

TENANT IMPROVEMENT SUBMITTAL CHECKLIST

ADDRESS: _____

PLEASE SUBMIT THREE SETS OF SCALED DRAWINGS WITH THE FOLLOWING INFORMATION:

Site Plan

Show building location (vicinity map) and legal address.

Fire Dept

Submit flow test from water co., on hydrant closest to property.

Waste Diversion Program

An application for Construction and Demolition must be completed prior to permit issuance.

Disabled Access

Show how area of renovation complies with disabled access requirements. Show accessible path of travel from public sidewalk and/or parking space to tenant space. Path of travel features include restrooms, drinking fountains and public telephones serving the area of renovation.

Floor Plan

Show overall floor plan of the building and indicate use(s) of adjacent tenant spaces, side yards, parking areas, etc.

Occupancy

Indicate type of occupancy and submit a "Letter of Intent" describing the proposed use of the improved area (i.e., retail sales, woodshop, office, etc.) and indicating the number of employees on the largest shift.

Type of Construction

Indicate type of construction of existing building (i.e., wood frame, concrete tilt-up, masonry, etc.).

Detailing

Show all existing and proposed walls, indicate which are the proposed walls. Also, provide wall section details showing stud size and type, plates, method of attachment at floor and ceiling or roof, etc.

Doors

Show all door locations, fire-rating (if applicable), direction of swing, self-closing mechanisms, required exit signage and lighting, etc.

Plumbing

Provide plumbing plans if any new plumbing is being proposed.

Electrical

Provide electrical single line diagram and load calculation if new or upgraded service is proposed. Provide lighting and electrical layout. Include panel schedules(s) with load calculations. Energy forms are required for the addition of new lights or if more than 50% of the lighting is changed.

Mechanical

Provide mechanical drawings showing location of existing and proposed registers, location of HVAC equipment and duct locations and size. Energy forms are required when installing a new system or components.

Energy Compliance Forms

Provide Title 24 Energy Calculations for proposed Tenant Improvement spaces involving new conditioned space within a shell building. Required forms include calculations for the envelope, lighting and mechanical.

Parking

A calculation of the overall site parking space requirement in accordance with the Municipal Code.