to scale with exterior dimensions on 8½ x 11 sheet
- 1 Address Assignment Application
- 2 sets Soils Reports
- 2 Letters from Soils Engineer stating:
  - 1) They have reviewed the design of the foundation and it's in substantial compliance with their recommendations
  - 2) They have been detained to perform the necessary inspections (if required) to validate their soils report
- 2 sets Structural calculations
- 2 sets Energy calculations
- 2 sets Specifications
- 1 set Tenant and Emergency Information forms & Hazardous Materials Form\*\*
- 3 sets Standard Conditions of Approval (if applicable)
  - 3 Written responses to standard conditions of approval stating how compliance was met by indicating where on the drawing the conditions were achieved.
- 1 Completed Zone 7 worksheet

\*If project is located in the Recycled Water Area, please provide 1 additional set of plans.

\*\*Tenant and Emergency Information forms are not applicable if there is no tenant.

### **Industrial/Commercial Tenant Improvements:**

- 4 sets\* Construction plans, including cover sheet, plot plan, floor plan, plumbing, electrical, mechanical plans, and reproduction of completed City of Livermore documentation (†see below). Drawings must be prepared by a California licensed architect, or a structural or civil engineer if any structural work is proposed that may affect or change the system or safety of the building. **(Two sets must be wet stamped).**
- 1 Floor plan to scale with exterior dimensions on 8½ x 11 sheet
- 1 Address Assignment Application (if applicable)
- 2 sets Structural calculations (if applicable).
- 2 sets Energy calculations (if applicable).
- 3 sets Tenant and Emergency Information forms & Hazardous Materials Forms with Material Safety Data Sheets\*\*
- 1 Completed Accessibility Quick Checklist for Existing Buildings

\*Please add 1 additional plan set for projects with Hazardous Materials. Please add 1 additional set of plans for projects that involve heavy water usage, i.e., restaurants and industrial plants.

\*\*Tenant and Emergency Information forms are not applicable if there is no tenant.

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## ***Typical Tenant Improvement Drawings***

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. Plans shall show in detail that the project will conform to the provisions of the codes, and all relevant laws, ordinances, rules and regulations. **The following information should be included in the plans:**

### **I. Plot Plan**

1. Property Lines
2. Building outline
3. Street names
4. North arrow
5. Distance building(s) are from all property lines and adjacent building(s)
6. Identify each tenant space and the following about each space:
  - A. Square footage
  - B. Type of business and occupancy type
7. Indicate occupancy load of tenant space
8. Type of construction of building
9. Show the location of existing and/or new handicapped parking spaces, path of travel to the entrance from public sidewalks; ramps, and signage per Title 24, Accessibility Requirements
10. Scale of drawing

### **II. Floor Plan**

1. Draw to minimum scale of 1/8" = 1'0"
2. Location of all existing and new walls (use legend to indicate)
3. Reference indicators to details
4. Location of wall braces and reference the wall braces to specific details
5. Label use of each room
6. Indicate sizes of all doors
7. Indicate the location of all fire and smoke protection features, such as, separated occupancies; fire walls and partitions; smoke barriers and partitions; protection of openings, through penetrations, corridors etc. in accordance with CBC Chapter 7. Include any testing agency's file number of wall assembly, with description of how the wall is constructed).
8. Indicate if a T-Bar ceiling is to be installed and reference its construction to specific details
9. Title 24, Energy Compliance forms shall be on the plans (LTG-1, MECH-1 and ENV-1) and have the proper signatures
10. Size, type, and location of windows
11. Walls shall be dimensioned
12. Show existing and/or new restroom facilities, and provide specific drawings for accessibility compliance
13. Indicate location of all plumbing fixtures (water closets, lavatories, sinks, etc.)

### **III. Electrical Plan**

1. Location of receptacles and lights
2. Light switching requirements per Title 24
3. Location of exit signs, if required
4. Type of lights, manufacturer, wattage of lights, model number and appliance information from Title 24, energy calculations

#### **IV. Mechanical Plan**

1. Indicate location of new and existing HVAC equipment. Provide structural calculations and drawings for members supporting all equipment
2. Provide construction details of equipment installation (support, anchorage, etc.). Engineering calculations may be required for equipment less than 400 pounds and is required for equipment over 400 pounds.
3. Indicate model number and manufacturer of new HVAC equipment
4. Show location of diffusers for supply and return air
5. Indicate CFM (cubic feet per minute) of new and existing HVAC units. If combined HVAC unit CFM exceeds 2000, HVAC unit automatic shut-off may be required (see City of Livermore Code Interpretation CI-12)
6. Indicate size of outside air for new AC units

#### **V. Plumbing Plan**

1. Provide a plan view or isometric drawing of drain and vent lines with pipe sizes.
2. Provide a gas line drawing with pipe lengths, diameters and BTU input ratings of appliances to be served.

