



MINIMUM REQUIREMENTS FOR TENANT IMPROVEMENT CONSTRUCTION DRAWINGS

Provide four (4) complete copies of construction drawings (18"x24" minimum sheet size.)

Plans shall clearly distinguish between all existing (e) and new (n) construction.

Plans must follow standard drafting conventions, contain all required elements, clearly state scope of work, and method of construction prior to permits being issued.

Plans must be signed by the individuals responsible for their preparation prior to permit issuance. Plans requiring an architect or engineer must be wet stamped and signed by the responsible engineer.

PLOT PLAN - Each plot plan shall contain the following information:

- Name, address, and telephone number of owner; name and signature of designer, architect, or engineer. (License number of registered professionals.)
- Scale and north arrow.
- Show all structures on the property; their use, occupancy, floor area, size, construction type, location relative to other structures on the property, and the location of any required yards. Location of parking. Clearly identify new (N) and existing (E) work.
- Property lines, dimensions of lot, street name, and label setback dimensions on all sides (distance to property lines from structure).
- Location of utilities (water, sewer, gas, electricity, and easements).
- Show the location of the proposed modifications within the building.
- Site accessibility information including location of handicapped parking, site signage, path of travel from public way, ramps, access aisles, sidewalks, and other features as required by the site. This information should include dimensions which demonstrate code compliance.

FLOOR PLAN

- Show all rooms and identify their use, size, and occupant load.
- Clearly identify new (N) and existing (E) work.
- Show the location, type, and size of all doors. Include information to show compliance to State handicapped accessibility requirements.
- Location of plumbing/heating fixtures and equipment.
- In commercial and industrial tenant improvements, show adjacent occupancy uses and provide a building key map showing the location of alterations within the building.
- Show the location and rating of the exiting system, from the space being remodeled to public right-of-way. Identify fire resistive corridors and provide construction details for fire resistive construction.
- Show fire sprinkler head locations, if new rooms are being created or changes are made which alter coverage. If modifications are required, the plans can be checked and the permit issued after work has started on the alterations, but must be approved and issued before fire sprinkler alterations have begun. (Fire sprinkler permits must be pulled by a C16 contractor.)
- Show location of illuminated exit signs, fire extinguishers, smoke detectors, etc.
 - Show handicapped path of travel to the area of remodel and location of restrooms, drinking fountains, and public phones which serve the area of remodel.

ENERGY CONSERVATION

- Provide listing of mandatory features, method of design compliance, and statement of compliance. Provide energy calculations per State C.E.C. Title 24.

ACCESSIBILITY

- In additions, alterations or remodels of commercial or industrial facilities the State of California requires that accessible features of the building be brought up to current code requirements. Thus improvements to buildings must show accessibility details for parking, path of travel, area of remodel, and facilities that serve the area of remodel.
- Show the status of compliance for the path of travel, parking, sanitary facilities, drinking fountains, public phones, and other facilities that serve the area of remodel. Provide details and call out required clearance and height dimensions for accessible features.
- Complete accessibility hardship information for qualifying projects. Elements qualifying for a hardship exemption must be fully documented as to their non-complying conditions and the in lieu of work must be fully documented as well as the cost of the various elements.

FRAMING PLANS - For projects including partitions or other structural alterations.

- Structural modification require an engineer or architect to provide calculations and plans.
- Size, lumber species and grade, spacing and spans of all members.
- Note if existing walls are bearing, non-bearing and shear walls, and nailing schedule.
- Call out size and location of beams and post, and their method of construction and connection. Location, directions of run, and spacing may be required for joist and rafters.
- Call out any special connections needed in detail to make it clear how the building is held together.
- Call out plumbing walls.
- Indicate all finish materials to be utilized in construction.

PLUMBING PLAN - For projects including plumbing work.

- Line diagram showing clean-outs, piping and vent sizes, and locations. Indicate new and existing. Show meter use and GPM demand.
- If development proposes any sewer plumbing other than restrooms, a sewer plan is required. Show sample wells and grease traps.
- Complete water service plumbing plan when meter serves more than that one unit.
- Complete fire sprinkler plans. Show point of connection and sprinkler head location.

ELECTRICAL PLAN - For projects including electrical work.

- Show service location and size, panel schedule, provide line diagram giving wire sizes, length of run, conduit, grounding method, sub-panels, and large KVA uses.
- Show lighting and provide Form 5, Title 24 compliance.
- Location of electrical outlets, light fixtures, and switches.

MECHANICAL PLAN - For projects including mechanical work.

- Show size and location of all heating, air conditioning, vent fans and ducts.
- Show that proposed roof top equipment will be screened from all sides. This can be shown by showing the relative height of the equipment and parapet. All roof top equipment shall be screened to the satisfaction of the Planning Department.
- If equipment is new or replacing old equipment provide weight of equipment and existing roof structure drawings.