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Plan Review Submittal **TENANT IMPROVEMENT**

The following items are required to be a deemed complete permit application.

TWO complete sets of plans that include:

- ☐ **COVER SHEET**
- ☐ **PROJECT LETTER**
- ☐ **SITE PLAN** (showing all buildings and area of work)
- ☐ **FLOOR PLAN** (dimensioned and to scale)
- ☐ **SIGNATURE OF PREPARER**
- ☐ **APPLICATION FEE**

CHECK THESE ITEMS WHEN APPLICABLE:

- ☐ **ELECTRICAL PLAN** (must be prepared by an architect, engineer, or a licensed installer)
- ☐ **PLUMBING PLAN** (must be prepared by an architect, engineer, or a licensed installer)
- ☐ **MECHANICAL PLAN** (must be prepared by an architect, engineer, or a licensed installer)
- ☐ **DETAILS OF CONSTRUCTION / ENGINEERING** (show all work proposed)
- ☐ **CALIFORNIA ENERGY COMPLIANCE DOCUMENTATION (TITLE 24)**
- ☐ **PROFESSIONAL STAMPS ON PLANS**
- ☐ **EROSION SEDIMENT CONTROL PLAN**
- ☐ **STORM WATER POST CONSTRUCTION REQUIREMENTS**
Storm Water Management Info (Link to: [Stormwater Management Info](#))
- ☐ **BUILDING DESIGN STANDARDS CHECKLIST-commercial, multi-family, mixed use** (Link to: [CHECKLIST](#))
- ☐ **BUILDING DESIGN STANDARDS CHECKLIST - state streamlined ministerial projects** (Link to: [CHECKLIST](#))

PLEASE NOTE:

- * One additional floor plan is needed before permit issuance – for the Assessor’s office.
- * One additional site plan is needed before permit issuance – for the Surveyor’s office.
- * Applicant submits to the applicable fire department separately.
- * Applicant to secure all necessary approvals from outside agencies.