

**Express Plan Check Requirements -
Commercial Projects**

Handout No. 2-5
Published: 8/21/00
Revised 5/12/09
Page 1 of 3

Commercial Express Plan Check Criteria

Certain projects may qualify for *Commercial Express Plan Check* if they comply with the following:

- Tenant improvements involving retail use where the total floor area is less than 1,500 square feet.
- Tenant improvements involving office space where the total tenant floor area is less than 10,000 square feet.
- Tenant improvements involving restaurant use where the total dining area is less than 750 square feet and the work proposed is limited to the customer service area only. Projects where work is proposed in the kitchen, food preparation, and/or food storage areas do **NOT** qualify for express, but may qualify for Intermediate review.
- Express plan review is done by appointment only. An appointment can be obtained by phoning (408) 535-3555 during business hours, Monday through Friday.

The following must be completed prior to your appointment:

- Building Permit form completed
- The minimum document submittal check list
- Completion of the Construction Cost Documentation form and a signed contract or a detailed cost breakdown of the project

Other Approvals and Clearances

Prior to submitting for *Express Plan Check*, approvals and/or clearances from other public agencies or City Departments may be required. Clearances may be required as follows:

- A Public Works clearance is often required. Public Works can be reached at (408) 535-3555.
- Changes to the building exterior require review and approval by the Planning Division. The Planning Division is located at City Hall. They can be reached at (408) 535-3555.
- Projects containing fire sprinkler or alarm alterations will require review and approval from the Fire Department. They can be reached at (408) 535-3555.
- Some projects, such as public swimming pools require approval from the county Health Department. For Health Department requirements, call (408) 918-3400.
- Some projects may require approval from the Water Pollution Control District. They can be reached at (408) 945-3000.
- A Demolition Diversion deposit is required for projects with a valuation of \$5,000 or greater. ESD can be contacted at (408) 277-5700.

Documentation of required approvals and clearances is required prior to permit issuance.

Tenant improvement plan submittal requirements should include the following:

Three sets of plans must be submitted for building plan check review.

It is recommended you use a minimum of 18" x 24" and maximum of 24" x 36" and weighing no more than 25 pounds. Plans must be drawn to scale (1/4" per foot is the minimum scale). Plans requiring an engineer's or architect's stamp shall be wet stamped and wet signed by the licensed design professional.

Two sets of structural calculations are required when structural alterations are proposed and both sets shall be wet stamped and wet signed by the design professional.

Two sets of energy calculations are required when alterations are made to:

- The HVAC system (except for equipment replacement) or
- For Lighting changes (except for replacement of fixtures) or
- For Building envelope changes

The submittal set should contain a scope of work declaration; a site map that includes parking; plans showing the alteration location; existing and proposed floor plans; an analysis of occupancy groups; type of construction; an exiting analysis and disabled access details. Submittals should also include roof plan, sections, elevations, accessibility features and other applicable details.

If the project meets the criteria outlined, the Building Division staff will perform the plan check while the applicant waits. The Express Plan Check process will result in issuance of a permit or a list of required plan revisions.

If **minor changes** are needed, they can be revised at the time of express plan check. The registered engineer, architect, or a representative who is authorized to make red-marks and changes to the plans must be present during the Express Plan Check to expedite approval of plans with minor revisions.

If **major changes** are needed to the plans, the plans will have to be re-drawn. In some instances, due to special circumstances and/or complexity of a project, it may be necessary to take the plans in for a regular plan check.

Examples of projects that **do not qualify** for *Express Plan Check* without prior approval by Building Division plan check supervisor are:

- New buildings or additions
- Alterations to occupancy group E (educational), F-2 (factories and manufacturing plants), I (institutional), L (laboratories), R-1 and R-2 (apartments, condominiums, hotels and motels), S-1 (repair garages), or S-2 (cold storage)
- Alterations to Assembly (A2 & A3) occupancies, such as a church or restaurant with an occupant load greater than 50
- High rise buildings (over 75 feet in height)
- OSHPD 3 licensed clinics
- Listed spray booths without prior approval from Fire Department
- Alternative energy installations (e.g. photovoltaic, fuel cell, etc...)
- Buildings damaged by fire, wind, earthquake or vehicle collision
- Work in basements and mezzanines
- Re-roofing or any roof/mansard work
- Retaining wall or sound wall more than 9' high
- Roof equipment units more than 1200 lbs.
- Change of occupancy/character to a higher hazard category
- Where hazardous materials exceed the amount allowed by the IBC
- Buildings with change of use from an R-3 occupancy to a B occupancy
- Buildings with atriums
- Tenant improvements on buildings qualified as Historical buildings or structures under National, State or Local Historical registers
- Projects with Alternate Materials and Methods of Construction
- Food service projects that include work in the kitchen, food preparation, and/or food storage areas

Additional information can be obtained by visiting our website at www.sanjoseca.gov/building/, or by calling our Information Inspector's voice mail at (408) 535-3555 and leaving a detailed message. In addition you may visit the Building Division in City Hall at 200 East Santa Clara St., San Jose CA 95113-1905.



Building Division Submittal Form

Construction Cost Documentation

Address: _____

PC # _____

BP # _____

Total Construction Cost/Valuation

\$ _____

ICBO Value

\$ _____

Contract Value

The total valuation must include, the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any permanent equipment as well as contractor's profit and overhead.

I hereby affirm that the above information is correct and accurately represents the actual total cost of construction and that I will submit a signed copy of the contract or detailed cost breakdown to substantiate the above-stipulated valuation prior to plan check approval.

Owner/Representative Date

Contractor Date

Office Use Only

- Contract or detailed cost estimate reviewed
- Contract review not required based on Policy UBC 107-1-97

For valuations that are not associated with listed Building Divisions minimums, Supervisory approval is needed.

Staff Name Date

Supervisor Date

Chief Date
Required for valuation changes over 25% or \$100,000



Industrial Use Designation

If the intended use is Industrial, one of the designated industrial uses from the Building Division’s Policy on assessing Development Taxes must be identified and a detailed description of what the company manufactures, produces or service provided must be detailed.

Listed Industrial Use Category: _____

Project Name:_____ Plan Check No._____

Address:_____

Description of manufacturing process and products:

For speculative shell permits, if the initial use is not a designated industrial use, the commercial tax rate will be retroactively assessed on the construction valuation of the entire shell building at the time the initial finish interior permit is issued.

I hereby affirm *under penalty of perjury* the above information is correct and accurately represents the intended use.

(Signature) Owner/Developer

(Signature) Tenant

Name

Name

Date

Date



**Building Division Accessibility Compliance-
Existing Buildings Form**

I have surveyed the building at _____ for compliance with required accessibility features per the California Building Code. Proposed alteration work will include any upgrades required to provide compliance with accessibility features serving the area of work as described in section CBC 1134.2.1.

I acknowledge the following scope of required upgrades (**choose one**)

- The existing required accessibility features serving the area of work are in conformance with the CBC.
- Upgrades to the existing condition are proposed to provide full compliance with required accessibility features serving the area of work in conformance with the CBC.
- The feasibility of the proposed work will be severely impacted if full accessibility compliance is provided. Not all access features will be provided with the proposed scope of work, thus an Unreasonable Hardship determination must be granted. Upgrades will be provided for all features not excepted in the approved Hardship application.

Signature _____ Date _____

I am: ___Project Designer, ___Business Owner, ___Other_____