



Placer County's **B.E.T.T.I.R.** Program (Building's Expedited Techniques for Tenant Improvement Review)

Placer County is required to enforce the California Building and Fire Codes to ensure minimum health and life safety standards are followed. For some, obtaining a permit can seem time-consuming and confusing. In an effort to improve process transparency, remove confusion and time components, Placer County is proud to offer the **B.E.T.T.I.R.** program.

This **B.E.T.T.I.R.** program was created to allow customers and their designers to schedule an appointment with a Building Services staff member to review the plans for minor and moderate commercial interior Tenant Improvements (T.I.) and demolitions. Eligibility for this process will be based on the following:

- **Minor Tenant Improvements**---Minor interior alterations for business, mercantile or low hazard storage occupancies under 30,000 square feet. These may include, for example, beauty salons, retail, or warehouses with minimal interior changes. In order to qualify, there must be no exterior or structural work; or no Assembly, Educational, Factory, Institutional, Hazardous or special use occupancies.
- **Moderate Tenant Improvements**---Projects involving other uses than noted above and or involve other County divisions and/or departments other than Building Services, which are less than 5,000 square feet in area and have an occupant load of less than 50. Moderate T.I. uses may include other small occupancies besides mercantile or business, such as: storage, educational (day care) and small assembly buildings with no building additions or facade modifications and containing no hazardous materials. These uses may include food establishments such as a coffee house or possibly a small restaurant (based on extent of T.I.). Other occupancies would be reviewed for acceptance into the program on a case by case basis.

The following projects are **not** eligible for **B.E.T.T.I.R.** process:

- Projects that require Architectural Review or Historic District Commission approvals.
- New buildings or additions, or projects involving exterior structural work.
- Projects with hazardous materials that would be classified as a Hazardous occupancy.
- Larger food establishments or assembly occupancies (Small establishments such as a coffee house, yogurt shop or small restaurant without Type I hoods, may be eligible).
- Demolitions or renovations requiring Air Quality review (Asbestos removal).
- Checking Option 2 on the **Waste Management Plan form** (Self-managing project waste) may disqualify the project from this program.

Application and Submittal Process:

Contact the Building Services Division at **(530) 745-3010** and ask to speak to the Senior Building Inspector to schedule an appointment. A Building Services Division staff member will verify that your project is eligible and determine if it is a minor or moderate tenant improvement. Meetings may be scheduled Monday through Friday depending on availability. All appointments are on a first come, first served basis.

The applicant will need to bring the following:

- The project architect.
- If engineering was required, the project engineer must attend.
- A *completed* Permit Application.
- Three (3) *complete* sets of plans. See attached Tenant Improvement checklist or our web site for additional information. <http://www.placer.ca.gov/departments/communitydevelopment/building/plan-review>
- Be prepared to pay the Plan Review and Permit Fees.

Turn-Around Time:

Most demolition projects can be issued a permit the same day (demolition within historical buildings or buildings containing asbestos will require review by other departments and may not be able to be issued the same day). Depending on the complexity and completeness of your submittal documents, it may also be possible to issue a permit for your new T.I. work during your appointment. *Projects that need corrections will be discussed with you and if the adjustments cannot be annotated on the plans during the initial appointment, another meeting can be scheduled, pending completion of corrections, where a second review will take place.* If all corrections have been resolved, a permit can be issued at that time. If your project needs other department or division reviews, you will be informed during your visit and once corrections and other division reviews are complete, your permit will be able to be issued.

B.E.T.T.I.R.

Frequently Asked Questions

Q. I have a limited budget. Do I need an architect or engineer to design and draw my plans?

A. Yes. There are two reasons that plans may not be accepted for review. 1. The information submitted is not complete or is incorrect. 2. The plans are not stamped by an Architect or Engineer.

An architect or engineer should take the lead on your project and should be familiar with the permit process. They also speak “code language” and, as a result, he or she can prepare a more comprehensive set of plans and, in many cases, offer suggestions on how to save money during construction. If “time is money”, the architect can usually save you time. Additionally, California law requires that if the tenant space will have employees or customers, an architect or engineer is required to prepare the drawings. Furthermore, a licensed professional will be able to further assist in understanding other potential issues, such as disabled access.

Q. Can I contact the Building Services Division staff before I schedule an appointment to learn more about what is needed?

A. Yes. Simply call us at **(530) 745-3010** and one of our staff members will inform you and your design team what is necessary for submittal as well as answer any other questions you may have. Refer to the County’s Building Services website for submittal requirements.

<http://www.placer.ca.gov/departments/communitydevelopment/building/plan-review>

Q. I am going to do some interior demolition as well as new work. Do I need separate permits?

A. Not necessarily. You can apply for a demolition and interior improvement permit on one application but it is our recommendation to apply for two separate permits. This way, in the event the plans for your new construction need additional review, the demolition permit can be issued independently and you can begin the demolition portion of your project.

Q. What are some of the conditions that can delay my project and how can I prepare for those?

A. Plans that are complete and accurate go through the permit process quickly. Those that have missing items or do not comply with the County's current codes and ordinances (fire, exiting, accessibility, structural, health, etc.) will require additional review time. Hiring a professional designer to prepare your design documents is typically required by State law and will help insure that the proper documentation is submitted. The goal of the County's Building and Fire Codes are to provide a safe place for you, your employees and your customers. This requires that any code issues be identified quickly (preferably during the plan review process when revisions are less costly) and resolved before issuing a Certificate of Occupancy.