#### **VI. Details**

1. Provide details for walls:
  - A. How secured at top and bottom (nails/screws, spacing, etc.)
  - B. If walls are braced at top, indicate method to be used (nails/screws, spacing, etc.)
  - C. Framing material and spacing
  - D. Insulation values
  - E. Wall cover
  - F. Indicate that shop drawings for metal stud construction must be submitted to the Building Division for review.
2. T-Bar ceiling:
  - A. Seismic wires
  - B. Strut size and connection at T-bar and structure above
  - C. Vertical load wires
3. Connection of all equipment for vertical and lateral support

**Notes:** Project design must meet the minimum requirements of the 2010 California Building Code (seismic category D, 85 mph wind exposure C) and the 2010 Fire, Energy, Electrical, Plumbing and Mechanical Codes and the City of Livermore Municipal Ordinance.

#### **Reproduce the following Documents to the plans:**

1. AF-30: Completed Accessibility Quick Checklist for Existing Buildings. (To be completed by the person who prepared the plans).

## ***Livermore Security Ordinance***

The following applicable notes or features shall be shown on the title sheet or plans with general comments:

These are **excerpts** from the Livermore City Code section relating to security standards (commonly known as the Security Code) provided by the Police Department in an effort to avoid any misunderstanding regarding our security requirements. **Please note these are only excerpts and do not include all the codes.** If you have any questions regarding these codes or have special concerns not covered, please contact the Livermore Police Department Crime Prevention Unit at 925-371-4797 or fax 925-371-4707.

### ***Building Security***

#### **Sec. 15.18.010 – Purpose**

The purpose of this chapter is to provide a minimum level of resistance to unlawful entry to buildings by establishing minimum standards of design and maintenance of certain security equipment within the city. The provisions of this chapter are not intended to prevent the use of any material, device, hardware, or method not specifically prescribed in this chapter, when such alternate provides equivalent security and is approved by the Permit Center.

### ***Commercial Buildings***

#### **Sec. 15.18.080 – Exterior Doors**

**Each exterior door shall be secured as follows, where not prohibited by the Building Code:**

- A. Single doors shall be equipped with a single cylinder dead bolt with a turn piece having a minimum throw of one inch. A hook or expanding bolt may have a throw of three-quarters inch. A dead bolt must contain an insert of hardened steel to resist attempts at cutting through the bolt.
- B. On pairs of doors, the active leaf shall be equipped with the type of lock required for a single door as in subsection "A" above. The inactive leaf shall be equipped with flush bolts protected by hardened material, with a minimum throw of five-eighth inch at the top and bottom.
- C. Cylinders shall be so designed or protected with cylinder guards that pliers or other wrenching device cannot grip them.
- D. Exterior doors shall be illuminated with a minimum of one-foot candle of light at the door. Lights shall be protected from breakage or tampering.
- E. Glazed panels in doors or adjacent to the door frame shall be of approved, burglary-resistant material. **Note:** A double cylinder deadbolt lock may be installed in-lieu of security glazing. Signage must accompany this installation: "Door must remain unlocked during business hours."

#### **Sec.15.18.100-Other Openings**

**Each other type of opening shall be secured as follows, where not prohibited by the Building Code:**

- A. Exterior transoms, with any dimension exceeding twelve inches, shall be of approved burglary-resistant material.
- B. All skylights on the roof of any building or premises used for business purposes shall be provided with:

1. Steel bars of at least one-half inch round or one by one-fourth inch flat, spaced not more than five inches apart, cross-braced to prevent spreading, mounted inside the skylight, and secured by non-removable bolts; or
2. A steel grille of at least one-eighth inch metal with a maximum two-inch mesh mounted inside the skylight and secured by non-removable bolts: or
3. Skylights which are integrally constructed in such a manner as to provide equivalent security protection so that provided by subsection "B-1" or "B-2" shall not be required to provide additional bars or grilles, provided that such integrally constructed skylight, or any component of it, shall not be openable from the exterior.
4. Hatchways shall be covered on the inside with at least 16-gauge sheet steel or equivalent, and shall be secured from the inside with a slide bar or slide bolt. Outside pin-type hinges shall be provided with non-removable pins. Exposed hinge-screws shall be of the non-removable type.
5. Air duct or air vent openings exceeding eight by twelve inches shall be secured by iron bars of at least one-half inch diameter, or one by one-quarter inch flat material spaced five inches apart and securely fastened, or by a steel grille of at least one-eighth inch material of not more than two-inch mesh and securely fastened. Barriers on the outside shall be secured with round-head flush bolts (Prior code 6.72).

