



“Preserving Our Past, Enriching Our Present, Building Our Future”

33 Broadway, Jackson, CA 95642-2301

(209) 223-1646 / Fax (209) 223-3141

e-mail: building@ci.jackson.ca.us

COMMERCIAL TENANT IMPROVEMENTS

A commercial tenant improvement project involves the interior remodeling of an existing office or retail space to upgrade for the present tenant or change to accommodate a new tenant. This page is to aid owners, designers and architects in the preparation of the plans needed to make application for the necessary permits.

Submittal Requirements

- The City of Jackson requires two sets of plans for tenant improvement projects.
- Five sets are required for large projects when reviewed by several departments and divisions is required.
- A set of plans consists of a plot plan, drawn on a 1/8 inch to 1 foot scale, and floor plans, drawn on a 1/4 inch to 1 foot scale.
- The plans are to be accompanied with two copies of Title 24 Nonresidential Energy Calculations.

Plan Requirements

Plans must be submitted on 11 inch by 17 inch or larger paper (subject to clarity and readability).

When preparing the plans, be certain you include the following items:

- Anchorage and bracing of walls and equipment.
- Complete floor plans of all levels involved.
- Location and size of all permanent counters, tables and displays.
- Occupant load.
- Plumbing, electrical and mechanical plans.
- Provide an Electrical Certificate of Compliance (LTG-1) form and a Mechanical Certificate of Compliance (MECH-1) form on the plans.
- Reflected ceiling plans.
- Seismic bracing detail of suspended ceiling system.
- Structural calculations.
- Structural framing details.

Details and notes on the plans should address such items as:

- Disabled access requirements.
- Emergency and exit lighting.



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- Exiting.
- Light and ventilation.
- Occupancy separations and fire walls.
- Restroom details.
- Seismic code requirements.
- Any other information necessary to demonstrate compliance with current codes, local ordinances and state regulations.

Medical & Dental Offices & Restaurants

Medical and dental offices and restaurants require additional information, including:

- When nonflammable gas cylinders are stored in medical and dental offices, the plans must include details of the storage room with one-hour fire rated walls and proper venting.
- Medical and dental gas systems require special inspections. Obtain an informational handout at the Building Division counter.
- Restaurant plans must show details of the cooking hood, grease ducting and roof outlet. Calculations to justify the sizing of the cooking exhaust system will need to be provided. Restaurant applications require a set of plans reviewed and approved by Amador County Environmental Health.

Additional Requirements

- A letter stating the greatest number of employees, which will be present in the establishment at any one time, is also required.
- The Jackson Fire Department will require a set of fire sprinkler plans; they are normally submitted to the Fire Department after Building permits are issued.

The Plan Review Process

The City maintains a goal of fifteen working days turn around time on review of plans.

Following the review of plans, you will receive either a list of plan check comments, which requires revision and resubmittal of the plans, or approval of your project. If approved, permits may be obtained. Permit fees will be provided.

An application expires if permits are not obtained within 180 days of initial application.

Additional Information

For additional building plan review or permit information call the City of Jackson Building Department at (209)223-1646