



The following provides guidance to the applicant by outlining the minimum requirements for plan submittal for Tenant Improvement projects and will minimize the processing time period. When the minimum required documentation and plan information is incorporated into the project as indicated below, the submittal review process can be completed and the project will be able to proceed to a formal plan review.

DOCUMENTATION

- PERMIT APPLICATION:** A completed Building Project Identification Form, Building, and usually separate Electric, Plumbing, and Mechanical Permit Applications are required prior to Building Division submittal. Your estimated project valuation must include all proposed work, which includes demolition, engineering, site improvements, etc. and is subject to verification and adjustment.
- UNREASONABLE HARDSHIP APPLICATION:** Projects needing hardship consideration from Title 24 accessibility requirements will require a completed hardship waiver application and approval by the Building Official.
- PLANS:** Building and Safety accepts applications, plans, and design documents in PDF formats for all submittals. Permits and approved plans will be issued electronically for the applicant to print and have hard copies available at the job site. Please refer to the [Electronic Plan Review Form](#) for detailed information specific to file submittal requirements.
- STRUCTURAL CALCULATIONS:** For projects with structural alterations proposed, stamped and signed structural calculations in PDF format are required with the application unless waived by the Building Official.
- ENERGY ANALYSIS:** Energy forms are required when there are changes to the envelope, mechanical systems or when lighting is added or changed. Applicable forms must be embedded in the plans.
- LOS ANGELES COUNTY FIRE DEPARTMENT:** Plan approval is required for commercial tenant improvements when fire sprinkler systems and/or exhaust hood systems are added or modified.
- LOS ANGELES COUNTY HEALTH DEPARTMENT:** LACHD Plan approval is required for Food Service Establishments prior to submittal for plan review.

PLAN INFORMATION

Commercial plans must be legible and capable of digital scanning. All sheets shall be the same size and distinctly labeled with a sheet title and number. All plans shall follow standard drafting practices. (North Arrow, Gridlines, Scale, etc.) Plans that are not legible and/or incomplete may be rejected prior to plan review. All plans shall be signed by the person preparing the plan. Plans for non-exempt Commercial Construction and Tenant Improvements shall be provided by a licensed Architect, Engineer, or Registered Design Professional. Current California law does not provide for an Owner/Builder permit on non-residential projects.

The plans, at a minimum, shall include the following information and details (Please note, not all submittals will require all elements on a complete plan. Each project submittal will be determined on an individual basis).

- Plans shall be rendered legible and usable. Separate sheets shall be provided for distinctly different aspects of the proposed project. Plan sheets shall be clearly labeled with sheet numbers on the bottom right-hand corner and each sheet included in the set shall be included in the sheet index provided on the cover sheet.
- Provide with each set of plans:
 - Cover sheet with Vicinity Map and Sheet Index
 - Where required by the Planning Division, "Conditions of Approval" shall be inserted as a separate page(s) inserted behind the cover sheet.
 - Site Plan
 - Floor Plan showing the suite or area of proposed improvements
 - Separate Demolition, Existing and New Floor/Roof Plans (including the dimensions to show the size of all rooms)
 - Construction Cross Section(s)
 - Existing/New Exterior Elevations of all affected areas within the proposed scope of work.
 - Structural Sheets. (i.e. Floor Framing Plan, Roof Framing Plan, Foundation Plan, etc.)
 - Architectural and Structural details
 - Mechanical, Electrical and Plumbing (MEP) Plans
 - "Title 24" Energy Compliance Forms (Copied onto plans)
 - Details of Occupancy Separation and Fire Rated Construction, where applicable



- ❑ A complete "Project Description" (SCOPE OF WORK) must be on the cover sheet of the plans. The plan's scope of work must match the application description.
- ❑ **Deferred Submittal** items (such as **Fire Sprinklers**) shall be clearly noted on the cover sheet and will be required to be reviewed by the architect or engineer of record prior to submittal to the Building Official. Life safety items cannot be deferred.
- ❑ **Building Data Legend** must be provided on the title sheet. Include the following minimum information:
 - Project address and suite number or letter and parcel number (A.P.N.)
 - Business Name
 - Owner's name and address
 - Occupancy Group for each occupancy. See CBC Chapter 3.
 - Specify building type of construction. See CBC Chapter 6 for construction classification.
 - Number of stories
 - Designer/Architect/Engineer contact information
 - Name, address and telephone number of the person who prepared the plans
 - Floor area calculations, including existing and new areas; total area of remodel/alteration; total area of addition
 - Specify use of all areas and rooms (new and existing)
 - If sprinkler system is installed
- ❑ Plans must correctly identify the current codes. Indicate on the title sheet of the plans that this project shall comply with the 2022 California Building Code, 2022 California Mechanical Code, 2022 California Plumbing Code, 2022 California Electrical Code, 2022 California Energy Code, 2022 California Green Building Code, 2022 California Fire Code, 2022 California Historical Building Code, 2022 California Administrative Code, and the 2022 California Existing Building Code.
- ❑ Indicate if the existing building is protected by an automatic sprinkler system. Projects that require a new Fire Sprinkler System to be installed shall have the cover sheet notated "**FIRE SPRINKLERS REQUIRED**" and the proposed fire sprinklers shall be listed as a **deferred submittal**.
- ❑ Show the proposed floor plan that includes the existing walls to remain, demolished walls and the new walls. A wall legend for the existing walls to remain, to be demolished, and new walls shall be provided. Existing walls with structural upgrades affecting the foundation or the lateral support (shear) are considered new walls. Existing walls with the drywall removed are considered part of the renovation.
- ❑ Specify occupant load for each area, use and total occupant load of building and/or space. Provide occupant load calculations showing square footage and occupant load factor for all areas and uses. See CBC Section 1004.1 for complete requirements.
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DISABLED ACCESS [CH 11B]**ACCESSIBILITY FOR EXISTING BUILDING [11B-202]**