**Sec. 15.18.130 – Special Security Measures**

**The following restrictions as to lighting of commercial buildings shall apply, where not restricted by the Building Code.**

- A. Intrusion Devices. If the enforcing authority determines that the security measures and locking devices described in this chapter do not adequately secure the building, due to special conditions, he may require the installation and maintenance of an intrusion device (burglar alarm system).
- B. Each establishment listed below, having specific-type inventories, shall be protected by supervised services silent or local alarm (see Chapter 5.12, Alarm Systems, of this code):
  1. Art galleries
  2. Camera stores
  3. Clothing stores (new)
  4. Coin and stamp stores
  5. Drugstores
  6. Electronics
  7. Fur stores
  8. Guns and ammunition
  9. Hazardous material (storage or processing)
  10. Industrial tool supply houses
  11. Jewelry stores (retail, manufacturing, wholesale)
  12. Liquor stores
  13. Pawn shops
  14. Office machines (excluding furniture)
  15. Precious metal storage
  16. Service stations
  17. Wholesale drugs
  18. Wholesale liquor, wine or beer
  19. Wholesale tobacco

Business Name: \_\_\_\_\_ Business Location: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Business Owner Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**If you are not sure how to answer any of the following questions, please contact the applicable Division.**

**PLANNING DIVISION (925) 960-4450**

Describe the business activity proposed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where applicable: Retail sales of: \_\_\_\_\_

Manufacturing of: \_\_\_\_\_

Distribution of: \_\_\_\_\_

Indicate the total number of square feet devoted to each of the following activities for both this tenant and all other tenants in this building:

	THIS TENANT		ALL OTHER TENANTS
Retail Sales:	_____ SF		_____ SF
Office & Administration:	_____ SF		_____ SF
Storage & Distribution:	_____ SF		_____ SF
Manufacturing:	_____ SF		_____ SF
<b>TOTALS:</b>	_____ SF		_____ SF
<b>BUILDING TOTAL:</b>		_____ SF	

Total number of parking spaces on this property: \_\_\_\_\_ Number of employees in this tenant: \_\_\_\_\_

**WATER RESOURCES DIVISION (925) 960-8100**

Will the business:

Require an uninterrupted supply of water? \_\_\_\_\_

Discharge cooling water to the sanitary sewer system? \_\_\_\_\_

Discharge non-restroom generated sewage to the sanitary sewer? \_\_\_\_\_

If yes, estimate the following:

Volume in million gallons/year \_\_\_\_\_

Estimated B.O.D. in milligrams/liter \_\_\_\_\_

Estimated S.S. in milligrams/liter \_\_\_\_\_

Is the facility equipped with a water meter? YES  NO

If yes, does the meter include irrigation usage? YES  NO

**NOTE: The discharge of any waste other than sanitary waste requires City approval and may require a wastewater discharge permit. For information, contact Wastewater Source Control at (925) 960-8100.**

**FIRE PREVENTION BUREAU (925) 454-2362 HAZARDOUS MATERIALS DECLARATION**

Will this facility use, store, transport, handle, or spray any hazardous material? YES  NO

Examples of hazardous materials include, but are not limited to:

- |                     |                        |                  |                      |                     |
|---------------------|------------------------|------------------|----------------------|---------------------|
| Carcinogens         | Cryogenes              | Flammable solids | Oxidizers            | Combustible liquids |
| Combustible liquids | Compressed gases       | Explosives       | Hazardous waste      | Pesticides          |
| Flammable liquids   | Corrosives             | Solvents         | Liquid petroleum gas | Poisons             |
| Toxic materials     | Highly toxic materials |                  |                      |                     |

Included in this list are motor oil(s), antifreeze, paint, lacquer thinner and other common materials.

**Complete attached Emergency Contact Information Record & Hazardous Materials Inventory**



## Application for Address Assignment

To: City of Livermore Permit Center      Date of Request: \_\_\_\_\_

Project Title: \_\_\_\_\_

From: \_\_\_\_\_  
(Contact Person for Project)

Phone No. (      ) \_\_\_\_\_

Tract No: \_\_\_\_\_      Tract Name: \_\_\_\_\_  
(Required if Applicable)

Building Frontage: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_  
(Required)

**Attached is:**

One (1) 8 1/2" x 11" site plan showing lot layout and adjacent frontage. Also included are the building(s) footprint as well as all possible tenant spaces.

