



CITY OF SANTA CLARITA BUILDING & SAFETY

POLICY B 106-4
Effective: 01/01/2008

TENANT IMPROVEMENT APPLICATION REQUIREMENTS

In order for Building and Safety to provide an expeditious review of your plans, only **complete** plans will be accepted for review. The following information is required for submittal with the plan check applications for all tenant improvement projects. If you are changing occupancy, you must provide area justification for the new occupancy, and a California licensed architect or civil or structural engineer must prepare the plans

- A. A **PLOT PLAN** showing the lot size, adjacent streets, setbacks from property lines, location of other buildings, parking layout including location of handicap stalls, accessible path of travel from public way, north arrow, and scale. Note on the plan the “occupancy classification,” “type of construction” and if the building is fully sprinklered. *Note*: Assembly occupancies require a licensed architect or registered engineer to prepare the plans.
- B. A **FLOOR PLAN** showing walls, partitions, doors, windows, electrical outlets, dimensions, detail and section references, room uses of new and adjacent rooms. Note that display or storage racks over 8-feet high require separate plans, calculations and permits. Scale: ¼-inch = 1 Foot Minimum
- C. A **REFLECTED CEILING** plan showing new and existing lights, vents, sprinkler heads, exit signs and etc.
- D. A **LEGEND** showing the existing walls to be removed and proposed new walls. Provide a complete description on the construction of the walls.
- E. Provide **DETAILS** showing construction of walls, ceilings, and other information pertaining to the construction of the project. Wall construction shall show the heights, support at top and bottom, stud size, gauge, manufacturer, model number, ICBO number, wall covering and attachment schedule.
Scale: 3/8-inch = 1 Foot
- F. **ACCESS FOR DISABLED**
 - If the scope of work is an alteration, addition or structural repair to an existing facility, the following will apply:
 - a) The area of remodel must comply fully. The entire building does not need to comply.
 - b) A “path of travel” from the arrival site to the remodeled area must comply. This includes the access from the public sidewalk and the parking space(s).
 - c) The “path of travel” is required to go through only one primary entrance.
 - d) Telephones, bathrooms and drinking fountains serving the remodeled area must comply. This includes the access from the remodeled area to these locations.
 - e) You are required to show sufficient detail and notes on the plans to show compliance. These notes and required details are noted below. If the work necessary to provide access exceeds 20% of the valuation of the proposed project, you may be eligible for a limited hardship exemption. (See the Hardship Application Form)
- G. **ENERGY CONSERVATION REGULATIONS**
 - Demising walls between tenant spaces shall be constructed of block masonry or insulated with R-11 and extend from the floor to roof sheathing.
 - If the space is non-insulated but will be heated or cooled, you must show sufficient details and provide envelope calculations.

- If the HVAC units are new, will be altered, or if the occupancy load will be increased, mechanical calculations will be required. Show locations of units, supply, and return and exhaust registers.
- If the lighting is new, or if it is altered or being replaced, submit lighting calculations. Show location of all lighting and switching on the reflected ceiling plan.
- Envelope, mechanical and lighting forms if required are to be part of the blueprints and not merely stapled to the plans.

H. PLANS

- All plans must be on 11' x 17" or larger sized paper. They must be drawn on substantial paper and shall be of sufficient clarity to indicate the nature and extent of the work proposed and show in detail that it will conform to the provisions of the codes and all relevant City and State laws, ordinances, rules and regulations.
- All drawings shall be ruled lines verses freehand sketches. Walls shall be represented by double lines to show approximate width.

I. PREPARATION OF PLANS

- Unlicensed persons may prepare plans provided the work does not change the occupancy classification and only involves nonstructural store fronts, minor interior nonstructural alterations, fixtures, cabinetwork, furniture, or other appliances or equipment including nonstructural work necessary to provide for their installation.
- All structural work shall be prepared by a California Licensed Architect, Civil Engineer or Structural Engineer. Calculations and all sheets of the plans shall be stamped and signed by the responsible person even when not required to be licensed.

J. GENERAL

- When resubmitting plans for recheck, please return the correction sheet, the original marked plans and calculations and two revised sets of plans, calculations and any supporting documentation showing that all the corrections and comments have been addressed or completed.
- The engineer reviewing your plans is available for conferences and will return telephone calls. Appointments are recommended. Call (661) 255-4935.

K. AGENCY APPROVALS

- Agency approvals will be required of the project. Contact the engineer reviewing your plans for additional information on which agencies apply to your project.
- It is the responsibility of the applicant to obtain all agency approvals as required.
- The Final Working Drawings shall be coordinated with all applicable agencies to include all required final revisions and approval stamps prior to issuance of permits.