



Town of Corte Madera
300 Tamalpais Drive
Corte Madera, CA 94925
(P) 415-927-5062 (F) 415-927-5039

COMMERCIAL TENANT IMPROVEMENTS

The following information pertains to the Building Plan Check and Permit process for commercial tenant improvement projects.

ADOPTED CODES:

The Town of Corte Madera applies the following codes pursuant to California law:

- 2013 CALIFORNIA BUILDING CODE (based on the 2012 I.B.C.)
- 2013 CALIFORNIA PLUMBING CODE (based on the 2012 U.P.C.)
- 2013 CALIFORNIA MECHANICAL CODE (based on the 2012 U.M.C.)
- 2013 CALIFORNIA ELECTRICAL CODE (based on the 2011 N.E.C.)
- 2006 INTERNATIONAL WILDLAND-URBAN INTERFACE CODE & W.U.I. MAP
- 2013 CALIFORNIA ENERGY EFFICIENCY STANDARDS

DESIGN CRITERIA:

Please note that wind and seismic design standards have changed from previous state code editions.

- Basic wind speed is 110 M.P.H. @ Exposure B, which is now also based on Building Category, per ASCE Standard 7-10. Cat 1 = 100 mph; Cat 2 = 110 mph; Cat 3 and 4 = 115 mph. See ASCE 7-10, figures 26.5, 1a, 1b, 1c.
- Seismic Design Category shall be determined in accordance with C.B.C. Section 1613 or ASCE Standard 7-10.
- Corte Madera is in Climate Zone 3 (properties in the area along Lucky Drive are in Climate Zone 2.)
- Corte Madera has adopted an official map designating certain geographical areas in Town as Wildland-Urban Interface Fire Areas (see attached map on page 4.) The provisions of the Wildland-Urban Interface Code and Chapter 7A of the California Building Code will apply in these areas for new construction and substantial remodels as of April 17, 2008.

APPLICATION SUBMITTAL REQUIREMENTS:

NOTE: MALL MANAGEMENT APPROVAL OF PROPOSED CONSTRUCTION PLANS IS REQUIRED. SUBMITTED DRAWINGS SHOULD BE STAMPED BY THE MALL AGENT INDICATING THAT THEY ARE APPROVED FOR CONSTRUCTION. (IN CERTAIN CASES, A COVER LETTER OF PROJECT APPROVAL BY MALL MANAGEMENT MAY SUFFICE.)

- *The Village Mall at Corte Madera* : contact Macerich Company at 1618 Redwood Highway, Corte Madera, CA 94925 (415) 924-8588
- *Corte Madera Town Center Mall*: contact Madison Marquette Retail Services at 100 Corte Madera Town Center, Corte Madera, CA 94925 (415) 924-2961 (Mall management design review is normally performed by SZFM Design Studio.)

APPLICATION FORM: The applicant portion of the "Application for Building Permit" form shall be completed and signed and all information shall be legible and complete. (Application form is available for print-out at the Town of Corte Madera website at: www.ci.corte-madera.ca.us.)

NUMBER OF SETS OF PLANS AND INFORMATION REQUIRED: Each Application for Building Permit shall be accompanied by five (5) complete sets of plans and two (2) sets of supporting

documentation such as engineering calculations, energy reports, equipment specifications, soils reports, etc.

INFORMATION REQUIRED ON EACH SHEET OF THE PROJECT CONSTRUCTION DRAWINGS:

1. Job (project) address.
2. Owner and tenant (commercial business) names.
3. Mailing address and phone/fax numbers of responsible designer.
4. Signature of person who prepared the construction documents, including the wet seal of the responsible Architect.
5. Scale used for all drawings and details.
6. North arrow.

CONSTRUCTION DRAWING DETAILS & DESIGN INFORMATION REQUIRED:

