

## WHAT YOU NEED TO KNOW

### What is a Tenant Improvement?

Tenant improvements are commercial additions, or alterations to the interior of an existing building and/or structure, including but not limited to offices, restaurants, storage rooms, demising walls and conveying equipment systems. In order to ensure the tenant improvements are constructed safely and in compliance with applicable construction codes, such work must be approved and inspected.

### Steps Necessary for Approval of Tenant Improvements.

1. **Planning Approval:** If the proposed Tenant Improvement involves exterior work or a change in use or occupancy, approval must be obtained from the Planning Division.
2. **Complete a Building Permit Application:** Building Permit Application forms are available at the public counter and on line
3. **Submit Plans and Pay Fees:** All plan check fees for building, electrical, fire sprinkler, mechanical, and plumbing plan checking are due at the time of plan submittal. The approximate plan check turn-around time can be determined upon submittal. Plan check time may vary due to the complexity of the project and/or the current workload of the Building Division.
4. **Resubmit Plans with Corrections:** When your plans are returned from plan checking, there will likely be corrections that need to be made. You may contact the Plan Checker if you have any questions or if you need clarification on plan corrections.

### What needs to be Submitted and What Information is Required?

The plans submitted requirements for Tenant Improvement vary depending on the complexity of the project. Regardless of the project, the plan must show that the Tenant Improvement will comply with all State and Local laws including but not limited to Fire and Life Safety, Accessibility, and Energy Conservation. Typical plans include a site plan, building floor plan, plumbing plan, mechanical plan, and energy compliance forms. Plans shall comply with all of the following requirements unless the specific requirement is not applicable:

## Required Information

1. All new plan checks should be submitted electronically. Paper plans are highly discouraged & may only be accepted on a case by case basis. All sheets must be fully dimensioned.
2. As required by the Architects and Engineers Practice Act; all calculation sheets and all plan sheets must be wet signed and stamped by the responsible architect or engineer of record.
3. All sheets must contain the owners name, address and phone number.
4. A registered copy of the energy compliance forms showing compliance with California Energy Code.
5. A set of structural calculations and structural plans when there are changes or if additional loads are added to the structural system.
6. A site plan that shows all buildings, improvements, standard and accessible parking, and path of travel to the building.
7. Architectural plans, including floor, roof, exterior elevations, door schedules, finish schedules etc. Architectural plans must also show full compliance with all State of California Accessibility Codes!
8. Electrical plans which include one-line diagram, power plan, lighting plan, panel schedule and load calculations.
9. Mechanical plans that show all new units, ducts, extensions, registers, materials etc.
10. Plumbing plans that show drainage waste and vent piping, grease interceptors (required for all restaurants), water piping, gas piping, fixture locations, fixture schedule etc.

## Other Approvals You May Need

1. **Los Angeles County Fire Department**  
Tenant improvement for occupancy changes, A, H, E and I occupancies and other occupancies over 2500 sq. ft. in area require Los Angeles County Fire Department approval prior to issuing building permits.
2. **Los Angeles County Department of Environmental Health**  
All food service occupancies must obtain Health Department approval prior to building permit issuance.

### 3. Environmental Health

All food service occupancies must obtain Health Department approval prior to building permit issuance.

### 4. South Coast Air Quality Management District (SCAQMD)

*Required if the proposed facility:*

- Requires the use of internal combustion engines greater than 50 horsepower.
- Involves mixing, blending or coatings.
- Creates dust or smoke.
- Involves liquid or solid refinery.
- Involves reclaiming of metals.
- Involves plating or coating.
- Requires the use of combustion equipment such as boilers, furnaces, broilers, baking ovens etc., rated greater than two-million (2,000,000) BTU/HR.
- Will handle or store solvents or motor fuels.
- Will use or store acids.
- Will use any chemical processes.
- Uses solvents for clean-up.
- Is a body shop, dry-cleaners, gasoline station, printer, parts coater, or restaurant with charbroiling equipment.
- Is located within one-thousand feet (1000') of any school. (Property line to property line, Grade K-12)
- If the demolition of a pre-existing structure, or the removal of asbestos material is necessary.

If you answered "**NO**"  
to all statements above, you do not need SCAQMD clearance at this time.

If you answered "**YES**"  
to any statements above, then SCAQMD clearance is mandatory.

#### Code References:

##### Current

California Building Code  
California Mechanical  
Code California  
Plumbing Code  
California Electrical Code  
California Green Code  
California Energy Code  
Los Angeles County Fire Code