



BUILDING DIVISION

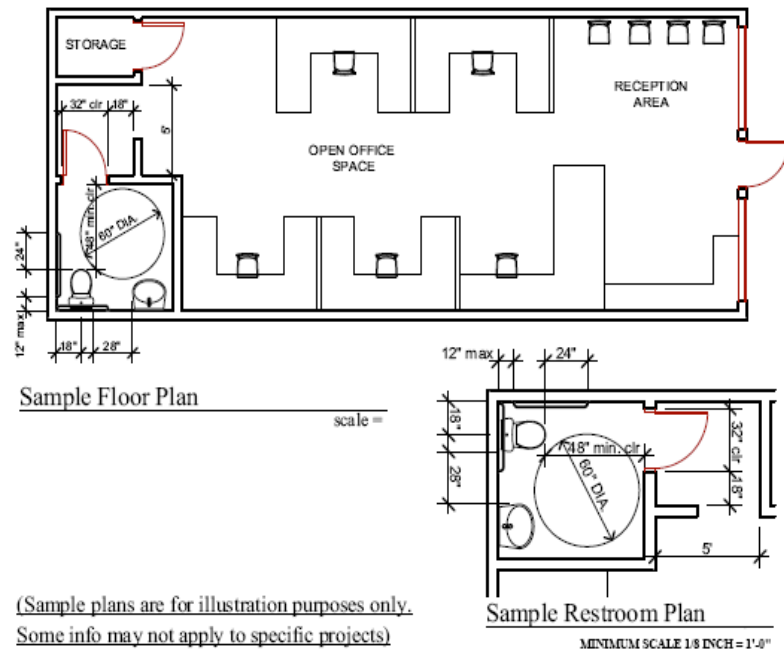
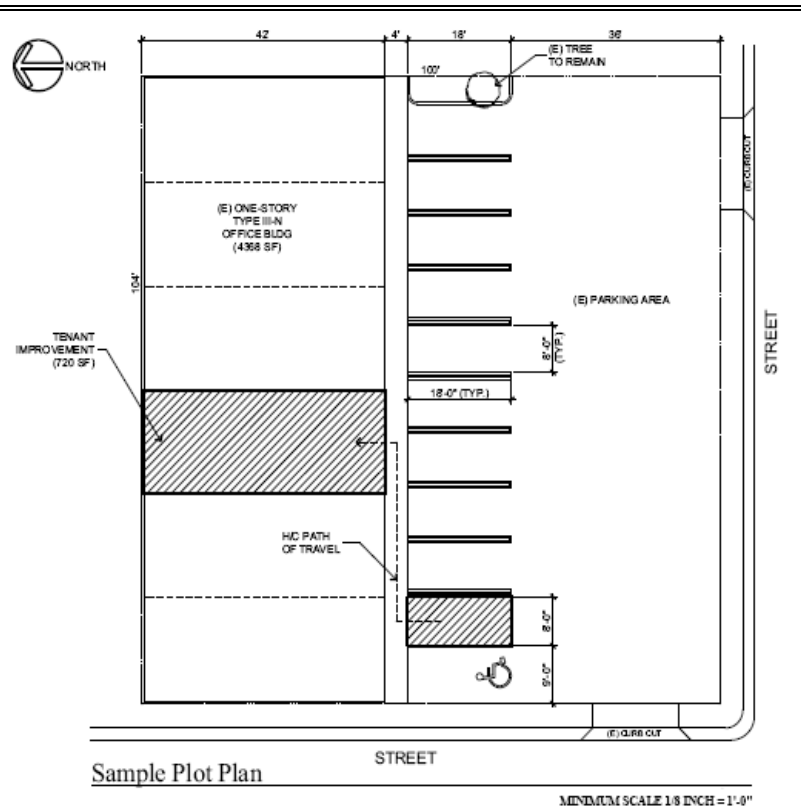
MINIMUM SUBMITTAL REQUIREMENTS FOR TENANT IMPROVEMENTS

