TENANT IMPROVEMENT PLAN REQUIREMENTS

- I. At a minimum three complete sets of plans are required to be submitted (more sets including a consultant set may also be required depending on departments needing to plan check) 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: 2013 California Building Code

2013 National Electrical Code, Mechanical and Plumbing Code

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
 - 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. Research report numbers for partitions, and shot pins. Complete size, spacing, and embedment length for mshot pins.

E. Suspended Ceiling & Soffits:

- 1. Suspend ceiling plan ceiling heights and finishes.
- 2. Gravity and lateral support details
- 3. Details of soffit framing details
- 4. Notes and closure strip per the T-Bar ceiling handout

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. Mandatory measures

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
- 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 Safety counter. Allow sufficient time for processing your plans through these agencies.

EXAMPLE OF REQUIRED PLANS:

