

SUBMITTAL REQUIREMENTS & CHECKLIST **Commercial Tenant Improvements**

This document outlines the general building plan check submittal requirements for commercial tenant improvements. Applicants are required to complete the online application and submit documents online to the Building Division at mountainview.gov/ePermitsMV.

Exterior modifications to buildings or change of use may require Planning review and approval prior to submittal to the Building Division. Please contact the Planning Division for specific zoning requirements affecting your project at (650) 903-6306 or planning.division@mountainview.gov.

PLANS SUBMITTED SHOULD INCLUDE:

- Cover Sheet
- Dimensioned Site Plan
- Architectural Plans
- Structural Plans
- Civil Plans
- Electrical Plans
- Mechanical Plans
- Plumbing Plans
- Accessibility Upgrades
- Blueprint for a Clean Bay
- Support Documentation
- Tree Protection Measures
- Landscaping Plans
- Title-24/Energy Calculations
- Findings Report from Planning
- A blank sheet (page 0) labeled "City Approvals"

ARCHITECTURAL PLANS SHOULD INCLUDE:

- Existing Construction
- New Construction
- Floor Plans
- Roof Plan
- Foundation Plan
- Details & Sections
- Elevations and Finishes
- Door & window Schedules
- Equipment Schedules
- Accessibility Upgrades
- Shut-Down Matrix*

* Existing building with active Fire Alarm and/or Monitoring System(s) shall provide Shut-Down Matrix.

COVERSHEETS SHOULD INCLUDE:

- Applicable Codes
- Construction Type(s)
- Designer/Architect Data
- Fire Sprinklers Status
- Occupancy Type(s)
- Project Address
- Owner/Tenant Data
- Detailed Scope of Work
- Zoning Designation
- Show compliance with Mountain View Green Building Codes (e.g. no gas allowed, solar panels, batteries & EV charger) *(if applicable)*
- Deferred submittal list
- Separate permit submittal for solar panels, batteries & EV chargers *(if applicable)*

SITE PLAN SHOULD INCLUDE:

- All Existing Buildings
- All Building Setbacks
- All Building Square Footage
- Building Square Footage Calculations
- Lot Coverage Calculations
- North Arrow
- Lot Size
- Parking Areas
- Property Lines
- Street Orientation and Site Access

- A non-refundable plan check fee, based on the valuation of the project is due at time of initial submittal.
- All new commercial square footage greater than 500 square feet will be subject to School Impact Fees. If you have questions regarding fire permit(s), demolition permit(s), and submittal requirements, contact our office during regular business hours at (650) 903-6313 or email us at building@mountainview.gov

COMMERCIAL TENANT IMPROVEMENT

| | |
|---------------------------------|-----------------|
| Initial Plan Check: | Four (4) Weeks |
| Resubmittal: | Three (3) Weeks |
| Subsequent Resubmittals: | Three (3) Weeks |

Plan Check Submittal Requirements:

1. Complete set of plans
2. Findings Report (*included in plans*) and response letter to each condition (*separate document*)
3. Mountain View Green Building Code (MVGBC) worksheet
4. Project manual and specifications
5. Structural calculations
6. Energy calculations (*included in plans*)
7. Soils reports
8. [Hazardous Materials Inventory Statement](#)
9. [Environmental Compliance Plan – Hazardous Materials Statement](#)
10. Title Report – *Or recent grant deed showing current ownership*
11. Color chips and/or any other approved materials (i.e., glass, tile, etc.)
12. Approved plans from the Santa Clara County Health Department (*if required, typically for new restaurants, commercial kitchens, cafeterias, food establishments and pools/spa*)
13. *Offsite Improvement Submittal Package – Please contact Public Works directly for submittal acceptance, payment, and processing timelines.*
14. Construction and Demolition Waste Tracking – Complete account setup and/or tracking process. This is a requirement prior to release of building permit (*if applicable*): [Waste Diversion Tracking Program](#)
If you have questions regarding Construction and Demolition Waste Tracking & Diversion Requirements, please contact Public Works - Recycling & Zero Waste at (650) 903-6311.
15. Responsible Construction Acknowledgement of Responsibility form. This form must be completed and submitted to the City of Mountain View Building Division prior to issuance of a building permit for all new construction projects (or qualifying additions and remodels) that require a building permit and are 15,000 square feet or more (*if applicable*): [Wage Theft Ordinance](#)
16. Responsible Construction Pay Transparency Certification form. This form must be completed and submitted to the City of Mountain View Building Division prior to issuance of a certificate of occupancy for all new construction projects (or qualifying additions and remodels) that require a building permit and are 15,000 square feet or more (*if applicable*): [Wage Theft Ordinance](#)

FIRE SPRINKLERS, FIRE ALARM MONITORING, THERMAL DETECTION, SMOKE DETECTION, ALARM-EVACUATION, AND HOOD & DUCT FIRE SUPPRESSION SYSTEMS

| | |
|----------------------------|-----------------|
| Initial Plan Check: | Three (3) Weeks |
| Resubmittal: | Three (3) Weeks |

Plan Check Submittal Requirements:

1. Electronically submit complete sets of working drawings & any support documentation
** As a separate submittal package(s), fire permit(s) shall be required for this project. Policy requires these permit(s) be submitted for plan check after the building permit has been approved.*