



**BUILDING & SAFETY**  
150 S PALM AVE., RIALTO, CA 92376  
(909) 820-2505

# Submittal Requirements for: **TENANT IMPROVEMENT** **PLAN CHECK**

All tenant improvement (T.I.) plans submitted for plan check must meet the minimum requirements listed below. Defaced, faded, illegible, or incomplete plans will not be accepted or reviewed. The following information is intended to provide GENERAL GUIDELINES ONLY! Please contact the Development Services Department for complete requirements and policies regarding submission for plan check. All plan check fees must be paid at the time the plans are submitted for review.

To submit for plan check, you will need FOUR (4) COMPLETE SETS OF PLANS AND TWO (2) SETS OF CALCULATIONS, REPORTS, AND/OR OTHER DATA. A FIFTH (5) SET IS REQUIRED IF NEW PLUMBING (WATER/WASTE WATER) APPLIES. Plans shall be designed, prepared and signed by an engineer or architect registered/licensed by the State of California. Plans shall be drawn to scale upon substantial paper or cloth of standard plan size (minimum 18" x 24") and weight, and shall be sufficient clarity to indicate the location, nature, and extent of the work proposed, and show in detail that it will conform to the provisions of all applicable and relevant codes, laws, ordinances, rules and regulations. A complete set of plans and calculations consists of at least the following information and/or plans:

1. **PLOT PLAN:** To scale, fully dimensioned, with a north arrow, indicating all property lines; all existing structures and buildings; and the location of the proposed new building(s), structures, or improvements. Indicate the job address; owner's name; assessor's parcel number; distance to property lines from all structures and between all other structures on the property; basic site layout (including parking and accessible path(s) of travel); existing type of construction; proposed use of tenant improvements; and the existing use of all spaces adjacent to the proposed tenant improvement.
2. **FLOOR PLAN(S):** Provide a double lined plan view, to scale, fully dimensioned, indicating both the existing and proposed layouts. Identify the existing and proposed use of all rooms or areas and clearly indicate all exit paths. Indicate the size and type of all openings (windows, doors, cased openings, etc.). Indicate which existing openings are to remain; to be removed; to be relocated; and which openings are new. Indicate all electrical switches, lights, outlets, and location and size of main service. Indicate all existing plumbing fixtures to remain; to be relocated; to be removed; and all new fixtures to be installed. Indicate the location, make, model number, and size of the furnace, AC unit and water heater. Indicate all mandatory features and devices on the floor plan as required by Title 24. (See items 10 & 11 below.)
3. **REFLECTED CEILING PLAN:** Indicate all lighting fixtures, supply and return air registers, type of ceiling, etc.
4. **ROOF PLAN:** To scale, indicating the roofing material; pitch; type and size of sheathing; hips; valleys; ridges; etc. Indicate that all roofing material shall be installed per the manufacturer's specifications for a "High Wind Area," and that the new roofing material shall match the existing roofing material. If tile, submit the manufacturer, model, type, style, and the Evaluation Report number. (Note: A roof plan may not be required if there are no modifications being made to the roofing material or structure.)

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5. **EXTERIOR ELEVATIONS:** To scale, of the proposed building, consisting of front/rear/left/right side views. Indicate the existing and proposed exterior finishes and lateral bracing, and the direction that each elevation faces - north, south, etc. (Note: Elevations may not be required if there are not modifications being made to the exterior of the building.)
6. **FOUNDATION PLAN:** To scale, fully dimensioned, indicating the location of all footings and their sizes. Provide complete detailing indicating size, width, and depth of footings; how existing and new footings will be tied together; slab thickness; type, size, and spacing of anchor bolts; hold-downs own; column bases; etc. If the building has a raised floor, indicate the size and spacing of floor joists and girders, under-floor access, and ventilation. Provide both existing and proposed conditions. (Note: A foundation plan may not be required depending upon work being proposed.)
7. **FRAMING PLAN(S):** Provide floor, ceiling, and roof framing plan(s), indicating the size, spacing, direction, type, material, grade, etc. of each joist, rafter, beam, girder, purlin, header, or other framing member. Indicate the location and construction of all shear walls; columns; posts, etc. Provide both existing and proposed conditions.
8. **FRAMING CROSS SECTION(S) AND DETAILING:** Indicate the type, size, grade and spacing of all studs; rafters; joists; headers; beams; girders; top and bottom plates; etc. Indicate all bracing; shear walls; footing sizes; anchor bolts; type, R-Value, and thickness of all wall, floor and ceiling insulation; type of interior and exterior wall finish; roof pitch; type of roofing material; type and size of roof and floor sheathing; purlin sizes; ridge and hip sizes; etc. Sufficient detailing shall be provided on the plans to clearly explain all structural connections and to indicate exactly how the structure will be interconnected throughout to transmit all lateral loads - seismic and wind. Clearly indicate what exists and what is new.
9. **ENGINEERING (STRUCTURAL) CALCULATIONS:** Submit two (2) complete sets of calculations with the Engineer's original wet signature on both sets of calculations and plans. The plans and calculations must correlate with each other. (Note: Depending upon work being done, calculations may not be required.)
10. **T-24 ENERGY COMPLIANCE INFORMATION:** Clearly indicate on the plans how the project will comply with the requirements of Title 24, California Building Standards Code, as it applies to energy conservation. Submit two (2) complete sets of calculations, with all required original wet signatures (designer, owner, etc.), on both sets of calculations and plans. Indicate how the building will be heated and cooled; if new HVAC equipment is to be installed and/or what existing HVAC equipment, if any, is to be used; if new listing fixtures are to be installed and/or which existing lighting fixtures, if any, are to remain or be relocated. All equipment, materials, and systems newly installed in conjunction with additions or alterations shall comply with the mandatory features required by Title 24. (Note: Depending upon type of work being done, calculations may not be required.)
11. **T-24 PHYSICALLY DISABLED ACCESSIBILITY COMPLIANCE INFORMATION:** Provide complete detailing and clearly indicate on the plans how the project will comply with the requirements of Title 24, California Building Standards Code, as it applies to accessibility and usability by the physically disabled.
12. **MISCELLANEOUS PLANS AND/OR OTHER AGENCY APPROVALS:** Provide complete information and written approvals as applicable to project. (Examples: Restaurants require Health Department approval; paint spray booths require Fire Department approval; U.L. or equal listings for equipment; inventory of chemical - type and quantity.) Also, provide any architectural detailing that may be required.

Please remember that the above information is intended to help explain what the minimum requirements for submittal for plan check are. Each project will be reviewed on its own merits and may have special individual requirements.