



TENANT IMPROVEMENT - SUBMITTAL CHECKLIST

Incl **N.Incl** **N/A**

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide a fully dimensioned site plan showing building location, lot number, property line/easement, utilities, current code reference, and APN on the front of the plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide architect/engineer/designer signed “wet” stamped plans/calculations, required for structural, fire and life safety alterations and when required by the Building Official. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Disabled Access: Clearly show on the plans compliance with T-24 disabled access regulations. For example, paths of travel from public sidewalks and or parking space to tenant space, parking, entrances, restrooms, drinking fountains, public telephones, work stations, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor Plan: Show overall floor plan of the building, include dimensions, details, room uses, detail references keys/index and indicate uses(s) of adjacent spaces, side yards, parking areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Occupancy: Indicate type of occupancy and describe the proposed use of the areas. Provide square footage of each area and indicate the number of employees on the largest shift.. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Detailing: Show and identify all proposed walls, foundations, framing members, floor joists, rafters, ceilings, and all related structural systems. Clearly detail all building systems-mechanical, electrical and plumbing |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Doors and Windows: Show all locations, window sizes, fire rating (if applicable), and direction of swing on the doors, self closing mechanisms, type of hardware (i.e. lever)required exit signage an lighting etc, details if ceiling altered |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plumbing: Provide plumbing plans for new plumbing proposed, and show existing. |

- Electrical:** Provide lighting and electrical layout. Provide electrical single line diagram load calculations and panel schedules, when required by the Building Official. If a line extension agreement is required, payment in full must be provided before permit issuance.
- Mechanical:** Provide mechanical drawings showing location of proposed registers, locations of HVAC equipment and duct locations and size. Energy forms are required when installing a new system or components. A structural engineer or architect should provide calculations for an additional roof load.
- Energy Compliance Forms:** Provide Title 24 energy calculation for Proposed tenant improvement spaces involving new conditioned space within a shell building. Required forms include calculations for the building envelope, lighting and mechanical.
- Food Handling Establishments:** Provide two additional sets of plans with Health Department approval.
- Provide 3 sets of plans and 2 sets of all calculations/spec sheets**

A licensed professional must prepare plans for those alterations that will change or affect any components of the structural system or safety of the building or its occupants. Safety of the building includes such items as exiting, fire, structural and other code requirements

IF A BUILDING PERMIT IS NOT ISSUED WITHIN 180 DAYS OF APPLICATION THE PLAN CHECK WILL EXPIRE.

I have read and acknowledged the submittal requirements included in my plan check application for appropriate City reviews and necessary approvals related to the applicable Building Code(s) requirements. I further understand that by marking an "X" in each category, I am acknowledging and identifying the contents included in said submittal. I also understand that failure to submit any of the required information listed herein, may result in ADDITIONAL FEES being charged to cover additional reviews.