



# 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](http://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. (3) sets of complete plans, (2) sets of Title-24 Energy & (2) sets of 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.