



Minimum Tenant Improvement Plan Submittal Requirements

BI-25

Required Information on Tenant Improvement Plans

In order to make your tenant improvement permit application and the plan review process go as smooth as possible it is important to have a general understanding of the process. Additionally, a complete project submittal including plans that accurately and clearly describe the proposed construction work is very important. Incomplete plans will result in delays since the Building Division staff will be unable to verify compliance with code requirements if plans lack clarity or sufficient detail.

The purpose of codes is to provide minimum standards to safeguard life or limb, health, property and public welfare by regulating the design, construction, materials, and the use and occupancy of the building.

Important issues that must be considered when designing and reviewing every tenant improvement include:

- Evaluating exiting safety for occupants;
- Evaluating the safety of the functional use and occupancy to ensure compatibility with the building's intended use;
- Evaluating adequacy of plumbing, mechanical and electrical systems;
- Evaluating whether building and tenant space comply with required California Disabled Access Regulations;
- Evaluating whether proposed tenant improvements comply with required California Energy Code Regulations.

In order for City staff to verify compliance with code requirements a variety of information must be provided with your plan submittal. The list of items that follows contains a summary of basic plan information required in order for staff to review your project. The checklist does not contain all code requirements as a complete listing of all building, electrical, mechanical and plumbing regulations is extensive. The following list represents the minimum requirements for most tenant improvement projects so a plan review may begin.

Please review your plans prior to submittal to ensure that the following information is included.

General

- Address of project (correct address & building number).
- Complete and accurate description of work.
- Suite, room, unit number.
- Floor number (required for multi-story buildings).
- Occupancy classification(s) for building/tenant space(s) and adjacent suites.

General (continued)

- Construction type of building.
- Square footage of subject area.
- Name, address, phone number of owner and architect.
- All dimensions, sizes, etc., necessary to review proposed project.
- Site plan showing disabled parking and accessible path of travel.
- Bathrooms showing disabled access compliance.
- Sheet numbers on all sheets submitted.
- Revision dates on all sheets; "cloud" and number revisions.

Building and Fire

- Occupant load.
- Information to verify exit requirements re: rated assemblies, door hardware, etc.
- Details for fire assemblies re: construction and installation.
- Furniture layout.
- Exit system(s) for entire floor, including corridors, stairs, exit signs, etc.
- Door and finish schedules.
- Type, quantity, method of storage/use for hazardous materials.

Fire

- Fire extinguisher type and location(s).
- Fire protection (sprinkler system, alarm) included with the building/tenant area(s).
- Areas where there is use, storage and/or handling of flammable, combustible, toxic, corrosive, oxidizing, explosive or otherwise hazardous material.

Submittals

- Three complete sets of drawing (minimum size 18" x 24"), (Three sets for A, E, I, H occupancies) including:
 - Architectural plans (minimum $\frac{1}{4}$ " scale)
 - Plans done in pencil not accepted.
 - Floor plan with size and proposed use of rooms and corridors shown.
 - Door and window locations and sizes.
 - Required fire walls and doors.
 - Plumbing fixture locations and physically disabled access
 - Mechanical equipment locations. Structural design calculations are required by a licensed architect or engineer to verify the adequacy of the roof. Rooftop equipment must be screened to be architecturally compatible with the existing building.

- Cross Section showing:
 - Wall construction details
 - Ceiling construction details
- Reflected ceiling plan showing:
 - Location of all pathway lighting
 - Location of exit signs
- Electrical plans - include panel schedules and wiring diagrams
- Mechanical plans - show locations of registers and equipment
- Plumbing plans (if applicable)
- Structural plans (as necessary)
- Fire safety systems drawings (fire sprinkler, fire alarm)

- Completed and signed OCFA Permit Screening Form - SCAQMD (forms at permit counter)

- Building permit application - electrical, mechanical, plumbing, fire alarm, fire sprinkler permit applications (if applicable)

- Complete Energy Code Compliance Forms

- Two sets of Structural Calculations (when required for structural work)

Approvals

- Building Division
- Planning Division
- Fire Department (if applicable)
- Health Department (if applicable)
- City Water & Sewer Department
- Santa Margarita Water District (if applicable)
- Air Quality Management District (if necessary)

Notes

Additional submittals and approvals may be required for special projects.