



# CITY OF DANA POINT

## COMMUNITY DEVELOPMENT, BUILDING AND SAFETY

33282 Golden Lantern, Suite 209  
Dana Point, CA 92629  
949 248-3594



[www.danapoint.org](http://www.danapoint.org)

B105 – TI SUB

2016 CALIFORNIA CODES

CODE CYCLE

01/01/2017

EFFECTIVE DATE

## TENANT IMPROVEMENT SUBMITTAL

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 plans as indicated below, the submittal review process can be completed and the project will be able to proceed to the formal plan review process by the applicable departments/divisions.

### DOCUMENTATION

- PERMIT APPLICATION:** A completed Permit Application, reviewed and approval by the Planning Division is 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 during plan review.
- PLANS:** Four (4) complete sets of plans, printed on 24" X 36" sheets. Plans must follow standard drafting conventions and be complete. Typically, plan scale is 1/8" for site plan & plot plan. 1/4" scale for floor plan, elevations, sections, etc. Other sizes or scales, larger or smaller, require prior written approval by the Building Official or Planning Manager.
- LETTER OF INTENT:** A Letter of Intent, describing the proposed use of the improved area (i.e.: retail sales, office coffee shop, etc.) and indicating the number of employees on the largest shift and available parking.
- SITE SURVEY:** A site survey is required for projects without clearly established and verifiable property boundaries, prepared by a licensed Land Surveyor or Registered Civil Engineer. This is not required for interior only renovations.
- STRUCTURAL CALCULATIONS:** Two (2) copies of the supporting calculations, wet stamped and signed, unless waived by the Building Official.
- MEP ENGINEERED PLANS:** If applicable (see page 4 for Mechanical, Electrical and Plumbing requirements)
- SOILS REPORTS:** When required, three (3) copies of the soils report are required for review. Missing soils report may cause delays in the review processing time line.
- TITLE 24 ENERGY ANALYSIS:** Forms must be made part of plans. T-24 is required when there are changes to the envelope, mechanical systems or when 50% or more of the lighting is added or changed.
- SDG&E SERVICE WORK ORDER:** A San Diego Gas & Electric Service Work Order is required for any new service modifications, temporary power poles or service panel upgrades.
- OCFA FIRE QUESTIONNAIRE:** A completed OCFA Fire Questionnaire is required. An OFCA review is required for "A" Occupancies and buildings with an existing fire sprinkler system. For some minor

improvements to an existing sprinklered area, a written evaluation and review by a licensed Fire Sprinkler Contractor is required.

- ORANGE COUNTY HEALTH DEPARTMENT:** An OCHD letter of approval and stamped approved plans are required for Food Service Establishments.
- WILL SERVE:** For new water services and Food Service Establishments, a “Will Serve” letter is required from the South Coast Water District. The letter shall include both the Grease Interceptor plan and Water Quality and grease control provisions.
- PLUMBING FIXTURES:** For projects where additional plumbing fixture units are added, the existing fixtures are moved or modified and the structure is built prior to 1976, a video survey of the underground sewer lateral is required.

### **PLAN INFORMATION**

Plans for **exempt** Commercial Construction and Tenant Improvements may be provided by a licensed Architect, Engineer, Contractor, Designer or Property Owner.

Plans for **non-exempt** Commercial Construction and Tenant Improvements shall be provided by a licensed Architect, Engineer, Contractor’s Design/Build within the contractor’s license specialty or Registered Design Professional.

**Exempt** construction consists of the elements of construction that **do not** affect the egress and/or Fire/life safety elements of the area, space or structure.

**Non-exempt** construction elements may consist of, but not limited to, the egress components, structural elements, fire rated construction, area of refuge or fire sprinklers.

Current California law does not provide for an Owner/Builder permit on non-residential Projects. A licensed contractor is required to obtain commercial permits.

