

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 CVWD plan check approval 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 submit a Tenant Improvement Plan Check Application found online at www.cvwdwater.com under Customer Service/Development Services. Within 5 business days a technician will contact you by email with instructions to remit a **\$327.00** plan check submittal fee. **This fee is non-refundable.**

Once the submittal fee has been paid, the Applicant will be notified by the assigned technician to send (in PDF format) the T.I. plans or any other documents needed by email to begin plan check.

The Applicant should allow 6 to 8 weeks for plan check review.

Complete Submittal Check List:

- 1) Each submittal must have a completed application form.
- 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) Plans must include plumbing plans for **sanitary sewer (waste/vent) showing labeled new sewer drainage fixture units**. Plan sheets for other utilities such as gas, electric, and mechanical plans are not required to be submitted.
- 4) 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, and new sewer drainage fixtures for the entire building.
- 5) All proposed Grease Interceptors must be shown on plans with the grease line clearly labeled. The size of the interceptor will be determined and approved by CVWD.

- 6) 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 to the technician by email. FSE permit applications can be found online at www.cvwdwater.com under Customer Service/Development Services/Permits.
- 7) 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 and provided by the assigned technician.

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

STEP III. Upon completion of review of acceptable plans (no corrections required), the assigned technician will notify the applicant of the total Capital Capacity Fees due. A Fee Sheet/invoice will be sent to the Applicant with instructions for receiving payment. After all fees are paid, the Applicant will receive a CVWD Plan Check 'plumbing' Release through email by Adobe Sign. Once applicant signs/dates the form, it will then be sent by Adobe Sign to a CVWD Engineering Supervisor for final sign off. Thereafter Adobe Sign will automatically send a copy to all parties. Then the Applicant can present the completed form to the City Building and Safety Department.

Following approval, all projects that require a Grease Interceptor must contact the CVWD Inspection staff 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 paid 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 Capital Capacity Reimbursement fees, plan check review fees, and research/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 page 4 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 July 01, 2022 Capital Capacity Reimbursement Fee.... \$7,600.00 per EDU
- Effective July 01, 2023 Capital Capacity Reimbursement Fee.... \$8,132.00 per EDU
- Effective July 01, 2024 Capital Capacity Reimbursement Fee.... \$8,620.00 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 contact the Engineering Department if you require assistance estimating plan check fees for your submittal.

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 (with pool) • 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
<ul style="list-style-type: none"> • Health Spa (without pool) • Laundromat 	0.1555