

COMMERCIAL TENANT IMPROVEMENT CHECK LIST



SUBMIT THREE SETS OF PLANS: 2 COMPLETE SETS INCLUDING ELECTRICAL, MECHANICAL, AND PLUMBING. AND 1 SET WITH ARCHITECTURAL SHEETS ONLY (FOR PLANNING SET).

THE PLANS MUST CONTAIN THE FOLLOWING INFORMATION:

1. **VICINITY MAP** – Shown top down view of surrounding area with the parcel shaded
2. **SITE PLAN** – To include the following; North arrow, existing site/building location, proposed site/building with scope of work shaded, legal address description. Show and count parking spaces. Show property lines with dimensions from property line to main structure/additions and/or to closest points.
3. **BUILDING DATA** – To include the following; Number of floors, existing and proposed square footage, lot size, legend and “Total Gross Square Footage”.
4. **OCCUPANCY/USE** – List and label type of occupancy(s) *and* the proposed use of the improved and existing areas (i.e. retail sales, wood shop, office, etc.). Include square footage of uses and occupancy load per 2010 CBC.
5. **TYPE OF CONSTRUCTION** – Indicate type of construction of existing building, (i.e. Type IA, IIB, VA, etc.).
6. **CODES** – Note on plans, “*All work will comply with the 2010 Editions of the California Building Code, California Plumbing Code, California Mechanical Code, and California Electrical Code*”.
7. **NPDES** – Note on plans, “*The placing or discharge of illegal pollutants, construction materials or by-products onto city streets or storm drains is prohibited*”.
8. **DISABLED ACCESS** – Show how the tenant space complies with disabled access requirements. Show accessible path of travel from public sidewalk and/or parking space to addition. Path of travel features include restrooms, drinking fountains and public telephones serving the area of renovation. **Note:** Point of transaction, drink dispensers, and condiment areas must comply.
9. **FLOOR PLAN** – Show overall floor plan of the building and indicate use(s) of each room and/or area and indicate uses of adjacent tenant spaces.
10. **DETAILING** – Show all existing and proposed walls. Differentiate the proposed walls. Also provide wall section details showing size and type, plates, method of attachment at floor and ceiling or roof, etc.
11. **DOORS** – Show all door locations, sizes, fire-rating (if applicable), direction of swing, self-closing mechanisms, required signage and lighting, etc. (Specify lever hardware for all doors).
12. **ELEVATION(S)** – Clearly identify areas being modified (scope of work).
13. **ELECTRICAL** – (Not required for Planning’s set) Provide electrical single line diagram, panel schedule (s) and load calculation for new or upgraded service. Provide lighting and electrical layout including emergency and exit lighting. Energy forms are required for the addition of new lights or if more than 50% of the lighting is changed. Indicate type and size of conductors and conduits. Note that receptacles must be min. 15” AFF and switches & controls max. 48” AFF.

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THE PLANS MUST CONTAIN THE FOLLOWING INFORMATION CONTINUED:

14. **PLUMBING** – (Not required for Planning's set) Provide complete plumbing plans showing type and sizes of all appliances and materials. Show properly sized grease trap/interceptor if required by California Plumbing Code or the water district. Provide the number of fixtures required per 2010 CPC
15. **MECHANICAL** – (Not required for Planning's set) Provide mechanical drawings showing location of existing and proposed registers, location of HVAC equipment and duct size and locations. Energy forms are required when installing a new system or components. Note that an air balance certificate and outside air certificate are required at final inspection.
16. **ENERGY COMPLIANCE FORMS** – (Not required for Planning's set) Required forms would include calculations for the envelope, mechanical, and lighting.
17. **PERMIT SCREENING QUESTIONNAIRE FORMS** – Required at time of submittal (available at Bldg Dept.).
18. **PLANNING DEPT. "ENTITLEMENTS"** – Submit an electronic version of your application, plans and related materials along with the hard copies.

NOTE: Three additional sets of plans are required *if* Fire Department Review is required. Contact Orange County Fire Authority at phone number (714) 573-6100 for submittal information/requirements.