

## TENANT IMPROVEMENT PLAN REQUIREMENTS

- I. Three complete sets of plans are required to be submitted and, when required by the State Business and Profession Code, shall be wet-stamped and signed by a California-licensed architect or –registered engineer.
- II. The following items shall appear on the first sheet of the drawings:
  - A. **Applicable codes:** 1998 California Building, Plumbing, Mechanical Codes and National Electrical Codes
  - B. **Building code data:** Existing and proposed group occupancy(ies) and use(s)  
Type(s) of construction, including fire sprinklers  
Floor area per occupancy group/type of construction
- III. Plans shall consist of:
  - A. **Plot Plan:**
    1. Legal description or AP number
    2. Existing buildings
    3. Location of space
    4. Use of adjacent spaces
  - B. **Floor Plan:**
    1. Fully dimensioned
    2. Use of spaces
    3. Exits (number, width, door hardware, signage)
    4. Location of all walls, doors, fixed equipment
    5. Area and/or occupation separation walls
  - C. **Corridor Section:**
    1. Construction for one-hour fire-rated assemblies
  - D. **Wall Sections:**
    1. Framing, height, insulation, finishes, support connections at top and bottom
  - E. **Suspended Ceiling & Soffits:**
    1. Suspend ceiling plan – ceiling heights and finishes
    2. Gravity and lateral support
    3. Details of soffit framing
  - F. **Energy Compliance:**
    1. Modifications to envelope – calcs required – blueprint ENV-1 forms onto plans
    2. Additional lighting load – calcs required – blueprint LTG-1 forms onto plans
    3. Additional HVAC equipment – calcs required – blueprint MECH-1 forms onto plans
    4. Mandatory features
  - G. **Disabled Access Compliance:**
    1. Area of improvement
    2. Primary path of travel to a primary building entrance and to the remodeled area
    3. Sanitary facilities, drinking fountains, and public telephones serving the remodeled area
  - H. **Plumbing, Mechanical, and Electrical:**
    1. Plans are not normally required. See Building Department questionnaire to determine if a plan is required
- IV. Outside agencies may impact your project. A list of such agencies, including the contact person and their telephone number is available at the Building Department counter. **Allow sufficient time for processing your plans through these agencies.**