

ANAHEIM



BUILDING DIVISION

REQUIREMENTS FOR PLAN SUBMITTAL OF TENANT IMPROVEMENTS

Submittal Procedure/Fees:

- Complete Building Permit Application Worksheet available at the Building Division. This worksheet is available at www.anaheim.net/building
- Obtain Planning Division's "Okay to check" or "Approval" on the site plan.
- Return to the Building Division to submit documents for the project.
- The plan check fee(s) must be paid at the time of submittal. Permit, additional plan check and other required fees shall be paid at the time of permit issuance.

Documents Required For Plan Check Submittal:

1. (2) sets of complete plans, (2) sets of Title-24 Energy and Structural Calculations
2. Minimum size of drawing paper: 18" x 24.
3. Provide complete building specifications including:
 - (a) Project Address/Legal Description, Floor/Suite/Room Numbers
 - (b) Occupancy Classification(s), Types of Construction and Fire Sprinkler System
 - (c) Building and Floor Area Tabulation.
4. Site Plan including building locations, dimensions, setbacks, area of remodel, and parking layouts.
5. Fully dimensioned Floor Plan(s) – indicate use of each room, exit door and size & hardware, width of corridors, exit signs, and etc. Show all fire resistive construction occupancy separation walls, area separation walls, and fire rated corridors. Provide a wall legend identifying whether wall is existing, new or walls to be removed, identify bearing walls and non-bearing walls.
6. Plan, section, and details of new partitions and ceiling showing:
Size, spacing and material of framing members. Note gage and ICBO number and installation/construction requirements for metal framing members.
 - (a) Method of attaching framing to the building structure. Compliance shall be shown with CBC Section 1604.10 and ASCE7-13.5.8.1 except #3 for lateral support of walls.
 - (b) Fire and draft stops in combustible construction in accordance with CBC Section 708. Show location(s) and provide typical details.
 - (c) Reflected ceiling plan and hanger details in accordance with CBC Standard 25-2.

7. Handicap Accessibility Requirements

Show all handicapped parking stalls, striping, location of handicap ramps, curb cuts, driveway & handicap parking stall signage, path to travel to T.I. area and complete details of sanitary facilities conforming to CBC Chapter 11.

8. Electrical Plans, to include:

- (a) Load panel schedule
- (b) Single line diagram

9. Mechanical Plans, to include:

- (a) Ducting layout plan
- (b) Mechanical equipment schedule conforming to Title 24 requirements
- (c) Mechanical equipment layout and equipment support (Roof equipment over 400 lb. Will require structural analysis to verify existing framing adequacy)
- (d) Visual screening details showing dimensions and materials proposed screen equipment
- (e) Model numbers and specifications for all fire/smoke dampers
- (f) Any required roof access on plans

10. Plumbing Plan, to include:

- (a) Plumbing layout (plan review)
- (b) Plumbing isometric drawings
- (c) All pipe sizing date, fixture schedule, point of connection, etc.

11. Title 24, Energy Standards to include:

- (a) Energy calculation packages
- (b) Appropriate Energy Documents signed and on plans

- Note:**
- a) If there is no mechanical, electrical, and or mechanical work, clearly state so in your project scope of work.
 - b) Your submittal must be in ONE complete package. You must include all of the above which is applicable to your projects.