



City of Loma Linda

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Community Development Department

BUILDING AND SAFETY DIVISION

TENANT IMPROVEMENTS **PLAN CHECK REQUIREMENTS**

All Tenant Improvement plans submitted for plan check must meet the minimum requirements listed below.

- Submit 3 full sets of plans for plan check
- Submit 2 full sets of structural calculations
- Submit 2 full sets of Title 24 energy calculations
- The plans must be drawn on substantial paper (Minimum 24”X36”)
- All plans must be to scale and legible
- All plan check fees must be paid at the time plans are submitted for plan check

The plans shall consist of the following:

A.) COVER SHEET

1. Cover Sheet must show the legal description, project description, deferred submittals, use of the building, and current California building codes.
2. Cover sheet must include a vicinity map.
3. Project data/statistics must be listed and includes property owner name and address, project address, occupancy information, construction type, and zoning classification.
4. Person preparing plans shall sign them and note their certification or registration number.

B.) BUILDING PLANS

a.) SITE PLAN

1. Site plan shall be fully dimensioned indicating all property lines, house numbers on the street, or road upon which the property fronts and the distance to the nearest cross street or road. Locate on the plan any and all improvements existing and their use.

Sister Cities – Manipal, Karnataka, India and Libertador, San Martin, Argentina

2. Site plan must include grades and elevations of site and building. If more than one (1) foot of fill is to be made, or more than 50 cubic yards of dirt is to be moved, a grading permit is required.
3. Show Site dimensions, setbacks, lot coverage, block walls, and landscaping.
4. Show off-street parking, striped parking spacing, and accessible parking spacing.
5. The proposed tenant improvement must comply with all accessibility requirements found in Chapter 11B California Building Code. Submit details showing compliance.

b.) FLOOR PLANS & FOUNDATION PLANS

6. Floor plans shall show completely dimensioned floor layout of all rooms in building. Include locations of plumbing fixtures, lights, plugs, switches, electrical service entrance, door and window sizes and types, and ceiling joist sizes, spacing and direction of run.
7. Foundation plan shall be complete and showing all bearing wall footings and/or pier, girder, and floor joist sizes, locations, and spacings. Cross sections with all dimensions. Anchor-bolt sizes and spacing. Maximum allowable soil pressure without soil report shall be 1,000 P.S.F., including weight of footing.
8. Show sectional details of foundation, floors, walls, ceiling and roof size, and spacing of all members.
9. Show complete elevations and indicate type and method of lateral bracing.
10. Indicate roof pitch and type of roofing.
11. Show details of special or unusual construction or materials.
12. Manufactured materials shall be identified on plans by manufacture's name and product identification number. Include I.C.B.O numbers, if applicable.

c.) PLUMBING PLANS

1. Provide plumbing schematic showing sewer, soil, waste, vents, and vent cleanouts size all lines.
2. Show location of water meter and all service piping to buildings on plans along with pipe size.
3. Show water piping system, pipe sizes, and pipe materials to be installed on plumbing floor plans.

4. If to be installed show location of all gas piping on outlet side of meters and all gas piping on outlet side of meter, with pipe size. Show BTU or CFH at each outlet.

d.) ELECTRICAL PLANS

1. Show location of main service entrance on plan view.
2. Include a one line diagram showing service, feeder, panel, conductor, disconnect, overcurrent sizes and grounding.
3. Provide panel schedules with circuit identification, description of circuits, watts and voltage.
4. Indicate circuit number and panel of outlets, fixtures, and equipment on plan view.
5. Provide fixture schedule and method of support. Detail suspended fixtures.
6. Submit light calculations and/or switch of lighting to meet electrical energy conservation standards required by State regulations.
7. Indicate convenience outlet over inside of front window on separate circuit.
8. Indicate sign circuit to J box at front of building.

e.) MECHANICAL PLANS

1. Show locations of heating and air conditioning equipment.
2. Manufacturer's name, model number, and weight.
3. Ducts – material and sizes.
4. Fire dampers