1. **COVER SHEET** containing general project data and scope of work; a code analysis of the building design limitations based on occupancy, type of construction, and location on property; a list of the codes in effect at time of submittal; and a site plan containing the following:
 - a. North arrow.
 - b. Key plan for location within mall or commercial area.
 - c. Identification of tenant space(s) to be renovated.
 - d. Identification of existing and proposed buildings/additions, with dimensions & building areas.
 - e. Square footage of existing and proposed construction.
 - f. Parking layout and driveways (if applicable to project).
 - g. Building Construction Type (see C.B.C. Chapter 6).
 - h. Occupancy Classification of tenant space(s) (see C.B.C. Chapter 3).
2. **ARCHITECTURAL FLOOR PLANS** of each story or level, with all room uses identified and all stairways, doors, & windows detailed. Existing conditions and proposed changes shall be clearly identified.
3. **BUILDING ELEVATIONS** (signage details are required unless separate sign permits are intended.)
4. **COMPLETE STRUCTURAL DRAWINGS** detailing foundation design elements and floor, wall, mezzanine, roof & deck framing plans.
5. **COMPLETE STRUCTURAL DETAILS** for all load-transfer, shear, diaphragm, and hardware connections.
6. **STOREFRONT DESIGN & FRAMING DETAILS** including glazing specifications. Wind-load design analysis is required for all exterior storefronts including sill, framing and attachment details. Structural design calculations shall be prepared by a registered California civil or structural engineer.
7. **CROSS-SECTIONS** as necessary to sufficiently clarify all construction.
8. **COMPLIANCE WITH C.B.C. SECTION 1613.1** (ASCE Standard 7, Section 13.6) shall be provided for all permanently attached, non-structural building components and shall be verified through calculation. Components covered under this code provision include mechanical and electrical equipment, piping & duct systems, boilers, and elevators & escalators.
9. **ELECTRICAL LOAD DATA & PANEL RATINGS** and location of electrical panels, switches, outlets, lighting fixtures and emergency lighting. (Note: emergency lighting is required in all areas where the occupant load exceeds 9 in accordance with Town of Corte Madera Fire Code Section 1006.3.)
10. **PLUMBING FIXTURE DETAILS AND PIPING ISOMETRICS**, including DWV, gas, water, etc.
11. **COMPLETE HVAC DETAILS** addressing roof-mounted and ceiling-hung equipment, seismic attachments, ventilation calculations, combustion air & makeup air calculations, etc.
12. **COMPREHENSIVE DESIGN INFORMATION FOR ALL REQUIRED DISABLED ACCESS IMPROVEMENTS** – See C.B.C. Chapter 11B (and Section 1134B for requirements for existing buildings.)
13. **CALIFORNIA TITLE 24 ENERGY COMPLIANCE DATA** covering envelope changes, lighting, HVAC, etc.
14. **FOR STRUCTURES LOCATED IN A WILDLAND-URBAN INTERFACE FIRE AREA**, show conformance with all materials, systems and methods of construction stipulated in C.B.C. Chapter 7A.
15. All information necessary to describe the work and to show that it will conform, in detail, to the

provisions of the codes, ordinances, and laws promulgated by the State of California and adopted by the Town of Corte Madera. (See C.B.C. Section 107)

- NOTE: Fire sprinkler plans and calculations are required to be submitted under a separate permit application and will be reviewed by the Fire Department.

BUILDING PERMIT FEES:

The fees for building permits are collected in two stages. The Plan Review Deposit is collected at the time of application submittal and may be surcharged, or partially refunded, based on the actual staff time, and/or consultant time, spent performing plan review. The Building Permit Fee is collected at the time of permit issuance and is a combination fee that covers the costs of all site inspections including building, electrical, mechanical, plumbing, and energy inspections. State SMIP fees, departmental cost recovery fees, plan retention fees, and street impact fees, are collected at time of permit issuance and are not reflected in the fee schedule shown below.

EXCERPTS FROM THE BUILDING DIVISION FEE SCHEDULE:

	<u>PLAN REVIEW DEPOSIT</u>	<u>PERMIT FEE</u>
Commercial Addition (1 or 2 story)	\$3,700.00	\$3,600.00
Commercial Tenant Improvement (with structural work)	\$2,250.00	\$2,210.00
Commercial Tenant Improvement (no structural work)	\$1,900.00	\$1,900.00
Commercial Tenant Improvement (minor – no struct.)	\$1,300.00	\$1,175.00
Commercial - Miscellaneous Alterations	\$910.00	\$780.00
Commercial – Disabled Access Improvements	\$1,050.00	\$1,050.00

PERMIT PROCESSING PROCEDURE:

- A completed Application for Building Permit, along with complete construction plans and documents, is submitted to the Building Division and a plan review deposit is collected.
- Construction plans and documents are reviewed by the Building Division, Planning Department, Fire Department, and Public Works Department for code and ordinance compliance. Each department develops a list of plan check comments if there are any compliance issues with the submitted application. A consolidated plan check comment letter containing all departments' comments will be sent to the applicant. The plan check process may take anywhere from 2 weeks to 2 months depending on staff workload and the quality of the submitted application information.
- Marin County Environmental Health Services plan review approval is required for all projects that involve food-handling. Direct submission of plans should be made to the MCEHS. (Prior to issuance of a building permit, two copies of MCEHS-approved plans shall be provided to the Building Division.)
- After all applicable Town code and ordinance requirements have been satisfied, approved plans and permit documents are collated and assembled by the Building Division. All building permit fees and associated assessments are calculated and the permit is prepared for issuance. The tenant representative and contractor are notified at this time.
- The permit is issued to either the owner or the contractor after all fees are paid. Contractor licensing and insurance information are verified at time of permit issuance.
- Separate non-structural interior demolition permits may be issued prior to the issuance of building permits for tenant improvements. Contact the Building Division for information

EXPIRATION OF APPLICATIONS AND BUILDING PERMITS:

- Applications for building permits expire by limitation 180 days after the date of filing if a building permit has not been issued and the application process has not been pursued in good faith.
- An issued building permit expires if work has not commenced within 180 days of the date of

issuance or if work is suspended or abandoned for a period of 180 days after work has commenced.