**Please note: All new tenant spaces will receive an individual address as opposed to a suite letter. For existing buildings, tenant spaces will be addressed according to past practice in that area. Separate addresses are not provided for residential secondary dwelling units. Should you need any clarification, feel free to contact the address assignment section of the Permit Center at 925-960-4410 between 8 a.m. and 5 p.m., Monday through Friday**

**-Office Use Only-**

Permit Number: \_\_\_\_\_ Assigned Engineer: \_\_\_\_\_

Temporary Address: \_\_\_\_\_

Routed by: \_\_\_\_\_ Date: \_\_\_\_\_

*Original-Staff*

*Copy-File*

updated 2/29/12

City Hall  
Permit Center

Community Development Department  
1052 South Livermore Avenue  
Livermore, CA 94550

phone: (925) 960-4410  
fax: (925) 960-4419  
TDD: (925) 960-4104

[www.cityoflivermore.net](http://www.cityoflivermore.net)



3560 Nevada St. Pleasanton, CA 94566

925-454-2361 (office) 925-454-2367 (fax)

## Hazardous Materials Declaration

<b>Business Name</b>	
<b>Business Address</b>	
<b>Contact Name</b>	
<b>Contact Phone</b>	
<b>Contact email</b>	
<b>Brief description of the business operation</b>	
Questions? Call Fire Department Haz Mat staff at 925-454-2361	

**Check all that are applicable:**

- Have underground storage tank(s) holding hazardous materials (gasoline, diesel, solvents, acids, etc.)
- Generate hazardous waste
- Store petroleum products in containers/tanks of 55 gallons or greater capacity AND the total capacity of these containers/tanks is 1,320 gallons or more.
- Store and/or use hazardous materials that are present at or above the following thresholds:
  - Liquids – 55 gallons per material
  - Solids – 500 lbs per material
  - Gases – Any amount

**List the hazardous materials at the facility that are present at or above the thresholds:**

Hazardous material	Amount	Fire Code Hazard Class





## Fire Code Classes of Some Common Chemicals

Product Name	Fire Code Hazard Class(es)	Class Abbreviation
Acetone	Flammable liquid IB	FL-IB
Acetylene	Flammable gas Unstable/reactive 2	FG UR-2
Acrylic Lacquer Thinner	Flammable liquid IB	FL-IB
Antifreeze (new and waste)	Combustible liquid IIIB	CL-IIIB
Argon	Non-Flammable Gas	NFG
Automatic Transmission Fluid	Combustible liquid IIIB	CL-IIIB
Carbon Dioxide	Non-Flammable Gas	NFG
Diesel	Combustible liquid II	CL-II
Gasoline	Flammable liquid IB	FL-IB
Helium	Non-Flammable Gas	NFG
Hydrochloric Acid (Muriatic Acid)	Corrosive	Corr
Hydrocarbon Dry Cleaning Fluid	Combustible liquid IIIA	CL-IIIA
Isopropyl Alcohol	Flammable liquid IB	FL-IB
Kerosene	Combustible liquid II	CL-II
Lead Acid Batteries (threshold is 55 gallons of electrolyte)	Corrosive	Corr
Methyl Ethyl Ketone (MEK)	Flammable liquid IB	FL-IB
Motor oil (new and used)	Combustible liquid IIIB	CL-IIIB
Nitrogen, compressed	Non-Flammable Gas	NFG
Nitrogen, liquid	Non-Flammable Gas Cryogen	NFG Cryo
Oxygen, compressed	Oxidizer Gas	Oxy-G
Oxygen, liquid	Oxidizer Gas Cryogen	Oxy-G Cryo
Propane	Flammable Gas	FG
Sodium Hypochlorite, 12.5%	Corrosive	Corr
Trichlor	Corrosive Oxidizer 1 Unstable Reactive 1 Highly Toxic	Corr Oxy-1 UR-1 HT

**Livermore-Pleasanton Fire Department**  
 3560 Nevada St, Pleasanton, CA 94568  
 (925) 454-2362 FAX: (925) 454-2367

**EMERGENCY CONTACT INFORMATION FOR:**

BUSINESS NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ SUITE: \_\_\_\_\_

MAILING ADDRESS (IF DIFFERENT): \_\_\_\_\_ HOME OCCUPATION: **Y/N**

BUSINESS PHONE: \_\_\_\_\_ NATURE OF BUSINESS: \_\_\_\_\_

In emergency, one of the following will be contacted by the Fire or Police Department. Listed persons must be authorized to act as agents of the business, possess keys or applicable security code, and understand they may be subject to call on a 24-hour basis, seven days a week.

CONTACT ORDER	1	2	3	4	5 (BLDG. OWNER)
NAME					
ADDRESS					
CITY					
STATE/ZIP					
POSITION					
MAIN PHONE					
ALT. PHONE					
CELL PHONE					
PAGER					

**NOTES:** \_\_\_\_\_

Please remit completed form within 10 days to the address above. It is your responsibility to inform the fire department of any change in contact order or personnel.

**FOR FIRE DEPARTMENT USE ONLY:**

Inspection Date: _____	Knox Box: Y/N _____	Location: _____	Pre-plan: Y/N _____	FPUC(CFIRS) _____
Permit Req: Y/N _____	Type: _____	Caution Notes: _____		
Inspector's Name: _____	Insp # _____	Division _____	Station _____	