



SUBMITTAL INFORMATION AND REQUIREMENTS BUILDING DIVISION

TENANT IMPROVEMENTS

Background: A Building Permit is required for any tenant improvement to a structure located in the City of Lake Elsinore. The issuance of a Building Permit helps assure that the improvements are designed to meet the City's Building Code Requirements.

The Following requirements provide general guidelines as to the necessary information that will be needed by the City to complete our review of your proposal. Once this information is submitted, additional material (s) may be required by City Staff to ensure the project complies with local, state and federal requirements. This review will be conducted through a procedure known as Building Plan Check.

Prior to submittal of a Tenant Improvement, Applicant shall fill out a Business license Application and have the use approved by the Planning Division.

Submittal Check List

1. **Completed Application Form**
2. **Plan Check Fees for the Building Division**
3. Four sets of plans drawn to scale and fully dimensioned, indicating all of the information described below. All plans shall be stapled together in sets and in the order described below. These sets shall be on 18" x 24" paper.
 - a. Information
 - 1) Wet Sign of all Documents by Document Maker
 - 2) Name, Title, Address, Phone Number of Design Professional.
 - 3) Address of Property and Name, Mailing Address and Phone Number of the Property Owner
 - 4) Cover Sheet Information:
 - a) Applicable Codes and Editions
 - b) Description and Type of Work
 - c) Occupancy and Type of Construction
 - d) Gross area, by Floor and Building Height
 - e) Index of Drawing

- b. Plot Plan
 - 1) (*) Lot Dimension
 - 2) (*) Building Footprint with all projections and dimensions to all property lines.
 - 3) North Arrow
 - 4) Visible Utilities to Curb
 - 5) Parking Layout and Driveways
 - 6) Existing or proposed handicap parking

- c. Key Plan
 - 1) Location Of Tenant Improvement in space
 - 2) Path of Travel to Exits
 - 3) Path of Travel to the Main Entrance for the Disabled

- d. Architectural and Structural Plans
 - 1) (*) Foundation Plan
 - 2) (*) Floor and Roof Framing Plans
 - 3) Architectural Floor Plans (Assembly Seating Plan)
 - 4) (*) Exterior Elevations
 - 5) (*) Structural Material Specification
 - 6) Structural and Architectural Details (see f.)
 - 7) Reflected Ceiling Plans
 - 8) Typical Cross Section in Each Direction
 - 9) Calculations and Details for racks over 8 feet
 - 10) Disabled Access requirements and features

- e. HVAC, Plumbing and Electrical Plan
 - 1) (*) Plumbing Fixtures and Single Line Schematic with Pipe Size Calculation
 - 2) (*) Location of HVAC Equipment, Duct Location, and Layout and Fire Dampers
 - 3) (*) Outlets, Fixtures, Switches, Service Panels, with Size and Ground, Subpanels, with Size and Ground, and Load Calculations

- f. Structural and Architectural Detail
 - 1) Window: Head, Jamb and Sill
 - 2) Exterior Door: Head, Jamb and Sill
 - 3) Flashing: Vertical Junctures of Materials
 - 4) (*) Footings, Pier and Grade Beams
 - 5) (*) Post and Girder Intersections
 - 6) Roof: Eaves, Overhangs, Rake and Gables
 - 7) Floor Changes (i.e. Slab to Wood Frame)
 - 8) Handrails, Guardrails and Support Details
 - 9) Structural Section with Detail from Foundation to Roof
 - 10) Details of all Fire Rated Assemblies, including Flame Spread of Materials

- 11) Section of Fire Rated Corridor
 - 12) Scale of all Drawings
 - 13) Ceiling Details
4. Two sets of Calculations. These sets must be Wet Stamped and Signed by Engineer of work.
- a. (*) Title 24 Energy Calculations and Form CF-1
(Form CF-1 printed on Drawings)
 - b. (*) Structural Calculations

Please feel free to discuss these requirements further with a Staff Member.

- (*) These items shall be provided when requested by the Building Division for specific plan review depending on scope of work.