



Sunnyvale

TENANT IMPROVEMENT IN NEW BUILDINGS

THESE REQUIREMENTS APPLY TO BUILDING PERMITS SUBMITTED ON OR AFTER JANUARY 1, 2020

Applicants wishing to occupy a building, or part of a building, or remodel an existing tenant space for opening a business shall submit the following data and plans when making application for a building permit to meet the requirements per 2019 California Building Code, 2019 California Electrical Code, 2019 California Mechanical Code, 2019 California Plumbing Code, 2019 California Energy Code, 2019 Californian Green Building Standard Codes and Sunnyvale Municipal Code.

Submit three sets minimum of 18" x 24" to 24" x 36" plan sets drawn to scale and dimensioned drawn to scale, showing:

- A Site Plan accurately locating the project area within the building and showing all parking available on the property, show address of the project, name, and address of the owner of the building, Show accessible path of travel to the primary entrance (closest to disabled parking.)
- All existing and proposed construction clearly labeled. (Suggest use of different symbols to accomplish this)
- Building data for occupancy, type of construction, total occupant load.
- Complete exit floor plan for existing and proposed exits, rated corridors, exit passageways, travel distance, exit signs, exit illumination, and tactile exit signs.
- Accessibility details per CBC 11B-202.4 for the path of travel requirements. (Primary Entrance, restroom, drinking water fountain, and signage)
- Provide structural plans and calculations signed by a licensed Engineer when projects call for any structural work.
- Provide plumbing plans (single line or isometric) with calculations.
- Provide mechanical plans for ventilation, HVAC, exhaust air, kitchen hoods I and II, and condensation units.
- Provide Electrical Plans including a lighting plan, power plan, One-Line Diagram, Panel Schedule(s) and Load Calculations, and Location of service switchgear and panels.
- Provide Title 24 Energy Compliance for electrical and mechanical.
- Mandatory green building requirements per City of Sunnyvale.
- A description of how the entire tenant space will be utilized includes a seating plan. Show aisle widths and include all pertinent interior dimensions.
- Show details or provide specific information for all walls, bearing or non-bearing, describing anchorage at top and bottom, size and spacing of studs, wall height, and wall finish.
- If the valuation of the project is below the DSA threshold for full compliance. Complete the City's Unreasonable Hardship Form.

Provide approval from other departments such as fire, planning, public works, health and environment services prior to the issuance of the permit.

In new shell buildings (or existing buildings with landlord/market-ready improvements) where construction permits are active, tenant improvement plans may be submitted for review at any time. However, the tenant improvement permit will not be issued until the building shell permit (or landlord/market-ready improvement) is substantially complete.

Additionally, the following documents shall be provided as part of the tenant improvement plans prior to the issuance of the tenant improvement permit:

- Confirmation letters provided from the special inspection agency, engineer or record, and LEED AP;
- Letter from the property owner (or their contractor) verifying approval that the tenant improvements may begin; and Letter from the tenant stating they understand no occupancy will be allowed until the building shell permit (or landlord/market-ready improvement) is finalized.

If a project applicant believes that circumstances exist presenting a hardship to meet the above procedures, the applicant may request a meeting with the Building Safety Division. During the session, the project applicant may submit an alternative coordination plan that is agreed to by both the shell project team as well as the tenant improvement project team. The Chief Building Official will make a final determination on the acceptance of the proposed alternative coordination plan.

Provide accessible form to verify for full compliance or to spend 20% on upgrading accessibility for projects less than \$170,466.00.