

## Tenant Improvement Submittal Checklist

SUBMIT THREE SETS OF SCALED DRAWINGS (ONE TO BE A BLACKLINE SET) WITH THE FOLLOWING INFORMATION:

- 1. SITE PLAN: Show building location (vicinity map) and legal address (APN).
- 2. DISABLED ACCESS: Provide plan showing how area of renovation complies with disabled access requirements. Show accessible path of travel from parking space to tenant space. Show details of disabled accessible restrooms, drinking fountains and public telephones serving the area of alteration.
- 3. FLOOR PLAN: Provide plan showing overall floor plan of tenant space and indicate uses of adjacent tenant spaces.
- 4. OCCUPANCY: Indicate on the plan the type of occupancy group and describe the proposed use of improvement (i.e., retail sales, wood shop, office, etc.).
- 5. TYPE OF CONSTRUCTION: Indicate on the plan the type of construction of existing building (i.e., type iii-1 hour, wood frame, concrete tilt-up, masonry, etc.).
- 6. DETAILING: Provide plan showing and identify all existing and proposed walls. Also provide wall section details showing stud size and type, plates, the method of attachment at floor and ceiling or roof, etc. Structural modifications need to be fully detailed on plan and calculations must be submitted for review.
- 7. DOORS: Show on plan all door locations (new and existing), fire rating (if applicable), direction of swing, self-closing mechanisms, required exit signage and lighting, etc.
- 8. PLUMBING: Provide plumbing plans (isometrics) if new plumbing is being proposed.
- 9. ELECTRICAL: Provide electrical single line diagram and load calculation if new or upgrade service is proposed. Provide lighting and electrical layout. Include panel schedule(s) with load calculations. Energy forms are required for the addition of new lights.
- 10. MECHANICAL: Provide mechanical drawings showing the locations of existing and proposed registers, location of HVAC equipment, duct locations and size. Energy forms are required when installing a new system or components.
- 11. ENERGY COMPLIANCE FORMS: Provide Title 24 energy calculations for proposed tenant improvement space involving new conditioned space within a shell building. Required forms include calculations for the envelope, lighting and mechanical.
- 12. Unless otherwise allowed by the Building Official, plans and calculations shall be wet stamped and signed by the licensed professional engineer or architect of record.

**NOTE: A PLANNING DIVISION ZONE CLEARANCE IS REQUIRED PRIOR TO THE ISSUANCE OF ALL BUILDING PERMITS.**

## **Mechanical Plan Check Requirements**

### **PLAN CHECK REQUIRED for:**

#### **Residential -**

- All new apartment, condominium or townhouse buildings and single-family dwellings with more than 3000 square feet of living area are required to submit plans for plan check.

#### **Non-Residential -**

- All mechanical installations with the exception of existing HVAC systems where less than five registers are relocated or for “like for like” equipment change-outs.

### **MECHANICAL PLAN SUBMITTAL REQUIREMENTS:**

- Plans to include the application number and complete job address.
- Two sets of plans required (one set must be black line). Plans to be on a minimum 18” x 24” size sheets and must be legible and to 1/8<sup>th</sup> minimum scale.
- Plans must be prepared by and bear the impressed seal and wet signature of a State of California Registered Mechanical Engineer, or bear the name, address and wet signature of the licensed Mechanical Contractor who is doing the work on the project. Include on the plans Name, Address and Phone Number of licensed Engineer or Contractor.
- Provide necessary California Energy Standards compliance worksheets, calculations and forms as applicable.
- Each set of plans shall contain:
  - An equipment schedule including BTU rating, efficiency ratings and air flow as applicable.
  - Type and location of each heating and cooling unit.
  - Location of ducts, diffusers, fire and smoke dampers and hood construction details.
  - Provide a roof plan showing the location of all types of heating and cooling units – both new and existing, use (N) for new and (E) for existing.
  - Show access to equipment and distance to intake/exhaust vents.
  - Provide a roof section to show the height of existing parapet wall or new screen wall. Show heights of all new roof mounted equipment as well as distance to screen or parapet wall. Planning Division approval required for roof-mounted equipment.



## Electrical Plan Check Requirements

### **PLAN CHECK REQUIRED for:**

#### **Residential –**

- All apartment, condominium or townhouse buildings and single-family dwellings with more than 3,000 sf of living area are required to submit plans for plan check.

