



## Department of Building & Safety

### SUBMITTAL REQUIREMENTS FOR TENANT IMPROVEMENTS

This handout is designed for assistance in Tenant Improvement Plan Submittal to the Building and Safety Division. Omission of any of the following plan review items shall be deemed an Incomplete Submittal and will not be accepted for plan review.

The California Model Codes currently in effect are the 2025 California Codes, based on the 2024 International Residential Code (IRC), 2024 Uniform Plumbing and Mechanical Codes (UPC, UMC), 2023 National Electric Code (NEC), 2024 International Fire Code (IFC) and the California Energy Code and the California Green Building Standard Code ("Cal Green").

**Submit five (5) complete sets and two (2) sets of calculations, reports, and/or other data. Plans shall be designed, prepared and signed by an engineer or architect registered/licensed by the State of California. Plans shall be identical copies on a minimum 18" x 24" plan size sets or, a maximum 30" X 42" plan size.**

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#### CONSTRUCTION PLANS SHALL INCLUDE BUT NOT LIMITED TO:

##### **Cover Sheet:**

- ☐ Vicinity map, Assessor's Parcel Number, Site Address and Business name.
- ☐ Scope of Work (itemized breakdown), Sheet Index.
- ☐ Building data: Existing building Type of Construction, Sq. Ft. of leased area, leased area intended use/occupancy, occupant loads, Building Code data: Current Codes in effect - 2025 CBC, CRC, CalGreen, CEC, CMC, CPC, CFC, CBEEs, and City of Fontana Codes and Ordinances.
- ☐ List any flammable/combustible materials, chemicals, toxics or hazardous materials used or stored and total quantities of each, including MSDS reports
- ☐ Specify if existing building and leased area is fire sprinkler protected (Separate plan submittal to the Fire Department will be required for sprinkler modifications).

##### **Plot Plan:**

- ☐ Show North Arrow, building location and tenant leased suite location and adjacent uses.
- ☐ Accessible parking/unload areas, curb ramps, exterior route of travel to the leased area entry door and at least one route to the public right-of-away

##### **Floor Plans:**

- ☐ Fully dimensioned and to scale (3/16 inch per foot minimum scale) to include First and Second floors.
- ☐ All wall lines to be indicated by double line. Show exit door locations, widths, and direction of door swing.
- ☐ Wall legend. Show walls as existing or new, with references to wall construction details indicating heights, framing member size, spacing and material type, connections at top and bottom and top of wall lateral bracing method.
- ☐ Show all fixed elements of constructions e.g. bathroom facilities, fixtures, cabinets, storage racks and/or shelves.
- ☐ Accessible features e.g. fixed customer service counters, including kitchen, dining or drinking bar counters, new bathroom facilities, access to new areas, features and elements.

**Reflected Ceiling Plans:**

- ☐ If the proposed Tenant Improvement (leased area) consists of the existing ceiling, lighting and mechanical and no further alterations are proposed; then along with the reflected ceiling plan, simply indicate the elements as "existing and to remain".

**Section Views:**

- ☐ Walls and roof/ceiling finishes, complete occupancy separation and fire resistive construction if required, demising walls etc. For new conditioned spaces, section views shall indicate wall heights and insulation locations for walls and roof/ceilings.

**Plumbing/Mechanical Plans:**

- ☐ System material types and sizes, waste/vent and potable water layouts or isometrics, plumbing fixture schedule, etc.
- ☐ HVAC (new or existing) equipment location, distribution layout material type and sizes fire/smoke control devices and activation. Include a line of site detail showing new roof top equipment shielding.
- ☐ Gas line diagram, material type, sizes and load demand.

**Electrical Plans:**

- ☐ Interior Main Distribution single line diagram, panel schedule and load calculations, etc.
- ☐ Electric power and lighting plans, interior fixture schedule, illuminated exit signs and emergency illumination (if applicable), or indicate as, "existing and to remain".
- ☐ Title 24 Energy Electrical requirements including multi-level switching arrangements and automatic electrical lighting shut-off system.

**Structural Plan/Foundation/Framing/Floor/Ceiling/Roof Plan & Details:**

- ☐ Structural design justification of the existing roof framing for new mechanical equipment exceeding 400lbs.
- ☐ Foundation supporting elements and connections, reinforcement, slab and footing details, etc.
- ☐ Structural frame plan(s) to include framing cross section(s) and detailing, structural connections, etc.
- ☐ T-Bar ceiling standard details and seismic restraints.

**Supplemental Information:**

1. Submittal to include two (2) copied sets of original shell building Title 24 Energy calculations or new 8.5' x 11" Title 24 Energy calculations or Energy calculations as for newly constructed conditioned space.
2. ENV or PERF (Envelope), MECH (Mechanical) for conditioned space as new construction or, as for an addition including, LTG (Lighting) Energy Calculations for new lighting with required forms copied to the full-size plan sheets.
3. Separate submittals and permits are required for signs.
4. Fees are based on the current City of Fontana annually Adopted Fee Schedule.
5. Restaurant/Food establishments must obtain approval from the San Bernardino County Health Department/Food Division: and the local water/sewer purveyor for grease waste interceptors.
6. All contractors/sub-contractors must show proof of State and City licenses and shall comply with Sec. 3800 of the Labor Code regarding Workers Compensation.
7. Applicant shall obtain all required clearances and/or approvals from the appropriate Department(s) (Planning, Fire, & Engineering) prior to issuance of any building permits.
8. Each project will be reviewed on its own merits and may have special individual requirements.

By signing below, you are acknowledging all items per checklist as referenced above are included in sets of plans proposed for submittal:

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Applicant's Signature

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Date