COMMERCIAL TI – WORK REQUIRING SUBMITTALS PREPARED BY A CALIFORNIA LICENSED ARCHITECT OR ENGINEER

- | | | |
|--|--|---|
| 1) Structural modifications. | 2) Change in occupancy classification. | 3) Additions. |
| 4) Wall construction exceeding 5'- 9". | 5) Mixed use occupancy's. | 6) Ceiling work. |
| 7) Change of exiting. | 8) Remodel work to Occupancy Groups A/E/H/I/R-1 and S. | 9) Fire-resistive construction. |
| 10) Storage racks over 8'-0" tall. | 11) Required Accessibility upgrades/changes. | 12) Any project work deemed necessary by the Building Official. |

EXAMPLES OF REQUIRED TENANT IMPROVEMENT PLAN SUBMITTALS

[Minimum acceptable scale is 1/8 inch = 1'-0" - Minimum acceptable Plan Sheet size is 18" x 24"]



REQUIRED TENANT IMPROVEMENT PLAN SUBMITTAL INFORMATION

PROJECT DATA

- Project Address.
- Owner and Contact information.
- 2007 California Codes (CBC, CMC, CPC, CEC & Energy).
- Detailed Scope of Work Description.
- Use, Occupancy group(s) and Type of Construction.
- Gross Floor Area and Maximum Floor-Area-Ratio required by the 2007 California Building Code.
- Index of all sheets of plans.
- General construction notes.
- All ADA/Accessible features with details provided.

PLOT PLAN

- Adjacent street(s) and driveway.
- Dimensions of property lines and existing buildings.
- Setbacks from buildings to property lines.
- Location/Area of remodel.
- Parking layout indicating closest Accessible Parking
- Accessible route of travel from Accessible Parking.

EQUIPMENT AND FIXTURES

- Location of all shelves, storage racks, machinery, counters, office equipment, tables, and fixed seating.
- Location of smoke alarm/detectors, exit signage, fire extinguishers, and related equipment.

REQUIRED TENANT IMPROVEMENT PLAN SUBMITTAL INFORMATION (continued)

FLOOR PLAN

- Accessible Route of Travel.
- Existing, new, and demo walls with wall legend.
- Uses of all areas and rooms.
- Location of doors and windows.
- Wall, Door, and Window schedule indicating types.
- Location of electrical, plumbing, and mechanical devices.

RESTROOM FACILITIES

- Detailed and dimensioned on the floor plan indicating Accessible clearances.
- Interior elevations indicating required water proof finishes at walls and floors.
- County Health Department comments when required.
- Ventilation and electrical.

PLAN SUBMITTAL REQUIREMENTS TO DEMONSTRATE DISABLED ACCESS COMPLIANCE



When alterations, structural repairs or additions are made to existing buildings and facilities, the area of construction shall comply with all disabled access provisions for that of a new building. [2007 California Building Code Chapter 11B section 1134B]

However, if the valuation of the project does not exceed the valuation threshold amount, or an “unreasonable hardship” determination has been made, only 20% of the total construction cost will be required to be spent toward accessibility upgrade outside the area of remodel.

Complete plans and details are required, regardless if any of the above items comply or do not comply. This is to assure compliance or to determine if a hardship condition exists.

To apply for a hardship exemption complete and sign the “DISABLED ACCESS UNREASONABLE HARDSHIP REQUEST FORM”

Provide four (5) sets of complete plans drawn in ink showing the following Access Compliance information included:

1) **Site Plan:**

- a) Fully dimensioned drawn to scale showing entire existing building.
 - Indicate:
 - Proposed use
 - Location of tenant space on the Site Plan
 - Number of stories
 - Number of dwelling units (when applicable)
 - Total floor area for all buildings on site.
 - Total lot size
 - Fronting streets and/or alleys
 - Loading zone and parking areas.
 - An “Accessible Route of Travel” from the public way or Accessible complaint parking stall to an accessible entrance into the area of alteration.