Q. I am going to open up a food service establishment. Will this type of occupancy qualify for the B.E.T.T.I.R. program?

A. It might if it fits the guidelines for a moderate T.I. as noted above. However, most food service establishments require a more complex review and also need approval from other agencies such as the County Health Department and the Fire Department. However, some smaller food establishments such as a coffee house or yogurt shop *may* be eligible. In any case it is recommended that you contact the Placer County Environmental Health Division before submitting to the County.

Q. Should I fill out any necessary documents before I arrive for my appointment?

A. Yes. All documents must be completed prior to arriving for your appointment. The more complete the submittal, the better the chance for permit issuance the same day. The Permit Application as well as the other required submittal forms and information sheets can be downloaded from our website. If you need assistance filling out any forms, please call us at: **(530) 745-3010**.

<http://www.placer.ca.gov/departments/communitydevelopment/building/plan-review>



BUILDING SERVICES DIVISION

PLAN REVIEW SUBMITTAL REQUIREMENTS *Permit #* _____

FOR COMMERCIAL TENANT IMPROVEMENTS AND/OR ADDITIONS

The following items are required for a complete permit application. Incomplete submittals may delay the plan check process. The plans shall be drawn to 1/4", 3/16" or 1/8" scale. The site/plot may be 1" = 10, 20, 30, 40 or 50 foot scale based on lot size. The recommended plan sheet size is 24"x 36". All plan specific notes shall be on the applicable plan. Provide two (2) complete sets of plans and documents.

Title Sheet: Provide project name, address, Assessor's Parcel Number (APN), code compliance for allowable area, scope of work, proposed project square footage, applicable California Codes, occupancy group and division, type of construction, fire sprinkler requirements, special inspection requirements, name and contact information of associated professionals for this project

Site Plan: Provide vicinity map, parcel footprint, street identification. Specify existing and proposed use of structure, distance to property lines and other existing structures. Provide location of utility services (water, sewer, electrical, gas, LPG, septic), finish floor elevation, earth contours, drainage flow, easements, existing and proposed driveway and parking stall locations, proposed accessibility upgrades, site accessibility plan to all ground level exits, features, and public way, North arrow, plan scale.

Floor Plan: Provide a dimensioned floor plan with construction detail references. Specify the use of existing and proposed room(s); location, type and configuration of existing and proposed doors and windows. Provide existing and proposed locations of required exits, exit lights, and accessibility features. Provide an exiting plan from any accessible point in the tenant space to a public way. Specify the use of adjacent tenant spaces/buildings, occupancy separations, proposed accessibility upgrades, occupant load and square footage per room / space.

Accessibility Requirements: Must be completed by a registered design professional (i.e. architect, civil engineer). Show clearances on the floorplan. Provide and reference details for each feature, including parking, curb ramps, stairs, ramps, restrooms, cabinets, and reach heights. Provide a completed accessibility upgrade worksheet.

Foundation Plan: Provide a fully dimensioned foundation plan including the size and location of existing and proposed footings. Specify the type, length, and location of braced /shear walls and hold-downs. Provide shear wall and hold-down schedules. Specify reinforcement requirements.

Floor Framing Plan: Specify changes to (or addition of) floor joist size, spacing, type, species & grade, beam & post sizes, post bases & caps and beam hangers, straps and drags.

Roof Framing Plan: Specify changes to or addition of the following: rafter size, spacing, species & grade, truss/rafter attachment, purlin size with bracing size & spacing, beam size, species & grade, framing hardware, post sizes & locations, straps, drags & diaphragm nailing, and roofing materials. Clearly identify all bearing walls. Provide ventilation requirements. Provide location of sprinkler supports. Provide two wet- signed sets of truss calculations (if applicable) with a letter of compliance from the Engineer of Record.

Elevations: Provide elevations that detail vertical dimensions of existing or proposed wall(s), projections, doors and windows. Specify architectural features, roof pitch, type of exterior coverings, roofing type and classification.

Building Sections: Provide dimensioned full height and width "cross-cut" building sections with room identification. Provide location and type of insulation. Specify fire resistive wall assembly and construction details.

Construction Details: Provide slab and/or raised floor connections, roof connections, shear transfer, deck ledger & flashing, guardrail configuration and attachment, post and beam connections and fire resistive wall assemblies.

Electrical Plan: Provide the location of existing and proposed light fixtures, switches, outlets, single -line wire diagram, panel(s) with load schedule, distribution and main panels with ampere rating. Specify conduit type, size, & spacing of supports.

Mechanical Plan: Provide location, size and type of HVAC registers and equipment, size, type, and layout of duct system, exhaust fans, equipment specifications and schedules. Specify air balance and outside air requirements, and type and spacing of duct supports.

Plumbing Plan: Provide location, size and type of proposed fixtures and appliances. Provide size and type of water supply, DWV system, gas piping plan, gas pipe sizing, and water conservation notes.

Title 24 Energy Calculations: (Two signed copies)

Structural: Provide structural specifications for concrete, reinforcement, bolting, etc. For additions specify floor & roof design loads, ground snow load, basic wind speed & exposure, seismic design category & site class, flood design data. Structural plan sheets shall be signed by the architect or engineer of record. Provide two sets of wet-stamped and signed structural calculations by a licensed California architect or engineer.

I understand that missing items constitute an incomplete submittal. The official application date shall be the date all required items are received by the Building Department. Plan check will be scheduled at that time. All required items are present and complete.

Signature _____ Date _____