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| COO Logo Building Dept | **CITY OF ONTARIO** **BUILDING DEPARTMENT**303 East B StreetOntario, CA 91764Ph: (909)395-2023, Email: buildingcounter@ontarioca.gov | **INFORMATION BULLETIN****400**Effective: 10 / 16 / 2024 Revised: - / - / - |
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| **TENANT IMPROVEMENT PLAN** **SUBMITTAL REQUIREMENTS** |

Starting July 1, 2023, all permit applications for the Building Department will be required to be submitted digitally through [Citizen Portal Access](https://automation.ontarioca.gov/OnlinePermits/Default.aspx).

For Digital Submittals Instructions see [Information Bulletin 109](https://www.ontarioca.gov/Building/Applications) on Building Department website under Applications/Forms.

A tenant improvement is an alteration to an existing non-residential building or lease space including any change of use (ex: office to retail) to a tenant space. The work can include, but is not limited to, revising floor layout, changing existing ceiling, adding new ceiling, constructing new partitions, constructing new restroom(s), and installation of mechanical, plumbing, or electrical systems.

In the event the tenant space is going to be occupied by a food establishment, such as a restaurant or market, a building permit will not be issued until the customer can demonstrate that approval from the San Bernardino County Environmental Health Department has been obtained.

**THE FOLLOWING DOCUMENTS SHALL BE PROVIDED AT INITIAL SUBMITTAL:**

1. [Building permit application](https://www.ontarioca.gov/Building/Applications) form completed (available at Building Department website).
2. Complete Architectural/Structural/Mechanical/Plumbing/Electrical plans, stamped and signed by a registered design professional.

*Exception*: Mechanical/Plumbing/Electrical plans may be signed by a licensed contractor who is responsible for the design and installation of the system (Design-Build Contractor).

1. Structural calculations stamped and signed by a licensed engineer (if applicable).
2. Energy compliance calculation signed and dated by the designer that prepared them. Required energy compliance forms are printed on the plans.
3. On Site Security Lighting plans including photometric will be routed to the Police Departments (if scope of work involves parking lot lighting alteration plan).
4. Landscape plans will be routed to Landscape Department (if scope of work involves site alteration plan).
5. Trash enclosure plans and structural calculations will be routed to Solid Waste Department (if new trash enclosure is constructed).
6. Storefront and Glazing plans and structural calculations (if applicable).

**DEFERRED SUBMITTALS:**

All Mechanical, Electrical, and Plumbing (MEP) drawings shall be included as a complete submittal package. DEFERRED MEP SUBMITTALS ARE NOT ALLOWED. Deferred submittal items must be shown on the cover sheet of the plan clearly. Please keep in mind that all deferred submittals must be submitted with the architect/engineer of record review approval stamp, and with enough time for plan check staff to review and approve them as well. Also understand that every deferred submittal has the capability to stop job if it is not approved and, on the jobsite, when that part of the project is ready for inspection.

**TENANT IMPROVEMENT PLAN REQUIREMENTS:**

The following are **guidelines** for the minimum requirements for tenant improvement plan. Some items listed below **may not** be required for your specific project. Specific plan requirements will depend on the scope and complexity of your specific project.

1. **Architectural Plans**

**Title/Cover Sheet**

* Scope of work description
* Applicable current design codes
* Design professional & owner's name, address, and phone number
* Index of drawings
* Vicinity map, site address, business name
* Building Information Data (Type of Occupancy Group, Type of Construction, fire sprinklered (Yes or No), building area sqft, Tl area sqft, occupant load analysis, allowable area analysis for change of occupancy, minimum plumbing fixture analysis)
* Deferred submittal items list

**Site/Plot Plan**

* North arrow, street names
* Building & proposed tenant space location
* Property lines and setback dimension to building
* Adjacent tenants space use
* Accessible parking spaces including van accessible space
* Accessible route from public sidewalk & accessible parking to building main entrance
* Accessible route to trash enclosure from proposed tenant space

**Floor Plan**

* Fully dimensioned & drawn to scale
* Show all room/area uses (e.g., office, sales, break room, storage, etc.), exit doors
* Show accessible path of travel to the area of alteration and to the restrooms serving the area
* Provide existing and new floor plans, identify new and existing walls
* Provide demo plan showing existing walls to be removed and any plumbing fixtures to be removed or remain
* Accessible restroom & drinking fountain location
* Show any fire resistance rated construction elements (e.g., fire rated corridor, fire rated stair enclosure, fire rated doors, fire barrier, fire partition, fire walls, etc.)
* Detail number references

**Egress Analysis Plan**

* All exit doors location and all required exit signage
* Occupant load analysis along path of egress
* Distance between required exits
* Exit access travel distance
* Common path of egress travel distance

**Reflected Ceiling Plan**

* Specify each ceiling and soffit type and height, identify as new or existing
* Exist signs and emergency light location
* Show lights and supply & return air register location, identify as new, existing or relocated
* Detail number references

**Roof Plan**

* Show location of existing and new roof top HVAC units and roof access location
* Provide line-of-sight diagram for new roof top equipment installation showing that equipment is not visible from all adjacent streets

**Elevation Plan**

* Provide exterior elevation plans all sides of the building that will have new doors, windows, siding, or other new exterior alterations.

