CITY OF LAKE FOREST

TENANT IMPROVEMENT PLAN REQUIREMENTS

I. Three complete sets of plans are required to be submitted. All sheets of plans are required by the State Business and Profession Code, to be signed by person assuming responsibility for the project. Plans prepared by California-licensed professional engineers or architects shall be stamped and signed.

II. The following items shall appear on the first sheet of the drawings:

A. Applicable codes: 2013 California Building Code, 2013 California Plumbing Code, 2013 California Mechanical Code, and 2013 California Electrical Code, 2013 California Energy Code

B. Building code data: Existing and proposed group occupancy(s) and use(s);
Type(s) of construction, including fire sprinklers;
Floor area per occupancy group/type of construction.

III. Plans shall be drawn to scale and shall consist of:

A. Plot Plan:
1. Legal description or AP number
2. Existing buildings
3. Location of space
4. Use of adjacent spaces
5. Accessible parking spaces
6. Path of travel to public way

B. Floor Plan:
1. Use of spaces
2. Exits (number, width, door hardware, signage)
3. Location of all walls, doors, fixed equipment
4. Area and/or occupation separation walls

C. Sections:
1. Construction for one-hour fire-rated assemblies
2. Framing, height, insulation, finishes, support connections at top and bottom

D. Suspended Ceiling & Soffits:
1. Suspend ceiling plan – ceiling heights and finishes
2. Gravity and lateral support
3. Details of soffit framing

F. Energy Compliance:
1. Modifications to envelope – calcs required – blueprint ENV-1 forms onto plans
2. Additional lighting load – calcs required – blueprint LTG-1 forms onto plans
3. Additional HVAC equipment – calcs required – blueprint MECH-1 forms onto plans
4. Mandatory features

G. Disabled Access Compliance:
1. Area of improvement
2. Primary path of travel to a primary building entrance and to the remodeled area
3. Sanitary facilities, drinking fountains, and public telephones serving the remodeled area

H. Plumbing, Mechanical, and Electrical:
1. Plans are required when substantial work is proposed.
2. When adding new loads to existing framing provide stamped and signed framing plans and calculations for verification.

IV. Outside agencies may impact your project. A list of such agencies, including the contact person and their telephone number is available at the Building Department counter. **Allow sufficient time for processing your plans through these agencies.**