

GUIDELINES FOR SUBMITTING TENANT IMPROVEMENTS PLAN CHECK SUBMITTALS

These are general submittal requirements for Tenant Improvements (TI). Specific requirements for Food Service Establishments, Manufacturing facilities, and Industrial TIs are also included.

Please be advised that the City Building and Safety Department will not issue permits without a CVWD plan check release for all commercial construction projects. It is the Applicant's responsibility to obtain a CVWD Plan Check 'plumbing' Release and present it to the City.

Please contact the Engineering Department if you have any questions regarding T.I. plan check submittals.

STEP I. The Applicant shall complete the T.I. Plan Check Application form and deliver two (2) sets of construction plans to the CVWD Engineering Department. Separate applications must be completed and separate plans submitted for each building footprint. CVWD staff will review each submittal at the Engineering Department counter to ensure the submittal(s) are complete. Incomplete submittals will not be accepted.

Once a completed application and plan submittal has been provided, the applicant shall take the TI Plan Check Application to customer service for payment of Plan Check and Research/Inspection Fee totaling **\$327.00** (See page 3). **This fee is non-refundable.**

The Applicant should allow 3 to 6 weeks for plan check review.

Complete Submittal Check List:

- 1) Each submittal must have a completed application form. The information required to complete the application is listed in Attachment #1 at the end of these guidelines.
- 2) Each set of plans must include a construction site plan. The site plan must show two public cross streets, the building footprint, and the area within the building where construction is planned.
- 3) All plan pages must be a minimum of 22 inches by 34 inches (22" x 34")
- 4) Plans must include plumbing plans for **water and sanitary sewer (waste/vent)**. Plan sheets for other utilities such as gas, electric, and mechanical plans are not required to be submitted.
- 5) If applicable, demolition plans must be included. Existing sewer drainage fixtures can have a substantial value that will be credited toward any Capital

Capacity Reimbursement Fees; it is your responsibility to accurately indicate on the plans all existing, improved and new sewer drainage fixtures for the entire building.

- 6) If applicable, fire sprinkler plans must be included. Any changes to the fire or plumbing systems will require a backflow prevention assembly to be installed at the point of connection per CVWD Standard Drawing No. 110 or Standard Drawing No. 111.
- 7) If applicable, irrigation plans and 1 electronic copy in a PDF format on CD must be included.
- 8) If any modification to existing backflow prevention devices is planned or required, this must be clearly indicated on the site plan and plumbing plan.
- 9) For Food Service Establishments (FSEs), plans must include kitchen equipment plans and equipment schedules. A completed FSE permit application with menu must also be submitted. FSE permit applications are available at www.cvwdwater.com or at the CVWD Engineering counter.
- 10) For manufacturing and industrial facilities, plans must include equipment plans and equipment schedules for all new and existing tools and support equipment. Manufacturing and industrial facilities might be required to complete an Industrial User permit application; this will be determined on a case-by-case basis. These are available at www.cvwdwater.com or at the CVWD Engineering counter.

STEP II. CVWD will notify the Applicant upon completion of review of any required changes or revisions to the plans. Plan check corrections may be in the form of red-lined drawings or an itemized email of required corrections. The Applicant must then submit revised plans for approval. If necessary, appointments will need to be made during the review process with CVWD staff to confirm existing sewer fixtures on site.

STEP III. Upon completion of review of acceptable plans (no corrections required), CVWD will notify the Applicant of the Total Plan Check Fees due. One set of plans will be stamped 'approved' and may be picked up at the Engineering counter after all fees are paid. With the approved plans, the Applicant will receive a CVWD Plan Check 'plumbing' Release to present to the City Building and Safety Department.

Following approval, all projects that require a grease interceptor must contact the CVWD Inspection department to schedule a pre-construction meeting. Ensuing inspections will then need to be scheduled for rough plumbing and for the grease interceptor installation. **Customer Release Packages that have not been picked up within one year of the Approval date, will be considered out-of-date and voided.**

TENANT IMPROVEMENT PLAN CHECK FEES

T.I. plan checks shall include Sewer Capital Capacity Reimbursement fees, plan check review fees, and may also include field inspection fees.

