



City of Santa Paula Plan Check Submittal List Tenant Improvements (TI)

I. Document Submittal List

A. Drawings(3)* sets of:

24" X 36" Suggested Plan Size

- 1. General Information
- 2. Plot Plan
- 3. Key Plan for Location within Building
- 4. Architectural Plans - Floor Plan
 - Elevations, Sections, Other Details
 - Structural Plans - Structural Framing Details
 - Anchorage & Bracing of Walls and Equipment
 - Suspended Ceiling Framing
 - Other Details as appropriate
- 5. Plumbing Plan (Including Relevant Info from Architectural Plan)
- 6. Mechanical Plan " " " " " "
- 7. Electrical Plan " " " " " "

(3)* sets of:
(All as Applicable)

B. Calculations

(2) sets of:
(All as applicable)

- 1. Structural Calculations
- 2. Title 24 Energy Calculations and Forms

C. Other Documents

(2) sets of:

- 1. Hazardous Material Inventory List (Type & Quantities of Chemicals Stored on Site) (*Fire Department*)
- 2. Specifications
- 3. Title 24 Accessibility forms to be completed and signed

II. Expanded Information on Above Documents

A-1. Information (All as Applicable)

- 1. Wet Sign Documents by Design Professional
- 2. Name, Title, Address, Phone No. of Design Professional
- 3. Project Name & Address, Owner's Name, Address & Phone No.
- 4. Cover Sheet Information:
 - (a) Applicable Codes and Editions (UBC, UPC, UMC, NEC, UCBC & Energy)
 - (b) Description of Scope of Work
 - (c) Occupancy Group(s) and Type of Construction
 - (d) Allowable Floor Area Calculations
 - (e) Gross Tenant Area listed per each floor and each tenant
 - (f) Index of Drawings
 - (g) Legend of Proposed Construction Plan
- 5. Scale for All Drawings and Details

A-2. Plot Plan

- 1. Lot Dimension Showing Whole Parcel, Property Lines and Street Location(s)
- 2. Building Footprint with all Projections and Dimensions to Property Lines
- 3. Vicinity Location Map and North Arrow
- 4. Parking Layout, Driveway Locations and New Sidewalks
(Fully Detail all Disabled Accessibility Features)
- 5. Detail Exit Door Locations

A-3. Key Plan

- 1. Location within Building Where Work is Being Done
- 2. Path of Travel from Space to Exterior Exits
- 3. Path of Travel to Main Entrance for Accessibility per State Disabled Access Regs

**A-4. Architectural and Structural Plans
(All as Applicable)**

- 1. Foundation Plan
- 2. Floor Framing Plan (existing layout and proposed improvements)
- 3. Roof Framing Plan
- 4. Architectural Floor Plans and Seating Plan within Assembly Use Areas
- 5. Exit Location(s), Path(s), and Lighting
- 6. Exterior Elevations (when Changes to Existing are made)
- 7. Structural Material Specifications
- 8. Structural and Architectural Details
- 9. Typical Cross Sections in Each Direction (where necessary)
- 10. Reflected Ceiling Plans with Bracing & Support Details
- 11. Provide Details of All Features and Fixtures in Compliance with the State Building Code Disabled Accessibility Standards (Chapter 11 or 11A)

**Details
(All as Applicable)
(Closets & Thresholds)**

- 1. Window Schedule: List Sizes and Types (Detail Safety Glazing Locations)
- 2. Door Schedule: List Sizes and Types (Detail Fire Ratings, Hardware, 3. Flashing: Vertical and Vertical to Horizontal Junctures of Materials)
- 4. Footing, Piers and Grade Beams
- 5. Changes to Floor or to Foundation System (i.e., Slab to Wood Frame)
- 6. Post and Girder Intersections
- 7. Roof: Eaves, Overhangs, Rakes and Gables
- 8. Handrails, Guardrails, and Support Details
- 9. Structural Sections with Details at Foundation, Floor and Roof Levels
- 10. Detail of Fire Separations with Assembly Numbers and Sections
- 11. Detail all Fire Penetrations & Openings includes Assembly Numbers
- 12. Cross Section of Fire Rated Corridor, Door Ratings, Smoke/Fire Damper Locations
- 13. Finish Schedule with Flame Spread Ratings

A-5 Plumbing Plan

- 1. Plumbing Fixture and Single Line Schematics (Isometric Diagram may be required for complex Plumbing Plans) with Pipe Size Calculations

A-6 Mechanical Plan

- 1. HVAC Plans (Location, Size, Duct Layout, and Smoke/Fire Dampers)
- 2. Roof/Wall Penetration Details and Specifications
- 3. Environmental and Product Conveying Duct Plan
- 4. Gas Piping and Sizing Calculations
- 5. Kitchen Plan for Commercial Kitchens and Ventura County Health Department Approval

A-7 Electrical Plans

- 1. Outlets, Fixtures, Switches, Service Panels, Subpanels
- 2. Wire and Conduit Sizes on Electrical One Line Drawing
- 3. Electrical Ceiling Lighting Plan (Including Exit Lighting as Applicable)

B-2. Energy

- 1. Form ENV-1, MECH-1, LTG-1 and LTG-2 with All Required Signatures on Documentation
- 2. Complete Calculations Based on Scope of Work
- 3. List of Mandatory Features, and Print Complete ENV-1, MECH-1, LTG-1, LTG-2 on Drawings

III. Separate Plans & Permits

- 1. Storage Racks with Storage Level Over 8' High Require Permits. Provide Calculations and Details
- 2. High Piled Storage Areas (commodities as regulated by the Fire Code)
- 3. Fire Alarm/Smoke Detection Systems
- 4. Flammable Liquid Storage Areas, Compressed Gases (*Fire Dept.*)
- 5. Spray Booths
- 6. Automatic Fire Sprinklers/Extinguishing Systems (*Fire Department*)

Notes:

- (1) Plans can be combined for simple buildings, if clarity is maintained.
- (2) This is not a complete list of all required submittals, and additional information may be required after plan review.
- (3) Other departments and agencies review and approval may be required.