Tenant Improvement
Information needed on plans

Public Works
Building Inspection
311 Vernon Street
Roseville, California 95678-2649

Listed below is the basic information required for submittal to the Roseville Building Division for **Tenant Improvement Plan Check and Permit Issuance.** Each building address/suite number must be submitted as separate projects for plan check and permit issuance. All drawings must be submitted in an appropriate scale with a title block indicating project address.

- **Site Plan** showing location of existing buildings, property lines improvements, parking spaces and accessible path of travel.
- **Floor Plan** showing all dimensions, openings, exits and usage of rooms. Indicate both existing and new features. Provide all handicap accessible requirements, including dimensions and details.
- **Details** showing wall construction, connections and any other specific details for the proposed project construction.
- **Mechanical Plan** if new mechanical equipment is being added. Show return and supply air, equipment location and unit make including BTU rating with the State required energy calculations.
- **Plumbing Plan** of any new and existing plumbing. Show all fixtures, floor drains, cleanouts, pipe sizes, materials and service locations.
- **Electrical Plan** indicating all receptacles, special equipment, conductor sizes, meter location, electric load calculations and one line diagram.
- **Four complete sets of plans** wet stamped and signed by the preparer, with appropriate license number on all sheets.
- **Title 24 Energy Compliance Forms** signed by the preparer, for mechanical systems and electrical lighting as required for the specific project.

If the project involves any **food handling** i.e. food preparation, prepackaged foods, or food service, contact Placer County Environmental Health at (530) 745-2300 to obtain an information package for plan submittal requirements.

Tenant Improvement projects that affect the structural and/or safety of a building are required to be designed by an architect or engineer. Ref: California Building Code - Appendix 106.1 and Building & Professions Code - section 5538. Examples include: A change to a more restrictive occupancy, fire resistive construction, mechanical, plumbing & electric systems.