The plan, 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.*

- A complete “**Project Description**” and “**Scope of Work**” must be on the cover sheet of the plans. The plan description must match the Application description.
- Deferred Submittal items shall be clearly noted on the cover sheet and will be required to be submitted, approved and permitted prior to the framing inspection. Life safety items are not approved for deferred submittal.
- Building Data Legend** must be provided on the title sheet. Include the following minimum information:
  - Project address.
  - Owner’s name, address and phone number.
  - Designer / Architect / Engineer / Contractor contact information.
  - Name, address and telephone number of person who prepared the plans.
  - The Legal description (A.P.N.).
  - Occupancy Group for each occupancy (mixed use).
  - Occupancy Load for each occupancy (mixed use).
  - Type of Construction.
  - Floor Area calculations, including existing and new areas for each occupancy (mixed use).
  - Site area and % of coverage.
  - Indicate on the cover sheet “The building does/does not have a sprinkler system is installed”.

- ❑ Provide with each set of plans\*:
  - Cover sheet with Vicinity Plan and Drawing Index.
  - Conditions of Approval, made part of the plan and inserted behind the cover sheet, if applicable.
  - Site Plan.
  - Roof Plan/Floor Plan.
  - Construction Section(s).
  - Foundation Plan.
  - Floor Framing / Roof Framing plan.
  - Elevations of all effected sides.
  - Architectural and structural Details.
  - Demolition Plan.
  - Fire Sprinkler Drawings.
  - Details of Occupancy Separation and Fire Rated Construction, if applicable.
  
- ❑ Plan shall include an NPDES note on the site plan: ***“The discharge of pollutants to any storm drainage system is prohibited. No solid waste, petroleum byproducts, soil particulate, construction waste materials, or wastewater generated on construction sites or by construction activities shall be placed, conveyed or discharged into the street, gutter or storm drain system.”***
  
- ❑ If the project includes exterior work, the plan shall delineate all projecting elements, and show distance(s) to property line, or adjacent structures.
  
- ❑ Plan must correctly identify the current codes. Provide a statement on the title sheet of the plans that this project shall comply with the **2016 California Building Code, 2016 California Mechanical Code, 2016 California Plumbing Code, 2016 California Electrical Code, California Green Building Standards Code, 2016 California Energy Efficiency Standards (T-24), and the current City of Dana Point Regulations and Ordinances.**
  
- ❑ Projects that require a new Fire Sprinkler System to be installed shall have the cover sheet notated **“FIRE SPRINKLERS REQUIRED”**
  
- ❑ 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.
  
- ❑ An accessibility and exiting 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 & a minimum of 36” long.
  - Detail the 32” clear openings at doors.
  - Note all egress hardware including any panic hardware, fire doors, closers and lever handles.
  - Detail on the plan, the occupancy load of each separate area within the improvement. For mixed use, provide exiting and load factors for each occupancy group.

- ❑ 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.
  
- ❑ Mechanical single line drawings and details, if applicable, 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 2013 CMC, Chapter 5.
  - Chiller should be enclosed in a machinery room as required by the 2013 CMC, Chapter 11.
  - Commercial hood and kitchen ventilation system in compliance with the 2013 CMC, Chapter 9.
  - Exact sizes and locations of combustion air openings or ducts should be shown per the 2013 CMC, Chapter 7.
  - Show outside air minimum of 15 cubic feet per occupant.
  - Show condensate drain location and approved receptor.
  
- ❑ Plumbing single line drawings and details, if applicable, 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.
  
- ❑ Electrical single line drawings and details, if applicable, detailing the following:
  - Provide power, lighting, circuiting and switching single-line diagram on the plan.
  - Reflective Ceiling plan including the locations of exit signs.
  - Electrical panel schedules and load schedules.
  - Show the location of all receptacles and outlets and note +15” min. to the bottom of the device and 48” max. to the top of the device.
  - Indicate circuit designators near outlets and identify the home runs.
  
- ❑ Additional information may be required dependent on the specific scope of the project. Projects within the FP-3 overlay flood plain district, Coastal Development areas, bluff top lots, Town Center or other geographical sensitive area will have other requirements based on their conditions of approval.
  
- ❑ For **Food Service Establishments**, additional elements and/or conditions of approval may apply. Grease interceptors, Grease hoods, Scrubbers, Commercial kitchens, Fire suppression systems, Water Quality Management Plans, the Orange County Fire Authority and/or the Orange County Health Department may have separate requirements beyond that of the city submittal. The applicant is responsible for contacting each agency separately and any additional plan submittal requirement(s) of those agencies are separate and not a part of the city of Dana Point review process.