2) **Parking Layout (if parking is required for building):**

- a) Fully dimensioned and referenced details showing:
 - Stall width length and angle of stall.
- b) Indicate all Accessible complaint, standard, and compact parking stalls required and provided for building.

3) **Floor Plan (tenant space):**

- a) Fully dimensioned plan of the area of alteration.
- b) Identify the proposed use of all areas and rooms.
- c) Show all existing and proposed partitions, doors, and windows.

4) **Door Schedule:**

- a) Show door sizes [$3^0 \times 6^8$] and applicable hardware type for all existing and proposed doors.

5) **Restroom / Sanitary Facilities:**

- a) Provide detailed and dimensioned floor plans and interior elevations of all sanitary facilities, drinking fountains and public phones serving the area of alteration.

6) **Equipment and Fixtures:**

- a) Show location of all including: shelves, machinery, counters, tables, and fixed seats.



BUILDING DIVISION

“UNREASONABLE HARDSHIP” DETERMINATION FOR COMMERCIAL ALTERATION PROJECTS

When the total construction cost of alterations, structural repairs, or additions to existing buildings and facilities does not exceed a valuation threshold of **\$119,985.65** and the enforcing agency finds that full compliance with the requirements for disabled access upgrades serving the area of alteration, structural repair, or addition creates an “unreasonable hardship”, an exception can be granted to allow for less than full compliance for the upgrades.

This determination for “unreasonable hardship”, as detailed in the 2007 California Building Code Section 1134B.2.1, can be requested when the cost of providing the disabled access upgrades is disproportionate to the total construction cost; that is, where it exceeds 20% of the cost of the project without these upgrades. Where the cost of alterations necessary to make these features fully accessible is disproportionate, access shall be provided to the extent that it can be without incurring disproportionate cost.

Under this determination, upgrades will still need to be made, but only to the point where the upgrade costs are disproportionate (i.e. 20% of the total construction cost will be required to be spent toward these upgrades).

In choosing which accessible elements to provide, priority should be given to those elements that will provide the greatest access in the following order:

- 1) **An accessible building entrance and an accessible path of travel to this entrance from either the public sidewalk or the disabled parking space.**
- 2) **An accessible route of travel from the accessible building entrance to the area of alteration, structural repair, or addition.**
- 3) **At least one accessible restroom for each sex serving the area of alteration, structural repair, or addition.**
- 4) **Accessible telephones, if provided, serving the area of alteration, structural repair, or addition.**
- 5) **Accessible drinking fountains, if provided, serving the area of alteration, structural repair, or addition.**
- 6) **Additional accessible elements such as parking, storage, and alarms.**

The City of Grass Valley Plans Examiner will provide additional information regarding the “unreasonable hardship” determination if you choose to apply for this for your project.

The obligation to provide access may not be evaded by performing a series of small alterations to the area served by a single path of travel if those alterations could have been performed as a single undertaking.

If an area has been altered without providing an accessible path of travel to that area, and subsequent alterations of that area or a different area on the same path of travel are undertaken within three years of the original alteration, the total cost of alterations to the areas on that path of travel during the preceding three-year period shall be considered in determining whether the cost of making that path of travel accessible is disproportionate.

Only alterations undertaken after January 26, 1992, shall be considered in determining if the cost of providing an accessible path of travel is disproportionate to the overall cost of the alterations.



