



# TENANT IMPROVEMENT PLAN CHECK REQUIREMENTS

**BEFORE A BUILDING PERMIT WILL BE ISSUED THE FOLLOWING CITY DEPARTMENT APPROVALS MAY APPLY:**

- BUILDING & SAFETY DEPARTMENT
- PLANNING DEPARTMENT
- ENGINEERING DEPARTMENT
- ECONOMIC DEVELOPMENT DEPARTMENT
- FIRE DEPARTMENT

All tenant improvement plans submitted for plan check must meet the minimum requirements listed below. Defaced, faded and illegible plans will not be accepted.

**SUBMIT THREE (3) COMPLETE SETS OF PLANS FOR PLAN CHECK. THE PLANS MUST BE FULLY DIMENSIONED, STAPLED, DRAWN TO SCALE, AND BE OF SUFFICIENT SIZE AND CLARITY TO INDICATE THE LOCATION, NATURE, AND EXTENT OF THE WORK PROPOSED AND SHOW IN DETAIL THAT IT WILL CONFORM TO THE PROVISIONS OF THIS CODE AND RELEVANT LAWS, ORDINANCES, RULES, AND REGULATIONS. PLANS SHALL CONSIST OF THE FOLLOWING:**

- TITLE SHEET:** Title of name of project, address and APN number of property, owner information, clearly defined scope of work proposed, sheet index or table of contents, code year edition, occupancy classification, use zone, type of construction, occupant load, square footage of building.
- PLOT PLAN:** Draw to scale, indicate all property lines, and show existing buildings. Provide distance to property lines. Indicate all parking spaces.
- FOUNDATION PLAN:** If any changes or alterations to existing or interior footings, the following shall be required: structural calculations, fully dimensioned plans showing all footing locations, pier and footing sizes. Foundation details indicating size, width and depth of footings. Indicate anchor bolt size, spacing and type. Indicate slab thickness (mesh and visqueen type and size, if required).
- FLOOR PLAN:** Clearly show existing floor plan **AND** proposed floor plan. Indicate all openings, doors and window sizes. Indicate header sizes, identify all rooms, and show all electrical switches, lights, outlets, and location of main service. Indicate all plumbing fixtures and restroom requirements. Show location, make, model number and size of the furnace unit, AC unit and water heater. Indicate all ceiling joist and floor joist, show size, spacing, and direction on the floor plans. Indicate all mandatory features and devices on the floor plans as required by Title 24. Fully dimension all plans. Indicate the existing use of spaces next to the proposed tenant improvement.
- FRAMING CROSS SECTION:** If any changes to existing walls (bearing or non-bearing) or adding new walls, the following will be required: Show all stud size and spacing; rafter size and spacing; ceiling joist size and spacing. Indicate all header beam and girder sizes. Indicate top and bottom plates and detail all connections, wall bracing and/or shear walls, T-Bar detail. Indicate R-value and thickness of insulation for walls, ceiling and floors. Show type of interior and exterior wall finish. Indicate roof pitch, size and spacing of rafters, thickness of sheathing and roof covering information. T bar Detail.
- DETAILS:** Show sufficient details on the plans to clearly explain all structural connections and clearly referenced.
- ELEVATIONS:** If any changes or alteration to exterior, the following shall be required: Show front, rear, left and right sides of the proposed building. Indicate direction of each elevation faces, north, south, etc.
- ROOF PLAN:** If applicable, indicate roof pitch, show hips, valleys, ridge and purlins. List type and thickness of sheathing. Provide roofing material information, if tile, provide (I.C.C.) International Code Council approval number. Indicate "class" (A, B or C).

- ❑ **ELECTRICAL PLAN:** If ANY alterations are being made to the electrical system, a separate electrical plan is required. Show panel size and locations, panel schedule, circuit distribution and over-current size, location of all outlets and fixtures, conductor size and conduit size and material.
- ❑ **ENERGY CALCULATIONS:** All Tenant Improvements shall complete documentation verifying prescriptive of performance compliance with Title 24.
- ❑ **PLUMBING PLAN:** Show isometrics of new plumbing and gas piping including pipe size and points of connection.
- ❑ **ENGINEERING CALCULATIONS:** If engineering calculations are required by plan check, or are required due to the type of construction, submit two complete sets of engineering calculations with the engineer's original wet signature on both sets. The plans and calculations must correlate.
- ❑ **MECHANICAL PLAN:** Show proposed alteration or additions of all equipment and ductwork, include this information in compliance with the energy code.
- ❑ **PLAN CHECK FEES:** A plan check deposit will be required at the time plans are submitted for plan check.
- ❑ **ADA:** The proposed tenant improvement must comply with the regulations for the accommodation of the disabled. Submit all details for all handicapped regulations that apply including signage.
- ❑ **APPROVALS:** Before the building permit will be issued, all plans will be approved by all applicable City Departments (Building & Safety, Planning, Engineering, Economic Development and Fire Department).
- ❑ **INSPECTIONS:** Request for building inspections can be received in the office of Building and Safety by 2pm the day before the requested inspection.

**FLOOR PLAN EXAMPLE:**

