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Planning & Building Agency Building Safety Division 20 Civic Center Plaza P.O. Box 1988 (M-19) Santa Ana, CA 92702 (714) 647-5800 www.santa-ana.org

BUILDING PERMIT SUBMITTAL CHECKLIST FOR COMMERCIAL TENANT IMPROVEMENTS

HO-6: 2/2/2023

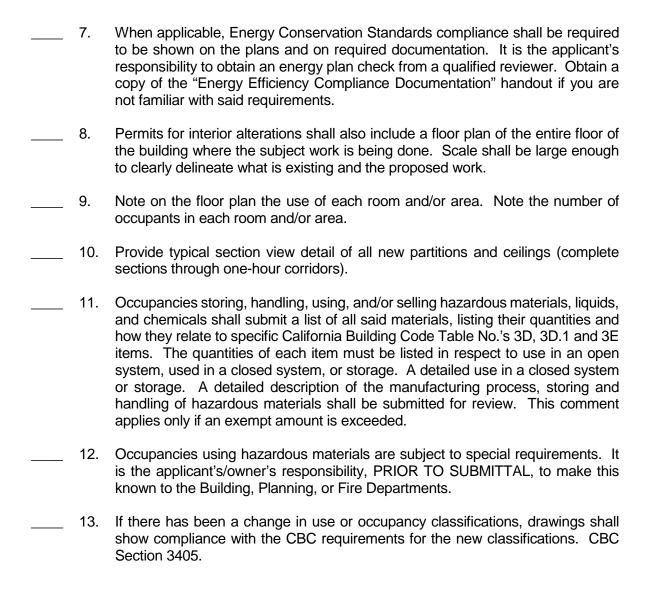
- A. Note that separate plans, plan reviews, permits and fees are required for electrical, plumbing, mechanical, and fire sprinkler system. Visit the Building Safety Division permit counter or telephone (714) 647-5800 for submittal requirements and processing procedures.
- B. Tenant improvements involving a change of use (occupancy) or an intensification of use requires Planning Division Site Plan Review. Please visit the Planning Division public counter or telephone (714) 647-5804 for additional information.
- C. Permit applicants for larger project can be better assisted by telephoning (714) 647-5800 and making a submittal appointment with a Permit Technician.
- D. Building Safety Division Public Counter Hours:

Submittal Checklist:

Monday, Tuesday, Thursday and Friday 8:00 a.m. – 3:00 p.m. Wednesday 8:00 a.m. – 2:00 p.m.

1. Complete a Building Permit Application Worksheet. Only work specified under "job description" will be reviewed and permitted. Refer to item H "Job Description Checklist" on page 3 to complete the building permit application worksheet. 2. The drawings must show compliance with the 2022 California Building Standards Code and clearly show all work to be done under the subject building permit application. 3. Three (3) sets of blue or black line prints are required. Minimum size drawings 18"x24". If structural additions or alterations are a part of this building permit application, state law requires calculations and plans be prepared and signed by a California licensed architect or registered civil engineer. Submit two (2) sets of structural calculations. 5. A fully dimensioned site plan on each set of drawings and a site plan on a separate 81/2"x11" sheet of paper shall be required. Disabled access compliance must be shown on the site plan. It is the project designer's/property owner's responsibility to show compliance on 6.

the drawings with all applicable Federal and State Accessibility Standards.



F. Additional References:

- 1. Police Department Plan Check Services City of Santa Ana Public Handout Number B-7.
- 2. Fire Department Plan Check Services City of Santa Ana Public Handout Number B-6.

G. Job Description Checklist:

- 1. Additional square footage (an expansion of an existing building by 500 square feet or more, or with a project value of \$50,000 or more requires Planning Division Site Plan Review).
- 2. Awnings
- 3. Canopy
- 4. Ceiling work
- 5. Change of occupancy (use)
- 6. Disabled accessible (H/C) restrooms
- 7. Dust collector
- 8. Elevator shaft
- 9. Exterior doors or windows
- 10. Equipment pads
- 11. Interior demo
- 12. Kitchen equipment
- 13. Partition walls
- 14. Rated corridors
- 15. Rated shafts
- 16. Roof mounted equipment
- 17. Security bars
- 18. Screening for equipment
- 19. Skylights
- 20. Stairs
- 21. Storefront/facade improvements
- 22. Storage racks or shelving over 5'-9" in height
- 23. Walk-in coolers

H. Items Requiring Separate Building Permit Applications:

- Block wall
- 2. Card readers
- 3. Complete demolition
- 4. Fence
- 5. Fire signaling system
- 6. Fire sprinklers
- 7. Flagpole
- 8. Lawn sprinkler system
- 9. Light standards
- 10. Parking lot paving
- 11. Parking lot striping
- 12. Pedestrian protection
- 13. Pool/Spa
- 14. Signs
- 15. Spray booth
- 16. Temporary power pole
- 17. Trash enclosure