- ❑ An accessibility plan shall be provided that includes the following:
 - Accessible parking compliance. Show the total number of parking, accessible, and accessible van parking spaces provided.
 - Exterior path of travel.
 - Building entrances and interior path of travel compliance.
 - Accessible compliance of the improved or altered area.
 - Facilities serving the improved or altered area, including restrooms, telephones and drinking fountains.
 - Details of any required signage.
 - Dimensions of the accessible requirements for the fixtures on the plans.
 - Detail the accessible counter 28" – 34" high and a minimum of 36" long.
 - Detail the 32" clear openings at doors.
 - Provide an International Symbol of Accessibility sign at the front/entry door.
 - Note all egress hardware including any panic hardware, fire doors, closers and lever handles.



- ❑ Note one of the following conditions on the plans:
 - **“Existing, Fully Accessible Restroom”**: Plans must demonstrate via dimensioned floor plans, details and notes to show complying conditions.
 - **“Existing Restroom to be made Fully Accessible”**: Plans must demonstrate via dimensioned floor plans, details, and notes to show complying and non-complying conditions and the alterations necessary to provide compliance.
 - **“Existing Restroom to be Partially Accessible”**: Plans must demonstrate via dimensioned floor plans, details and notes to show complying conditions for non-complying conditions, which non-complying conditions are to be made to comply and the alterations necessary. **This condition is allowed only when the application for Unreasonable Hardship has been approved by the Building Official.**

MEP PLAN CHECK REQUIREMENTS

- ❑ Mechanical single line drawings and details, if applicable, should be submitted for review detailing the following:
 - Locations of heating, cooling and ventilating equipment.
 - Mechanical equipment schedule identifying the equipment manufacturer’s name, model number, capacity, etc.
 - Duct layout showing size, duct gauge (if metal) and register locations.
 - Product-conveying dust system in compliance with the 2022 CMC, Chapter 5.
 - Chiller should be enclosed in a machinery room as required by the 2022 CMC, Chapter 11.
 - Commercial hood and kitchen ventilation system in compliance with the 2022 CMC, Chapter 9.
 - Exact sizes and locations of combustion air openings or ducts should be shown per the 2022 CMC, Chapter 7.
 - Show outside air minimum of 15 cubic feet per occupant.
 - Show condensate drain location and approved receptor.
 - Provide a supporting system for any (N) mechanical equipment. Provide structural calculations for roof-mounted equipment weighing over 400 pounds.
 - Illustrate energy requirements from the provided energy analysis on the plans.
 - A mechanical equipment schedule shall be included.
 - Complete and copy the **Mechanical Equipment Schedule** onto the plans.
- ❑ Plumbing single line drawings and details, if applicable, should be submitted for review detailing the following:
 - Waste and vent system.
 - Domestic water system.
 - Condensate system.
 - Fuel gas-piping system.
 - Medical gas system.
 - Private sewage disposal system.
 - Grease interceptor.
 - Justify the number of sanitary fixtures (water closets, lavatories, etc.) per Sec. 422.0 and Table 422.1 of the 2022 Plumbing Code.
 - A plumbing fixture schedule shall be included.
 - Complete and copy the **Plumbing Fixture Schedule** onto the plans.
- ❑ Electrical single line drawings and details, if applicable, should be submitted for review detailing the following:
 - Provide power, lighting, circuiting and switching single-line diagram on the plan.
 - Reflective Ceiling plan.
 - Locations of exit signs.
 - Electrical panel schedules and load schedules.
 - Show the location of all receptacles and outlets +15” min. and 48” max height.
 - Indicate circuit designators near outlets and identify the home runs.
 - Illustrate energy requirements from the provided energy analysis on the plans
 - An electrical equipment schedule shall be included.
 - Complete and copy the **Electrical Equipment Schedule** onto the plans.



ENERGY [CEnC SUBCHAPTER 6]

- Submit the applicable energy documentation (compliance forms) for new conditioned space, lighting (indoor, exterior and signs), mechanical equipment including ductwork.
- The energy compliance forms shall be copied onto the plans and **signed and dated** by the design professional responsible.

SPECIAL INSPECTION PROGRAM [CBC 1704, 1705 and 1707]

- Provide a statement of special inspections on the plan and include:
 - The materials, systems, components and work requiring special inspection or testing.
 - The type and extent of each special inspection and each test.
 - Indicate if the inspection will be continuous or periodic.
 - Seismic force resistance requirements.
- Special inspection program shall follow the City of Calabasas' Special Inspection Program. Program details can be found on the City's website at www.cityofcalabasas.com/BuildingSafety/special-inspection.html.