



City of Pittsburg

Community and Economic Development Department
Building Division
65 Civic Ave, Pittsburg CA 94565
Phone: (925) 252-4910 Fax: (925) 252-4814

Building Permit Submittal Requirements Tenant Improvement

Project Information Required

- **Name of Designer:** The printed name, address, telephone number and signature of the person who prepared the plans.
- **Address and Owner:** The name of the legal owner of the property and the street address of the property.
- **Scope of Work:** State the complete scope of work for this permit.
- **Building Area:** State the existing building area in square feet.
- **Building Codes:** State the building codes in effect as the 2022 CBC, 2022 CPC, 2022 CMC, 2022 CEC, 2022 California Energy, and 2022 Cal Green Building Standards.

Architectural Plans Required

- **Site Plan:** Show location of the existing building, location of tenant improvement within the site, accessibility/path of travel from parking lot to entry, and all other structures on the site. Show onsite utilities Gas, water, sewer, and electric service location.
- **Floor Plan:** The Floor Plan must show all existing rooms as well as proposed new rooms. Label the use of each room. Provide all door and window sizes on the plans. Provide accessibility and path of travel details.
- **Roof Plan:** If applicable, show a plan view of existing and new roofs. Indicate roof slope, roof slope direction, and existing and proposed roof materials.
- **Elevations:** If applicable, show exterior elevations or views of all sides of the building that will be affected by the tenant improvement. A minimum of two (2) exterior elevations should be provided.
- **Cross Sections:** At least one (1) detailed cross section is required. Provide additional sections where needed to fully explain the intended construction. Note: Provide details showing the attachment and bracing of any interior walls as well as support and installation details of T-bar ceiling panels.
- **Details and Notes:** Include all construction details such as foundations, piers and grade beams. Include all finish details showing the attachment and bracing

of any interior walls as well as support and installation details of T-bar ceiling panels, and door and window schedule.

- **Accessibility requirements:** Include layout and measurements of all accessible restrooms to include floorplan and wall elevations showing measurements and heights of all accessible items.

Structural Plans Required

- **Foundation Plan:** If applicable, include a dimensional foundation plan with sufficient details to clearly show foundation construction. Include details of how the new floor and foundation will join the existing floor and foundation.
- **Floor Framing Plan:** If applicable, provide size, spacing and direction of floor beams or joists; include sub-floor sheathing and nailing.
- **Roof Framing Plans:** If applicable, show size and location of roof beams, roof rafter and ceiling joist span and sizes, overhangs, blocking and venting details.
- **Prefabricated Roof Trusses:** If trusses are to be used for any area of the roof framing, provide two (2) copies (if paper, 1 copy if digital) of the truss plans and calculations with the design engineers stamp and wet signature. These must also be reviewed and approved by the project architect or engineer.
- **Structural Details:** If applicable, provide structural details such as post-to-beam connections, specific framing details, shear transfer details, material notes and specifications.

Electrical, Mechanical and Plumbing Plans Required

- **Electrical:** Provide an electrical ledger and show the size and location of the electrical service and all subpanels', panel layout details and single lines. Show all new switches, lights, receptacles, and. Note whether the service is provided overhead or underground if applicable.
- **Mechanical:** Show all locations for new heating registers and equipment. Energy Conservation Title 24 calculations are required.
- **Plumbing:** Show proposed plumbing fixture, drain, vent pipe water and sewer locations on the floor plan.

Documentation Required

- **Structural Calculations:** Structural calculations are required for all building components that do not meet "Conventional Construction" requirements. If calculations are required, they must be stamped and signed by a California licensed architect or registered engineer.
- **Title 24 Energy Reports:** Provide two (2) copies (if paper plans, and (1) if digital) of the energy calculations. Reproduce on the plans the Performance and Mandatory Measures portion of the report, and all forms required for this build.

Plan Requirements

- **Plans:** All commercial plans must be designed and stamped by a licensed design professional.
- **Clarity:** All plans shall be prepared to be sufficiently readable and clear for either microfilm or electronic record.
- **Existing (E) and New (N) Construction:** Label all components to facilitate review and construction.
- **Scale:** All drawings shall be drawn to an adequate scale with scale indicated. Recommended scales for drawings are:
 - Plot Plans: 1/8"=1'
 - Floor Plans: 1/4"=1'
 - Foundation Plans: 1/4"=1'
 - Floor and Roof Framing: 1/4"=1'
 - Building Cross Sections: 1/4"=1' or 1/2"=1'
 - Exterior Elevations: 1/8"=1' or 1/4"=1'

Notes

- Plans must be submitted electronically through our online permitting portal. A licensed architect or registered engineer electronic stamp/signature is required.
- Submittals lacking any of the required items may be deemed incomplete and returned for correction without review. Please contact the Building Division at (925) 252-4910 with any questions regarding submittals.
- A building permit may only be issued to a California Licensed Contractor.
- Any contractor and sub-contractors or firm performing work within the City of Pittsburg must obtain a City Business License prior to permit issuance.
- Approvals from necessary outside agencies must be uploaded to the online permitting portal prior to the issuance of the building permit. See below possible outside agency contacts for your project.

Outside Agency Contacts

Contra Costa Fire Protection District
4005 Port Chicago Hwy, Suite 250
Concord, CA 94520

[Contra Costa Fire Protection District \(cccfd.org\)](http://cccfd.org)

(925) 941-3300

Delta Diablo Sanitation
2500 Pittsburg Antioch Hwy
Antioch, CA 94509

<https://www.deltadiablo.org/sewer-permits>

(925) 756-1900

Contra Costa Water District
1331 Concord Avenue
Concord, CA 94520

[Contra Costa Water District, CA | Official Website \(ccwater.com\)](http://ccwater.com)

(925) 688-8000

Contra Costa Health Services
Environmental Health
2120 Diamond Blvd, Suite 200
Concord, CA 94520

[Contra Costa Health Services: CCHS main page: Contra Costa Health Services \(cchealth.org\)](http://cchealth.org)

(925) 692-2500

Hazardous Materials
4585 Pacheco Blvd Suite 100
Martinez, CA 94553

(925) 665-3200

24-hour emergency hotline (925) 655-3232

<https://cchealth.org/hazmat/#Programs>

Bay Area Quality Management District
(415) 749-4900

www.baaqmd.gov

School Districts

Pittsburg Unified School District
2000 Railroad Ave. Ste A
Pittsburg, CA 94565
(925) 473-2334

Mt Diablo Unified School District
1936 Carlotta Drive
Concord, CA 94519
(925) 682-8000

Antioch Unified School District
510 G Street
Antioch, CA 94509
(925) 779-7500