



Tenant Improvement Standard Requirements

When submitting plans for Building Plan Check, a building permit application and plans showing the following are required.

1. **Site Plan**-Show building location (vicinity map) and legal address.
2. **Floor Plan**-Show overall floor plans of building and indicate adjacent space, side yards, parking areas, etc.
3. **Occupancy**-Indicate type of occupancy and the proposed use of the existing building and the improved area (i.e., retail, sales, woodshop, office, etc.) and construction classification per CBC Chapter 3.
4. **Type of Construction**-Indicate type of construction of the existing building (i.e. wood frame, concrete tilt-up masonry, etc.) and construction classification per CBC Chapter 6.
5. **Occupancy Reclassification**-If there is any proposed change in use, the applicant shall state the proposed use (i.e. from office to retail) and indicate square footage of affected areas.
6. **Handicapped Accessibility**-Show handicapped access route from public sidewalk, parking space and within tenant space which includes restrooms, drinking fountains and public telephones. Submit Disabled Access Compliance documentation, as applicable.
7. **Detailing**-Show all existing and proposed walls, indicating which are the proposed. Also provide a wall section detail showing stud size and type, plates, method of attachment at floor and ceiling or roof, suspended ceiling detail, etc.
8. **Doors**- Show all door locations, fire-rating (if applicable), direction of swing, self-closing mechanisms, etc.
9. **Single Line Diagram**-Provide electrical single line diagrams and load calculation if new or upgraded service is proposed.
10. **Lighting and Electrical Layout**-Provide lighting and electrical layout. Include panel schedule with load calculations. Energy forms are required for the addition of new lights.
11. **Plumbing**-Plumbing plans may be required if any new plumbing is being proposed.
12. **Mechanical**-Provide mechanical drawing showing location of existing and proposed registers, location to HVAC equipment and duct locations and size. Energy forms are required when installing a new system.
13. **Energy Compliance Forms**-Provide Title 24 energy Calculations for proposed Tenant Improvement spaces involving conditioned space for new additions within a shell building. Required forms would include calculations for lighting and mechanical. Print complete signed forms on plans.
14. **Note**-Approval from the following agencies may be required prior to permit issuance (Fire Dept., Water Dept. and Health Dept).