

ANAHEIM



BUILDING DIVISION

### **TENANT IMPROVEMENT GUIDE**

This guide is intended to help streamline submittals to the Planning Department for tenant improvements/remodels for non-residential projects. Each reviewing department and agency is guided by state and local codes, therefore, the following information is meant to provide an overview that will help you make informed decisions on your project and meet the minimum requirements, resulting in a reduced time in plan check.



### **Phase 1: Plan Preparation**

**Plan Requirements:** Tenant Improvement (T.I.) and remodel applications will need to be submitted with a minimum of two (2) complete sets of plans (visit [www.anaheim.net/building](http://www.anaheim.net/building) to obtain specific requirements). Plans need to be drawn to scale, using non-erasable ink on a minimum/standard 18" x 24" paper. Plans need to include the following items:

- All pages of two (2) copies of the final approved set of plans submitted must be wet stamped and signed, or electronically stamped and signed, by a licensed architect or engineer, in accordance with state law.
- Two (2) sets of energy calculations/Title 24/ forms (as necessary).
- When applicable, two (2) copies of the final approved set of structural calculations submitted must be wet stamped and signed, or electronically stamped and signed, by a licensed engineer, in accordance with state law.
- A cover sheet that indicates the project address with identifying suite number, property owner/tenant contact information, building/floor area tabulation, declared scope of work, occupancy classification and load, number of floors, fire sprinkler system/type and construction type.
- A site plan showing the location of existing and proposed structures on the property relative to the property lines including setback information, building dimensions, scope of work proposed, parking layout and, if applicable, the proposed trash/food waste storage/receptacle location. If the location is a restaurant you will need to include the proposed seating capacity.
- Dimensioned Floor plan(s): Indicate the previous layout and new proposed layout - indicate use of each room/area, exit door sizes/hardware, width of corridors, exit signs and egress paths of travel. Show all fire resistive construction, separation walls and fire rated corridors. Provide a wall legend identifying whether a wall is existing, new, to be removed, bearing or non-bearing.

- Remodel plans need to identify all proposed changes to the existing structure, space and equipment. A complete floor plan with equipment layout needs to be included in your submittal. Please be sure that you provide specifications for any new equipment that will be installed at the facility (oven, freezers, coolers, warmers, etc.). Any equipment installed at your facility will need be listed for the proposed purpose (a UL listing for example).
- Specifications on all structural materials including finish schedule for walls, ceilings, floors and base covers that indicates the type of material and surface finish.
- Plan, section and details of new partitions and ceilings showing size, spacing and material of framing members.
- Please note, gauge and ICBO number with installation/construction requirements for metal framing members must be included, if applicable.
- Floor /roof framing plans, foundation plan and details, architectural and structural sections and details.
- Electrical sheets showing: fixtures, single line diagram and panel load calculations (as necessary).
- Mechanical sheets including: equipment layout with elevations & specifications and equipment support (roof equipment over 400 lbs. will require structural analysis); visual screening details with proposed materials, model numbers & specifications for all smoke/fire dampers; show required roof access on plans; exhaust ventilation plans.
- Plumbing sheets including: isometric drawings (if applicable), all pipe sizing data, fixture schedules, point of connection, etc.
- Disabled Access including: number /location of handicap parking stalls, handicap striping, location of ramps, curb cuts, driveway, handicap parking stall signage, path of travel within tenant improvement area and complete details of sanitary facilities, conforming to CBC Chapter 11.
- Green building documents: if applicable, as determined by your proposed scope of work and construction techniques.
- Grading plan(s) including: WQMP, hydrology and wet signed soils report (if applicable as determined by your proposed scope of work).



## **Phase 2: Submittal**

**Plan check application:** Bring in your plan check application and required number/sets of plans, along with payment of the plan check fee, which will be based on the scope of work (forms and fees available at [www.anaheim.net/building](http://www.anaheim.net/building)). The contact information (at minimum the name, telephone number and email address) for the current property owner and/or tenant must be provided at the time of submittal.

\* Please note that only complete plans will be accepted for review. Your submittal needs to include any electrical, mechanical and/or plumbing sheets that are part of the project scope. If your plans are determined to be incomplete, you may be advised to make corrections prior to submittal for review.

**CONTACT INFO:** Our office hours are Monday through Friday 8:00 am to 5:00 pm; please arrive by 4:30 pm for same day service. Our phone number is (714) 765-5153 and our webpage is [www.anaheim.net/building](http://www.anaheim.net/building).

**Orange County Environmental Health (OCEH)** (714) 433-6074: OCEH plan approval is necessary before a building permit can be issued for any improvements to any type of business that offers, sells, prepares/packages and/or serves food items. It is recommended that you submit plans to OCEH prior to submitting plans to the City of Anaheim.

**\*\*Note:** Plan review turnaround times can vary between agencies. Plan submittal should generally be submitted to the OCEH 2-3 weeks prior to submittal with the City of Anaheim. Construction at your facility cannot begin until you receive plan approval from OCEH **and** the City of Anaheim has issued you a building permit. **\*\***

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### **Phase 3: City of Anaheim Plan Review**

**Departmental Reviews:** In order to make the plan review process easier for you, we provide the service of internally routing your plans to other city departments that need to review them. The following city departments will review your plans.

**Building Division** (714) 765-5153: review for building, electrical, plumbing, mechanical code compliance, Title 24, and ADA compliance.

**Planning Services** (714) 765-5139: review for compliance with zoning and conditions of approval (if applicable).

**Fire Prevention** (714) 765-4040: review for Fire Code requirements such as exiting and fire protection systems. **Note:** If any of the following conditions exist, a separate plan check will be required to be submitted directly to Fire Prevention:

- 1) If grease laden vapors will be present, a separate Fire Protection plan will need to be submitted directly to Fire Prevention
- 2) If walls are being constructed or altered in a sprinklered building, a separate fire sprinkler plan will need to be submitted directly to Fire Prevention
- 3) If walls are being constructed, a separate Fire Alarm System plan will need to be submitted directly to Fire Prevention. **\*\*Separate fees will apply. Please call Anaheim Fire Prevention for more information (714) 765-4040.**

**Traffic** (714) 765-5176: review for tenant improvements if including a drive-through, changing parking lot configuration, or change of use. Assessment of Impact Fees may apply.

**Public Works Development Services** (714)765-5176: review for change of use. Assessment of Impact Fees may apply.

**Public Works Operations** (714) 765-6836: review for new trash enclosure, or alteration to existing trash enclosure.

**Utilities Electrical Engineering:** (714)765-5156: review for tenant improvements or change of use.

**Utilities Water Engineering:** (714) 765-5196: review for tenant improvement or change of use.

**Note:** If your plans have comments after the 1<sup>st</sup> review cycle, all of the redlined/marked up plans will need to be resubmitted, along with 2 new complete sets of plans for T.I. or 4 new complete sets for new construction.

**Plan Check Expiration:** Your plan check is active for 1 year, after which it expires. Prior to the expiration, you may request a plan check extension by filling out a Plan Check Extension Request Form and submitting payment. Expired plan checks that are not picked up are discarded after 30 days.