



City of Tustin, Building Division

SUBMITTAL REQUIREMENTS for TENANT IMPROVEMENTS

Omission of any required items circled below will result in refusal of plans for plan check.

Submit six (6) complete sets of plans including: (2 Building, 2 Fire, 1 Planning, 1 PW)

**For
Staff
Use**

- ___ A. Plot plan with vicinity map
- ___ B. Floor plan of building indicating the use(s) of adjacent tenant spaces.
- ___ C. Provide the following project data: Occupancy, Type of Construction, Square Footage and Current Code Data Reference on the plans.
- ___ D. A Detailed Accessibility Compliance Plan
- ___ E. A Means of Egress or Exit Plan
- ___ F. An allowable area justification if there is a change of occupancy or increase of the tenant square footage.
- ___ G. A complete floor plan of the tenant space which clearly defines the existing areas and proposed scope of work.
- ___ H. Show all door locations, fire-rating (if applicable), direction of swing, etc.
- ___ I. Provide electrical single line diagram and updated panel schedule. (if applicable)
 - a. Provide lighting and electrical layout, reflected ceiling plan.
- ___ J. Provide plumbing isometrics or plan view (if applicable)
 - a. Include pipe size, material type and fixture unit table

___K. Provide a mechanical plan: (if applicable)

- a. Location of all registers (supply & return)
- b. Size, location, & manufacturers specifications for all equipment.

___L. Provide two (2) copies of Title 24 Energy Calculations. Compliance forms shall appear on the plans. (if applicable)

Additional Notes:

1. Prior to plan check approval for restaurant/food establishments' projects must obtain Approved Health Department Plans and the San District.
2. If there is any proposed change in use, the applicant shall provide a Letter of Intent describing the daily operation of the business.
3. A calculation of the overall site parking space requirement in accordance with the Municipal Code (see the Planning Division).
4. Provide the Development Review Number for the original site plan (if over ten years old).
5. Separate permits are required for other site and interior improvements. Check with your Permit Technician for specific items.
6. Consult with IRWD and Public Works Departments for any additional fees.
7. All contractors and sub-contractors must show proof of State and City licenses and shall comply with section 3800 of the Labor Code regarding Worker's Compensation.
8. Over the counter plan check shall be at the discretion of the Plans Examiner.

/submittal tenant imp.