LIVERMORE
CALIFORNIA

Submittal Requirements - Commercial/Industrial Projects

Industrial/Commercial Shells and Multiple Dwellings:

5 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

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:

3 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

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.

Updated 01/28/11

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

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 defusers 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 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
TOTALS:	_____SF	_____SF

BUILDING TOTAL: _____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 uninterruptible 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	Cryogens	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

INFORMATION SHEET
Hazardous Materials Product Inventory

This Hazardous Materials Inventory is only required for businesses which utilize, produce, or store hazardous materials. The inventory below is intended for those materials, which are stored and/or used in the same condition received from the manufacturer. Examples include gasoline, cleaning solvents, compressed gases and so on. **Material Safety Data Sheets need to be provided with this list.**

Company Name:_____

Type of Business:_____

Site Address:_____

List the names of the product as shown on the Material Safety Data Sheets (MSDS), identify the hazard class(es) for each, and the maximum amount on-site at one time. A listing of "pre-classified" common materials is attached for your convenience. In addition, copies of applicable sections for the Uniform Fire Code regarding hazard classifications may be obtained from the Fire Department. For assistance in hazard classification, contact the City of Livermore Permit Center at (925) 960-4416 or Danielle Stefani of the Livermore/Pleasanton Fire Department at (925) 454-2362.

Product Name (As shown on MSDS)	Hazard Class(es)	Maximum Amounts on-site at any one time.

Hazardous Materials Class Summary Table

The following table must summarize the total amounts of all materials listed in the Hazardous Materials Product Inventory, and Hazardous Materials Mixture Inventory. Where a single product is classified in more than one hazard class, the quantities of the material must be totaled in all applicable hazard classes.

For assistance in preparing the hazard class summary, contact the City of Livermore Permit Center at (925) 960-4410 or Danielle Stefani of the Livermore/Pleasanton Fire Department at (925) 454-2362.

HAZARD CLASS	MAXIMUM ON-SITE AT ONE TIME	AMOUNT THAT TRIGGERS A CONDITIONAL USE PERMIT
Corrosive gases		200 cf
Corrosive liquids		1,000 gal
Corrosive solids		8,000 lbs
Explosives		Any amount
Flammable gases		2,000 cf
Flammable liquids		1,000 gal
Flammable solids		250 lbs
Highly toxic gases		Any amount
Highly toxic solids		20 lbs
Organic peroxide I		Any amount
Organic peroxide II		100 gal
Organic peroxide III		1,250 lbs
Oxidizer gases		10,000 cf
Oxidizer		2 450 gal/4,500 lbs
Oxidizer 3		20 gal/200 lbs
Oxidizer 4		Any amount
Pyrophorics		Any amount
Radioactives		Any amount
Reactive/unstables 2		100 gal/1,000 lbs
Reactive/unstables 3		10 gal/100 lbs
Reactive/unstables 4		Any amount
Toxic gases		Any amount
Toxic liquids or solids		5,000 gal/50,000 lbs
Water reactive 1		1,500 gal/15,000 lbs
Water reactive 2		1,000 gal/10,000 lbs
Water reactive 3		100 gal/1,000 lbs

NOTE: If the totals for the hazard classes in this table do not equal amount derived by adding the materials up in the inventory, attach an explanation.

Page _____ of _____

Preclassified Materials List

For your assistance, the following common products or materials have been pre-classified for their appropriate hazard class(es).

For further assistance in hazard classification, contact the City of Livermore Permit Center at (925) 960-4410 or Danielle Stefani of the Livermore/Pleasanton Fire Department at (925) 454-2362.

PRODUCT	HAZARD CLASS(ES)	CUP NEEDED
Acetylene	Flammable Gas	Possibly*
Ammonia Gas	Flammable Gas Corrosive Gas	Possibly*
Ammonium Hydroxide	Corrosive Liquid	Possibly*
Ammonium Nitrate	Oxidizer class 3 Unstable/Reactive class 2	
Antifreeze	Combustible Liquid	No
Argon	Inert Gas	No
Bleach (sodium hypochlorite)	Corrosive Liquid	Possibly*
Carbon Dioxide	Inert	No
Chlorine Gas	Toxic Gas Corrosive Gas Oxydizer Gas	Yes
Diesel	Combustible Liquid	No
Gasoline	Flammable Liquid	Possibly*
Helium	Inert Gas	No
Hydrochloric Acid (muriatic)	Corrosive Liquid	Possibly*
Kerosene	Combustible Liquid	No
Latex Paint	(none)	No
Motor Oil	Combustible Liquid	No
Nitrogen	Inert Gas	No
Oxygen	Oxidizer Gas	Possibly*
Perchlorethylene	Other Health Hazard	No
Propane	Flammable Gas	Possibly*
Safety Kleen Solvent	Combustible Liquid	No
Sodium Hydroxide	Corrosive Liquid Water reactive-class 1	Possibly*

*Depends on the amount of material present

Hazardous Materials Mixture Inventory

The inventory below is intended for those materials, which are mixed or otherwise produced onsite. Examples include a plating bath made by mixing two chemicals with water, or a product for resale produced by mixing two chemicals with water, or a product for resale produced by mixing acids and cleaning agents.

For assistance in hazard classification, contact Danielle Stefani of the Livermore/Pleasanton Fire Department at (925) 454-2362.

Product Mixture Name	Component Name(s) and Percentages	Hazard Class(es) (of the mixture as a whole)	Maximum Amount on-site at one time

Page _____ of _____ Attach additional pages as necessary

Livermore-Pleasanton Fire Department
3560 Nevada St, Pleasanton, CA 94588
(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 _____