



Tenant Improvement Plan Checklist

CHECKLIST	
<input type="checkbox"/>	<p>PLOT PLAN</p> <ul style="list-style-type: none"> • Fully dimensioned • Legal description • Lot lines indicated • All existing improvements • Use of adjacent structures/tenant spaces • Location of existing and/or proposed utilities.
<input type="checkbox"/>	<p>FLOOR PLAN</p> <ul style="list-style-type: none"> • Fully dimensioned • Identify all rooms in occupied space (office, storage, etc.) • Exits (number, width, distance to, direction of, hardware requirements, etc.) • Corridors (type of construction, width, access to exits, etc.) • Show all fixed elements of construction (walls, partitions, cabinets, fixtures, etc.) • Identify all occupancy separations and indicate fire resistive ratings of each.
<input type="checkbox"/>	<p>WALL SECTION: Typical wall section indicating stud size, height, spacing, insulation, wall finish, and structural connections.</p>
<input type="checkbox"/>	<p>PLUMBING PLAN:</p> <ul style="list-style-type: none"> • Plumbing isometric/schematic (water, gas, waste). <ul style="list-style-type: none"> ○ Size all lines. ○ Show vents, soil, and cleanouts. • Show type of material to be used.
<input type="checkbox"/>	<p>MECHANICAL PLAN:</p> <ul style="list-style-type: none"> • Mechanical isometric/schematic, size all ducts. • Location of return air. • Location of all fire dampers. • Method and amount of combustion air. • Location of all HVAC units. • Kitchen hoods (provide complete details as applicable).
<input type="checkbox"/>	<p>ELECTRICAL PLAN:</p> <ul style="list-style-type: none"> • One line diagram (show service, feeder, panel, conductor, disconnect, overcurrent protection, grounding, etc.) • Panel schedules with circuit identification. • Indicate all outlet, fixture, and equipment locations.

	<ul style="list-style-type: none"> • Indicate all hazardous electrical locations as applicable. • Provide complete electrical load calculations.
<input type="checkbox"/>	<p>ENERGY COMPLIANCE:</p> <ul style="list-style-type: none"> • Energy calculations as required by Title 24. • Mechanical calculations, including the MECH-1 certificate of compliance form and related applicable forms and information. • Envelope calculations, including ENV-1 certificate of compliance form and related applicable forms and information. • Lighting calculations, including the LTG-1 certificate of compliance form and related applicable forms and information.
<input type="checkbox"/>	<p>ADDITIONAL PLANS AND/OR INFORMATION:</p> <ul style="list-style-type: none"> • T-bar ceiling details. • Sprinkler plan (when required by code or fire ordinance). • All conditions of approval issued by the Planning Department. • Tenant improvement doing no construction with no previous tenant, needs Transportation, Environmental Health, Fire clearances, and Land Use approval.