**Details/Sections & Miscellaneous**

* Detail new walls construction assembly and attachment at sill plate and top of wall (wall bracing details)
* Provide enlarged accessible restroom floor plan & drinking foundation detail to show accessibility compliance
* Accessibility typical compliance details
* Provide enlarged accessible parking details to show accessibility compliance
* Provide door, window, and finish schedules
* Detail T-Bar ceiling with seismic restraint

**CALGreen Checklist**

* CALGreen Mandatory Measures checklist must be completed and printed on the plan (applicable for building additions of 1,000 square feet or greater, or building alterations with a permit valuation of $200,000 or more)

**Energy Code Compliance**

* New or altered envelope, mechanical, lighting, and power distribution must submit energy code compliance calculation (prescriptive or performance method)
* All applicable energy compliance forms must be printed on the plan
1. **Structural Plans**
* New or altered structural components of the building requires structural plan, detail and calculation
* Equipment over 400 lbs. (e.g., roof top HVAC, industrial machinery, etc.) requires structural plan, detail and calculation for support and attachment
* Typical structural detail
1. **Mechanical Plans**
* New or altered HVAC equipment requires HVAC duct layout plan, show supply & return air registers location for each room, unit location, specify duct type, duct gage (if metal), size, support, CFM's
* Show outside air minimum of 15 cfm per occupant
* Equipment schedule identifying the equipment manufacturer's name, model number, capacity, etc.
* Condensate piping plan, specify pipe material, size, slope and termination
* Detail penetration at fire rated assembly (wall, ceiling, floor penetration)
* Detail commercial hood & kitchen ventilation system
* Typical mechanical details
1. **Plumbing Plans**
* New or altered plumbing piping system requires DWV (Drainage, Waste, & Vent) plan, water piping plan, gas piping plan showing point of connection, pipe material, size, length, fixtures, and demands
* Pipe sizing calculation & charts
* Fixture schedules & specifications
* Detail penetration at fire rated assembly (wall, ceiling, floor penetration)
* Grease interceptor details & sizing calculation
* Medical gas piping plan
* Typical plumbing details
1. **Electrical Plans**
* New or altered power and lighting systems requires power plan & lighting plan
* Power plan includes equipment, appliance & device location and circuiting
* Lighting plan includes fixture location, controls, circuiting & switching
* Fixture schedules & specifications
* Provide single line diagram, panel load schedule calculation, and load summary calculation
* Specify conduit and conductor type, size, and equipment grounding conductor
* Typical electrical details

**TENANT IMPROVEMENT PLAN REVIEW PROCESS:**

1. Applicant submits a building permit application with plans and supporting documents to the Building Department digitally through [Citizen Portal Access](https://automation.ontarioca.gov/OnlinePermits/Default.aspx).
2. Permit specialist validates the submittal package and assigns an application tracking number once plan check fee paid.
3. The submittal package is then routed for a concurrent plan review to the following Departments:

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| Departments Reviewing Tenant Improvement Plan |
| Building  |  |
| Planning  |  |
| Fire  |  |
| Engineering (for site alteration) |  |
| Landscape (for site exterior alteration) |  |
| Police (for site lighting alteration, ATM)  |  |
| Solid Waste (for new trash enclosure) |  |
| Public Work (for CDRP-Recycling Program) |  |
| OMUC Environmental  |  |
| OMUC Water Quality |  |
| Community Improvement (for code enforcement case)  |  |

1. It is important that the applicant/engineer coordinates their submittals such that corrections from each plan review department are incorporated on each set of plans. **Plans will not be allowed to be resubmitted until all reviewing departments have completed their review.**
2. After the plan is reviewed and approved by all departments, the Building Department coordinates the final approval process and permit creation.

**RESUBMITTAL REQUIREMENTS:**

1. Resubmit previous plans and supporting documents including the correction list from each reviewing department.
2. Submit new plans and new supporting documents.
3. Provide a separate Response Letter for each department that has correction list.
4. Plans and supporting documents will be routed to the other reviewing departments for recheck.

 Approved by: James Caro (Building Official Director) Date:

 Prepared by: Setiawan Ganda (Senior Plan Check Engineer) 