Note: Services in excess of 400 amps must have plans prepared, sealed and wet signed by a California Registered Electrical Engineer.

#### **Non-Residential –**

- Parking lot lighting when there are ten or more parking spaces provided
- Building, where service size exceeds 200 amps

Note: Services in excess of 600 amps must have plans prepared, sealed and wet signed by a California Registered Electrical Engineer.

### **ELECTRICAL PLAN SUBMITTAL REQUIREMENTS for:**

#### **Residential –**

- Two sets of plans required (one set must be black line). Plans to be on a minimum 18" x 24" size sheets and must be legible and to 1/8th minimum scale.
- Each set of plans shall contain:
  - Load calculations on main service and sub panels
  - Complete single line diagram indicating main service size, grounding and sub-panel feeders
  - Floor plan showing outlets, switches, luminaries and sub-panels
  - Title 24 Energy Calculations as necessary
- Each plan sheet shall contain:
  - Complete address of property
  - Name address, phone number and C-10 license number for electrical contractor
  - Name, address and phone number for California registered Electrical Engineer, if required



**Non-Residential –**

- Two sets of plans required (one set must be blackline). Plans to be on a minimum 18" x 24" size sheets and must be legible and to 1/8th minimum scale.
  
- Each set of plans shall contain:
  - Provide single line drawing for feeders to all panels - NEC 215-5.
  - Provide load calculations for loads on main service and panels per NEC 220. Identify new loads added to existing equipment.
  - Floor plan showing outlets, switches, luminaries and sub-panels.
  - Line drawing indicating conduit/cable used with circuit number assigned to all loads.
  - Title 24 Energy Calculations as necessary, including compliance statement on plans, daylight area control with separate switching, all required forms and calculations with signatures of design professional.
  
- Each plan sheet shall contain:
  - Complete address of property
  - Name address, phone number and C-10 license number for electrical contractor
  - Name, address and phone number for California registered Electrical Engineer, if required.

**ADDITIONAL INFORMATIONAL SHEETS:**

- Please see additional informational sheets available from the Building Division for:
  - Parking lot lighting
  - Residential Photovoltaic Systems
  - Emergency Generators



## Plumbing Plan Check Requirements

### **PLAN CHECK REQUIRED for:**

#### **Residential –**

- All apartment, condominium or townhouse buildings and single-family dwellings with more than three water closets or more than 3,000 sf of living area are required to submit plans for plan check.
- Tank-less water heater - gas pipe size and length
- All Private Sewage Disposal Systems  
For Waste Discharge Permit information contact: Los Angeles Regional Water Control Board (213) 576-6600 or [www.waterboards.ca.gov/losangeles](http://www.waterboards.ca.gov/losangeles)

#### **Non-Residential –**

- All non-residential installations with the exception of projects with no more than three plumbing fixtures (i.e. lavatory, bar sink or water closet)

### **PLUMBING PLAN SUBMITTAL REQUIREMENTS:**

- Plans to include the application number and complete job address.
- Two sets of plans required (one set must be black line). Plans to be on a minimum 18" x 24" size sheets and must be legible and to 1/8<sup>th</sup> minimum scale.
- Plans must be prepared by and bear the impressed seal and wet signature of a State of California Registered Mechanical Engineer, or bear the name, address and wet signature of the licensed Plumbing Contractor who is doing the work on the project. Include on the plans Name, Address and Phone Number of licensed Engineer or Contractor.
- Isometric drawings are required for water, gas, waste and vent systems specifying piping materials, size and length to be used.



- Each set of water system isometric plans shall contain:
  - The size of each section of pipe
  - The distance from the water meter to the most remote plumbing fixture.
  - The location and size of meter and water service.
  - The expected water pressure to the water meter.
  - Location and identification of each plumbing fixture and the water heater.
  
- Each set of gas system isometric plans shall contain:
  - The size and length of each section of pipe.
  - The distance from the gas meter to the most remote gas appliance.
  - The location of the gas meter.
  - Location and identification of each gas appliance and its CFH rating. (CFH=BTUs/1,100)
  
- Each set of Waste and vent isometric plans shall contain:
  - The size of each section of waste and vent piping.
  - The location and identification of each plumbing fixture
  - The location of required clean-outs.

