



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:

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

E. Submittal Checklist:

- ___ 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".
- ___ 4. 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 8½"x11" sheet of paper shall be required. Disabled access compliance must be shown on the site plan.
- ___ 6. It is the project designer's/property owner's responsibility to show compliance on the drawings with all applicable Federal and State Accessibility Standards.

- _____ 7. When applicable, Energy Conservation Standards compliance shall be required to be shown on the plans and on required documentation. It is the applicant's responsibility to obtain an energy plan check from a qualified reviewer. Obtain a copy of the "Energy Efficiency Compliance Documentation" handout if you are not familiar with said requirements.
- _____ 8. Permits for interior alterations shall also include a floor plan of the entire floor of the building where the subject work is being done. Scale shall be large enough to clearly delineate what is existing and the proposed work.
- _____ 9. Note on the floor plan the use of each room and/or area. Note the number of occupants in each room and/or area.
- _____ 10. Provide typical section view detail of all new partitions and ceilings (complete sections through one-hour corridors).
- _____ 11. Occupancies storing, handling, using, and/or selling hazardous materials, liquids, and chemicals shall submit a list of all said materials, listing their quantities and how they relate to specific California Building Code Table No.'s 3D, 3D.1 and 3E items. The quantities of each item must be listed in respect to use in an open system, used in a closed system, or storage. A detailed use in a closed system or storage. A detailed description of the manufacturing process, storing and handling of hazardous materials shall be submitted for review. This comment applies only if an exempt amount is exceeded.
- _____ 12. Occupancies using hazardous materials are subject to special requirements. It is the applicant's/owner's responsibility, PRIOR TO SUBMITTAL, to make this known to the Building, Planning, or Fire Departments.
- _____ 13. If there has been a change in use or occupancy classifications, drawings shall show compliance with the CBC requirements for the new classifications. CBC Section 3405.

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:

1. 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