CAPITAL CAPACITY REIMBURSEMENT FEES

For non-industrial facilities, these fees are based on the total Sewer Drainage Fixture Units, as defined by the 2010 Uniform Plumbing Code. This total is multiplied by the appropriate Sewage Factor (per the CVWD Municipal Code) and then multiplied by the current cost per Equivalent Dwelling Unit (EDU). The sewer use categories and sewage factors are listed in Attachment #2 at the end of these guidelines.

For industrial facilities, these fees are calculated using wastewater quality and volume data that are specific and unique to each facility. These fees can only be estimated after the Applicant has completed an Industrial User permit application and submitted TI plans.

- Effective Jan 01, 2016 Capital Capacity Reimbursement Fee \$5,415.00 per EDU
- Effective Jan 01, 2017 Capital Capacity Reimbursement Fee \$6,009.00 per EDU
- Effective Jul 01, 2017 Capital Capacity Reimbursement Fee \$6,309.00 per EDU
- Effective Jul 01, 2018 Capital Capacity Reimbursement Fee \$6,624.00 per EDU
- Effective Jul 01, 2019 Capital Capacity Reimbursement Fee \$6,955.00 per EDU
- **Effective Jul 01, 2021 Capital Capacity Reimbursement Fee \$7,379.00 per EDU**

PLAN CHECK FEES

T.I. plan check fees are a flat fee regardless of resubmittals for required corrections.

- Plan Check Fee \$ 102.00 per submittal

FIELD INSPECTION/RESEARCH FEES

This fee is applied to inspections and research for: rough plumbing, sand & oil clarifier, oil & grease interceptor, and other required on-site water and sewer devices.

- Field Inspection Fee \$ 225.00 per submittal

CVWD strongly encourages you to fiscally plan for the TI plan check fees. The Capital Capacity Reimbursement Fees can be very substantial. Please telephone the Engineering Department if you require assistance estimating plan check fees for your submittal.

ATTACHMENT #1

The following information will be required to complete the TENANT IMPROVEMENT PLAN CHECK APPLICATION at the CVWD Engineering Counter when plans are submitted.

Tenant Improvement Project Description:

- Facility / Project Name
- Address of Construction Site / Project Location
- Building Owner's Name, Telephone Number, Mailing Address

Applicant /Person Responsible for this Construction Project:

- Applicant's Name and Title, Company Name, Telephone, Fax Number, Mailing Address
- Any additional contact information including alternate contacts, telephone numbers, e-mail addresses, etc.

Business /Sewer Use Information:

- Business name of building occupant
- Building occupant's business telephone number
- What kind of products and services does the building occupant provide? What is the nature of the business?
- What equipment and/or raw materials does the building occupant use to conduct business?

ATTACHMENT #2

Equivalent Dwelling Units (EDUs) are calculated by multiplying the total Sewer Drainage Fixture Units (as defined in the 2010 Uniform Plumbing Code) by the appropriate Sewage Factor from the table below.

Capital Capacity Reimbursement Fees are determined by multiplying the EDU value and the current cost per EDU. *(see page 3 of this document for current cost per EDU)

Type of Commercial Use	Sewage Factor
<ul style="list-style-type: none"> • Motel/Hotel • Recreation/Amusement • Restaurant (fast food) • Office • Retail store • Market (without butcher shop) • Bar/Tavern 	0.0444
<ul style="list-style-type: none"> • Market (with butcher shop) • Bakery • Mortuary 	0.1081
<ul style="list-style-type: none"> • Convalescent home • Hospital • Health spa • Restaurant (full service) 	0.1780
<ul style="list-style-type: none"> • Laundromat • Laundry • Dry cleaner (processor) 	0.2499
<ul style="list-style-type: none"> • Car wash (coin operated) 	0.4910
<ul style="list-style-type: none"> • Church • School • Public facility 	0.0630