



CITY OF SANTA CLARITA BUILDING & SAFETY

TENANT IMPROVEMENT APPLICATION REQUIREMENTS

In order for Building & Safety to accept a tenant improvement project for plan review, the following information is required. The information herein is not all-inclusive, and may change based on the complexity or scope of the project. If the type of occupancy is changing, you must provide an area justification analysis for the new occupancy, and a California licensed architect must prepare the plans.

- A. A SITE PLAN** showing the location of the project with respect to the building and overall site, adjacent streets, parking layout including location of accessible stalls, accessible path of travel from public way and accessible parking to the area of alteration, north arrow, and plan scale. Note on the plan the “occupancy classification,” “type of construction”, and if the building is equipped with fire sprinklers.
Plan Scale: 1-inch = 20 feet minimum
- B. A FLOOR PLAN, fully-dimensioned,** showing location of bearing walls, non-bearing partitions, doors, windows, detail and section references, the use of all existing, new, and altered rooms, and occupant load analysis. Note that display or storage racks over 8-feet high require structural details and calculations.
Plan Scale: 1/4-inch = 1 foot standard, 1/8- inch = 1 foot minimum
- C. A REFLECTED CEILING PLAN** showing ceiling material, ceiling heights, lighting, supply and return air registers, exhaust vents, sprinkler heads, exit signs, etc. For all elements, specify new, existing, and/or relocated.
- D. A LEGEND** showing the existing walls to be removed or modified, and proposed new walls. Provide a complete description for the construction of each wall type, including whether full- or partial-height. For walls required to be fire-resistive, provide the listing (UL, ASTM, etc.) and complete details for the construction of each fire-resistive assembly. (materials, framing, connections, penetration protection, etc.)
- E. Provide DETAILS** showing construction of walls, ceilings, and other information pertaining to the construction of the project. Wall construction shall show the wall height(s), method of support at top and bottom, wall bracing, stud size, gauge, manufacturer, model number, ICC-ES Report number, wall covering and attachment schedule. Use SSMA standard callouts for steel stud framing members.
- F. ACCESSIBILITY**
- All new work shall fully comply with the accessibility provisions for new buildings (CBC sec. 11B-201.1)
 - The “Path of Travel” serving the area of alteration shall comply with current accessibility codes. Existing path of travel elements which do not comply shall be upgraded. (CBC sec. 11B-202.4) The “Path of Travel” includes:
 - An accessible entrance
 - An accessible route to the altered area
 - At least one accessible restroom for each sex or accessible unisex (single-user or family) restroom(s).
 - Accessible telephones
 - Accessible drinking fountains
 - Accessible parking, signage, storage, and alarms
- Note:** 20% of the valuation of the proposed project shall be dedicated to improving accessibility to the area of alteration. You are required to show sufficient detail and notes on the plans to verify compliance.
- G. MECHANICAL, ELECTRICAL, AND PLUMBING PLANS** shall be provided. Specify all existing, new, and relocated elements. Plans shall be prepared by a California licensed engineer, or the licensed contractor performing the work. See Item J. “Preparation of Plans” below.
- Mechanical plans shall contain an equipment schedule, location of equipment, ducts, supply and return air registers with CFM clearly noted, materials, and support requirements. Note that an air balance report is required.
 - Electrical plans shall contain a single line diagram, panel locations, panel schedules, power and lighting plans, lighting controls, fixture plan, as well as voltage drop and load calculations, as necessary.
 - Plumbing plans shall contain floor plans, water, waste, and gas isometrics, fixture plan, WSFU, and DFU. Plumbing floor plans shall detail the location of floor drains, floor sinks, trap primers, cleanouts, water heaters, etc.

H. ENERGY CONSERVATION REGULATIONS

- New demising walls between tenant spaces shall have a U-Factor not greater than 0.099 for wood frame walls and a U-Factor of not greater than 0.151 for metal framed walls. Provide insulation R-Value on the plans; see tables 4.3.1 and 4.3.3 in the Reference Appendices (JA4) provided by the California Energy Commission.
- For the creation of a new conditioned space, the plans shall detail the new compliant envelope required by the most recently adopted California Energy Code.
- If HVAC equipment and/or associated duct work will be added, replaced, altered, or if the occupant load will be increased, the mechanical plans must clearly demonstrate the changes. Show locations, sizes and materials of all HVAC equipment, associated duct work, and supply and return registers. An air balance report will be required prior to final inspection, and shall be noted on the plans.
- If lighting fixtures and/or control devices will be added, replaced, or altered, then the electrical plans must clearly demonstrate the changes. Show the locations of all light fixtures, control devices, and associated equipment.
- The envelope, mechanical, and lighting compliance forms, if required, are to be a permanent part of the plans. 8 ½" x 11" sheets attached to the plans will not be accepted.

I. PLANS

- All plans must be on substantial paper- 24" x 36" standard, or 11" x 17" minimum for small projects, at the discretion of the review staff. Plans 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 versus freehand sketches. Walls shall be represented by double lines to show approximate width.

J. PREPARATION OF PLANS

- Most tenant improvement projects require plans prepared by a licensed professional.
- All structural plans shall be prepared by a California licensed architect, civil engineer, or structural engineer. All sheets of the plans shall be sealed and signed by the responsible person. Structural calculations shall also bear the seal and signature of the responsible person.
- All mechanical and plumbing plans shall be prepared by a California licensed mechanical engineer. All electrical plans shall be prepared by a California licensed electrical engineer. MEP plans may also be prepared by the licensed contractor that will be performing the work. The contractor must possess the specialty license in that specific discipline, and demonstrate the ability to prepare plans to industry design standards.

K. GENERAL

- For paper plan submittals- provide two sets of plans and one set of supporting documents for review. (structural calculations, spec sheets, etc.)
- For ePlan submittals- upload one set of plans and one set of supporting documents for review. (structural calculations, spec sheets, etc.)
- When submitting plans for recheck, please return the original review letter, the original red-marked plans and calculations, two revised sets of plans (one set for ePlans) and one set of calculations. Provide responses to plan review comments, and where the comments have been addressed or completed.
- The engineer reviewing your plans is available for conferences, and will return telephone calls and emails in a timely manner. Plan review staff counter hours are 7:30 AM to 11:00 AM, Monday through Thursday, and 8:00 AM to 11:00 AM, on Friday. Afternoon appointments may also be available. Call (661) 255-4935.

L. AGENCY APPROVALS

- Agency approvals will be required for the project. See the [Agency Referral List For Commercial Projects](#)
- It is the responsibility of the applicant to obtain all agency approvals, as required.
- The [final construction drawings](#) shall be coordinated with all applicable agencies for approval stamping **prior** to issuance of permits.