- Application and permit extensions may be granted when justifiable cause is demonstrated and such request is made in writing to the Town of Corte Madera. (See Section 105.5, Chapter 1 of the 2013 California Building Code.)

FIRE DEPARTMENT REQUIREMENTS:

Check with the Fire Department for ordinance requirements concerning fire sprinkler, seismic gas valve, Knox Box, and Class A roof covering requirements.

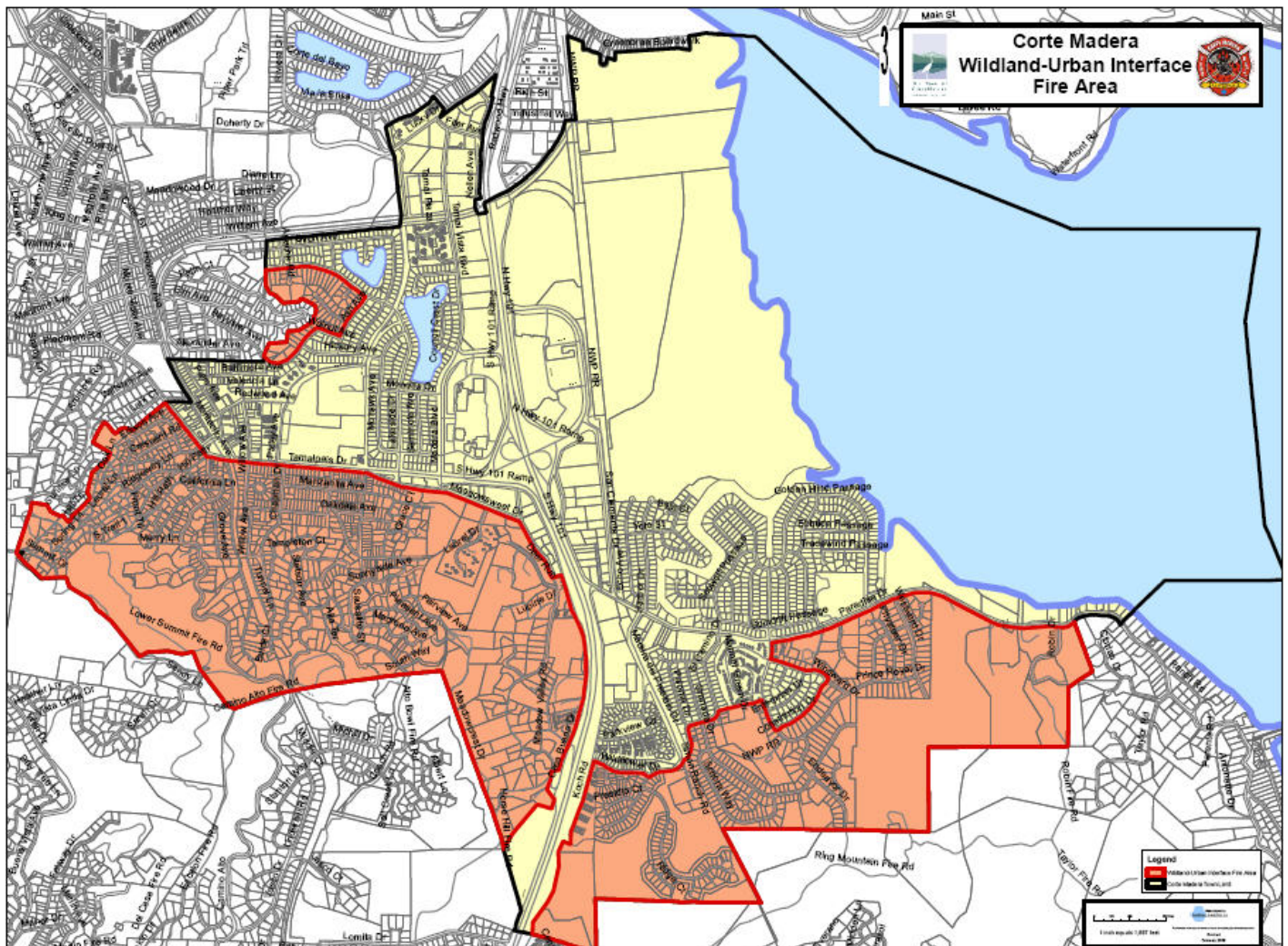
INSPECTION REQUESTS:

Inspection requests for all required **Building Division inspections** should be made at least one day in advance by calling **(415) 927-5062**. Voice-mail requests received prior to 7:00 A.M. on a given business day may be accommodated if there is room on the inspection schedule.

- **OTHER AGENCY INSPECTIONS SHALL BE SCHEDULED DIRECTLY WITH THE APPLICABLE DEPARTMENT**

PHONE NUMBERS

Corte Madera Planning Department	(415) 927-5064
Corte Madera Public Works Department	(415) 927-5057
Corte Madera Fire Department	(415) 927-5077
Marin County Environmental Health Services	(415) 499-6907



(A larger map is available at Town Hall or the Fire Department.)