**BUILDING DIVISION
"UNREASONABLE HARDSHIP REQUEST FORM"**

PROJECT INFORMATION

Permit Number: _____ Project Valuation: \$ _____
Project Address: _____
Project Description: _____

FULL COMPLIANCE COST OF DISABLED ACCESS UPGRADES OUTSIDE AREA OF REMODEL

- Path of travel to building or facility entrance \$ _____
- Path of travel within building or facility \$ _____
- Sanitary facilities \$ _____
- Drinking fountains \$ _____
- Public telephones \$ _____

TOTAL = \$ _____

The accessibility feature upgrades would increase construction costs by _____%

EXPENDITURE FOR UNREASONABLE HARDSHIP COMPLIANCE (20% of project valuation = \$ _____)

Specify accessibility feature upgrades to be provided and cost under following priority listing:

1. Accessible path of travel to building or facility entrance (including entry doorway): _____ \$ _____

2. Accessible path of travel within building or facility to the area of remodel: _____ \$ _____

3. Accessible restroom for each sex: _____ \$ _____

4. Accessible drinking fountains and public telephones: _____ \$ _____

5. Additional accessible features (parking, storage, and alarms, etc.): _____ \$ _____

TOTAL = \$ _____

APPLICANT INFORMATION

Name (print): _____ Position: _____
Firm Address: _____
Signature: _____

FOR DEPARTMENT USE ONLY

Approved by: _____ Date: _____

Fee Due (Projects Valuation > Valuation Threshold): \$ _____

Note: The 2008 California Valuation Threshold = \$119,958.65



SAMPLE

BUILDING DIVISION

"UNREASONABLE HARDSHIP REQUEST FORM"

PROJECT INFORMATION

Plan Check Number: 991234 Project Valuation: \$ 60,000
Project Address: 330 W. 20th Ave
Project Description: Tenant improvement remodel project to include new entrance, interior wall construction, bathroom upgrades, new reception area, and electrical upgrades for a total of 2356 sq. ft.

FULL COMPLIANCE COST OF DISABLED ACCESS UPGRADES OUTSIDE AREA OF REMODEL

Table with 2 columns: Item description and Cost. Items include Path of travel to building or facility entrance (\$12,000), Path of travel within building or facility (\$4,000), Sanitary facilities (\$12,000), Drinking fountains (\$2,000), and Public telephones (N/A). Total = \$30,000.

The accessibility feature upgrades would increase construction costs by 50 %

EXPENDITURE FOR UNREASONABLE HARDSHIP COMPLIANCE (20% of project valuation = \$ 12,000)

Specify accessibility feature upgrades to be provided and cost under following priority listing:

- 1. Accessible path of travel within building or facility to the area of remodel: Install wheelchair lift at building entry door \$ 10,000
2. Accessible path of travel within building or facility to the area of remodel: Install braille symbols on elevator door jam \$ 2,000
3. Accessible restroom for each sex: \$
4. Accessible drinking fountains and public telephones: \$
5. Additional accessible features (parking, storage, and alarms, etc.): \$
TOTAL = \$ 12,000

APPLICANT INFORMATION

Name (print): John Smith Position: Project Architect
Firm Address: 1234 El Camino Real, Suite #110
Signature: John Smith

FOR DEPARTMENT USE ONLY

Approved by: Date: Fee Due (Projects Valuation > Valuation Threshold): \$

Note: The 2008 California Valuation Threshold = \$119,958.65

Valuation Threshold

Valuation Threshold for Alterations, Structural Repairs or Additions to Existing Buildings

Per 2007 California Building Code Section 1134B.2.1 Exception 1, the 2008 valuation threshold is \$119,958.65 and will be updated again in January, 2009.

The annual valuation threshold is based on the January, 1981 threshold of \$50,000.00 as adjusted using the ENR 20 Cities Construction Cost Index, as published by Engineering News-Record, McGraw-Hill Publishing Company, for January of each year.

Valuation threshold for recent years:

Year	ENR Construction Cost Index (Jan.):	Valuation Threshold
2008	8090.06	\$ 119,958.65
2007	7879.58	\$ 116,837.68
2006	7660.29	\$ 113,586.07
2005	7297.24	\$ 108,202.79
2004	6824.90	\$ 101,198.98
2003	6580.54	\$ 97,575.63
2002	6461.81	\$ 95,815.11
2001	6280.85	\$ 93,131.86
2000	6130.36	\$ 90,900.40