

Tenant Improvement Plan Check Requirements

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

SUBMIT **FIVE** COMPLETE SETS OF PLANS FOR PLAN CHECK. THE PLANS MUST BE DRAWN ON SUBSTANTIAL PAPER (MINIMUM 11X17). PLANS SHALL CONSIST OF THE FOLLOWING:

1. **PLOT PLAN:** Draw to scale, indicate all property lines, show existing buildings. Provide distance to property lines. Indicate all parking spaces.
2. **FOUNDATION PLAN:** If any changes or alterations to existing or interior footings, the following shall be required--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).
3. **FLOOR PLAN:** Indicate all openings, doors and window sizes. Indicate header sizes, identify all rooms, 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.
4. **FRAMING (CROSS SECTIONS):** 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, wall bracing and/or shear walls. Show footing size, anchor bolt size and spacing. 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.
5. Sufficient details must be shown on the plans to clearly explain all structural connections.
6. **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.
7. **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.B.O.) International Conference of Building Officials approval number. If wood shake or wood shingle, indicate "class" (A, B or C).

Tenant Improvement Plan Check Requirements

8. **ENERGY CALCULATIONS:** All Tenant Improvements shall complete the Certificate of Compliance Statement. Or, if applicable, submit two complete sets of energy calculation showing compliance.

9. **ENGINEERING CALCULATIONS:** (If applicable) submit two (2) complete sets of engineering calculations with the engineer's original wet signature on both sets. The plans and calculations must correlate.

10. **PLAN CHECK FEES:** All plan check fees must be paid at the time plans are submitted for plan check.

11. The proposed tenant improvement must comply with the regulations for the accommodation of the disabled. Submit details for all handicapped regulations that apply.

12. Request for building inspections can be received in the office of the Building Division between 7:30 and 5:30 p.m. the previous day of the requested inspection. Building Inspectors are in the office for questions between the hours of 7:00-8:00 AM.