



COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING INSPECTION DIVISION  
500 Castro Street • Post Office Box 7540 • Mountain View, California 94039-7540  
PHONE 650-903-6313 • FAX 650-962-8501

## SUBMITTAL REQUIREMENTS Commercial Tenant Improvements

**This document will outline the general plan check submittal requirements for the Building Division.** Applicants are required to submit plans and applications directly to the Building Inspection Division. Plans will **not** be accepted by mail. The Building Division is located at 500 Castro Street in City Hall on the first floor in the Community Development Department.

Exterior modifications to buildings or change of use may require Planning review and approval prior to submittal to the Building Division. Please contact the Planning Division for specific requirements that might affect your project at (650) 903-6306.

Two (2) of the plan check sets need to be **wet-signed** by the designer/architect, contractor or homeowner. A minimum plan size of 18" X 24" is required for all submittals. All plans submitted must be legible because they will be microfiched as a permanent record after the project has been completed. Below are common items needed for submittal:

- **Plans submitted should include:**
  - Cover Sheet
  - Dimensioned Site Plan
  - Architectural Plans
  - Structural Plans
  - Civil Plans
  - Electrical Plans
  - Mechanical Plans
  - Plumbing Plans
  - Landscaping Plans
  - Accessibility Upgrades
  - Blueprint for a Clean Bay
  - Support Documentation
- **Cover sheets should include:**
  - Applicable Codes
  - Construction Type(s)
  - Designer/Architect Data
  - Fire Sprinklers Status
  - Occupancy Type(s)
  - Project Address
  - Owner/Tenant Data
  - Scope of Work
  - Zoning Designation
  - 12" x 12" blank space, labeled "For Official City Use Only"
- **Architectural plans should include:**
  - Existing Construction
  - New Construction
  - Floor Plans
  - Exiting Plans
  - Door Schedules
  - Equipment Schedules
  - Accessibility Upgrades
  - Details & Sections
  - Elevations and Finishes
  - Roof Plan
- **Site plan should include:**
  - All Existing Buildings
  - All Building Set-Backs
  - All Building Square Footage
  - Building Square Footage Calculations
  - Lot Coverage Calculations
  - North Arrow
  - Lot Size
  - Parking Areas
  - Property Lines
  - Street Orientation and Site Access

**A non-refundable plan check fee, based on the valuation of the project is due at time of initial submittal.**

Your project may be affected by the [Construction & Demolition Debris Diversion Ordinance](#), which is run by Public Works, please check their web site for detailed information. All new commercial square footage greater than 500 square feet will be subject to School Impact Fees.

Thank you for your cooperation,  
*Mountain View Building Inspection Division*

## **COMMERCIAL TENANT IMPROVEMENT**

**Initial Plan Check:** Three (3) Weeks

**First Resubmittal:** Two (2) Weeks\*

**Subsequent Resubmittals:** Two (2) Weeks\*

### **Plan Check Submittal Requirements:**

1. Five or more (5+) complete sets of plans – *Two (2) of the five copies must be wet stamped & signed*
2. Five or more (5+) copies of your letter, responding to each of the listed conditions within the Findings Report (*if applicable*)
3. Four (4) copies of the completed Mountain View Green Building Code Submittal Sheet
4. Four (4) copies of project manual and specifications
5. Two (2) sets of structural calculations – *both wet stamped and signed*
6. Two (2) sets of energy calculations – *both wet stamped and signed*
7. Two (2) sets of soils reports – *both wet stamped & signed*
8. One (1) set of color chips and/or any other approved materials (i.e., glass, tile, etc.)
9. Four (4) sets of completed [Hazardous Materials Inventory Statement](#)
10. Four (4) sets of completed [Environmental Compliance Plan – Hazardous Materials Statement](#)
11. Eight or more sets (8+) separate sets of Off-Site Improvement plans (*if required by Public Works – See Findings Report for conditions*)
12. Two (2) sets of approved plans from the Santa Clara County Health Department (*if required, typically for new restaurants, commercial kitchens, cafeterias and food establishments*)

\* Resubmitted timelines are presuming “Initial Plan Check” submittals are complete.

## **FIRE SPRINKLERS, FIRE ALARM MONITORING SYSTEMS, THERMAL DETECTION SYSTEMS, SMOKE DETECTION SYSTEMS, ALARM-EVACUATION SYSTEMS, AND HOOD & DUCT FIRE SUPPRESSION SYSTEMS**

**Initial Plan Check:** Ten (10) working days

**Resubmittal:** Ten (10) working days

### **Plan Check Submittal Requirements:**

1. Three (3) complete sets of working drawings
2. Three (3) complete sets of any support documentation

\* As a separate submittal package, fire permit(s) maybe required for this project. Policy requires these permit(s) be submitted for plan check after the Building permit has been approved.

*If you have additional questions regarding fire permit(s) or submittal requirements, contact our office during regular business hours at (650) 903-6313.*