

## TENANT IMPROVEMENT SUBMITTAL REQUIREMENTS

A tenant improvement is an alteration to the interior of an existing non-residential tenant 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.



### Number of sets of plans required for initial submittal:

- One set of plans is required for an interior only tenant improvement.
- A second set of plans (to be routed to the Planning Department) is required if the construction includes any exterior work or a change of use.
- A third set of plans (to be routed to the Fire Department) is required if the work involves any assembly occupancy (ex: restaurant with an occupancy of 50 or more) or hazardous occupancy.

### Plans, drawn on 18" X 24" or larger paper, shall include the following:

1. Owner's name, address, and phone number.
2. All plans shall be wet-signed by the designer, or wet-signed and stamped by a licensed architect. Structural calculations (if required) shall be wet-stamped and signed by a California licensed architect, civil engineer, or structural engineer.
3. Site plan showing location of parking, disabled access, and building entrances.
4. Building floor plan showing all rooms/doors and the exit system. Wall section showing its construction and attachment at the top and bottom.
5. Compliance with disabled access requirements, (ex: main entrance, path of travel from public sidewalk/parking, restrooms, drinking fountains, and telephones (if provided)).
6. Complete door, window, and finish schedules.
7. Reflected ceiling plan if new ceiling is provided.
8. All mechanical, electrical, and plumbing work.
9. Energy compliance.