



CITY OF COLTON  
DEVELOPMENT SERVICES DEPARTMENT BUILDING AND  
SAFETY DIVISION  
659 NORTH LA CADENA DRIVE COLTON, CALIFORNIA  
92324  
(909) 370-5079  
7:30 a.m. to 4:30p.m. Monday – Thursday

## **TENANT IMPROVEMENT SUBMITTAL REQUIREMENTS**

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The following provides guidance to the applicant by outlining the minimum requirements for plan submittal for Tenant Improvement projects and will minimize the processing time period. When the minimum required documentation and plan information is incorporated into the project plans as indicated below, the submittal review process can be completed and the project will be able to proceed to the formal plan review process by the applicable departments/divisions.

### **DOCUMENTATION**

- PERMIT APPLICATION:** A Review and an “OK to submit” by the Planning Division is required prior to Building Division submittal. Your application form must include all proposed work, including demolition, engineering, site improvements, etc. and is subject to verification and adjustment during plan review.
- UNREASONABLE HARDSHIP APPLICATION:** Projects needing hardship consideration from Title 24 accessible requirements will require a completed hardship waiver application and approval by the Building Official.
- PLANS:** FIVE (5) complete sets of plans, printed on 24” X 36” sheets is required. Plans must follow standard drafting conventions and be complete. Typically, plan scale is 1/8” for site plan & plot plan. 1/4” scale for floor plan, elevations, sections, etc.
- LETTER OF INTENT:** A Letter of Intent, describing the proposed use of the improved area (i.e.: retail sales, office coffee shop, etc.) and indicating the number of employees on the largest shift and available parking.
- SITE SURVEY:** A site survey is required for projects without clearly established and verifiable property boundaries, prepared by a licensed Land Surveyor or Registered Civil Engineer. This is not required for interior only renovations.
- STRUCTURAL CALCULATIONS:** Two (2) copies of the supporting calculations, wet stamped and signed, unless waived by the Building Official.
- TITLE 24 ENERGY ANALYSIS:** Forms must be made part of plans. T-24 is required when there are changes to the envelope, mechanical systems or when 50% or more of the lighting is added or changed.
- SAN BERNARDINO COUNTY HEALTH DEPARTMENT:** SBCOHD Plan approval is required for Food Service Establishments.

## **PLAN INFORMATION**

Plans for non-exempt Commercial Construction and Tenant Improvements shall be provided by a licensed Architect, Engineer, Contractor or Registered Design Professional. Current California law does not provide for an Owner/Builder permit on non-residential Projects.

The plan, at a minimum, shall include the following information and details:

*\*Please note, not all submittals will require all elements on a complete plan. Each project submittal will be determined on an individual basis.*

- A complete **“Project Description”** and **“Scope of Work”** must be on the cover sheet of the plans. The plan description must match the Application description.
  
- Deferred Submittal items shall be clearly noted on the cover sheet and will be required to be submitted, approved and permitted prior to the framing inspection. Life safety items are not approved for deferred submittal.
  
- Building Data Legend** must be provided on the title sheet. Include the following minimum information:
  - Project address.
  - Owner’s name and address.
  - Designer / Architect / Engineer contact information.
  - Name, address and telephone number of person who prepared the plans
  - The Legal description (A.P.N.).
  - Occupancy Group.
  - Type of Construction.
  - Floor Area calculations, including existing and new areas.
  - Site area and % of coverage.
  - If sprinkler system is installed.
  
- Provide with each set of plans\*:
  - Cover sheet with Vicinity Plan and drawing index.
  - Conditions of Approval (inserted behind the cover sheet) if applicable.
  - Site Plan.
  - Roof Plan/Floor Plan.
  - Construction Section(s).
  - Foundation Plan.
  - Floor Framing / Roof Framing plan.
  - Elevations of all effected sides.
  - Architectural and structural Details.
  - Demolition Plan.
  - Details of Occupancy Separation and Fire Rated Construction, if applicable.

- Plan shall include an NPDES note on the site plan: ***“The discharge of pollutants to any storm drainage system is prohibited. No solid waste, petroleum byproducts, soil particulate, construction waste materials, or wastewater generated on construction sites or by construction activities shall be placed, conveyed or discharged into the street, gutter or storm drain system.”***
- If the project includes exterior work, the plan shall delineate all projecting elements, and show distance(s) to property line, or adjacent structures.
- Plan must correctly identify the current codes. Provide a statement on the title sheet of the plans that this project shall comply with the **2019 California Building Code, 2019 California Mechanical Code, 2019 California Plumbing Code, 2019 California Electrical Code, California Green Building Standards Code, 2019 California Energy Efficiency Standards (T-24), and the current City of Colton Regulations and Ordinances.**
- Indicate if the existing building is protected by an automatic sprinkler system. Projects that require a new Fire Sprinkler System to be installed shall have the cover sheet notated “FIRE SPRINKLERS REQUIRED”
- Show the proposed floor plan that includes the existing walls to remain, demolished walls and the new walls. A wall legend for the existing walls to remain, to be demolished and new walls shall be provided. Existing walls with structural upgrades affecting the foundation or the lateral support (shear) are considered new walls. Existing walls with the drywall removed are considered part of the renovation.
- An accessibility plan shall be provided that includes the following:
  - Accessible parking compliance. Show the total number of parking, accessible and accessible van parking spaces provided.
  - Exterior path of travel.
  - Building entrances and interior path of travel compliance.
  - Accessible compliance of the improved or altered area.
  - Facilities serving the improved or altered area, including restrooms, telephones and drinking fountains.
  - Details of any required signage.
  - Dimensions of the accessible requirements for the fixtures on the plans.
  - Detail the accessible counter 28” – 34” high & a minimum of 36” long.
  - Detail the 32” clear openings at doors.
  - Note all egress hardware including any panic hardware, fire doors, closers and lever handles.
- Note **one** of the following conditions on the plans:
  - **“Existing, Fully Accessible Restroom”**: Plans must demonstrate via dimensioned floor plans, details and notes to show complying conditions.
  - **“Existing Restroom to be Made Fully Accessible”**: Plans must demonstrate via dimensioned floor plans, details and notes to show complying and non-complying conditions and the alterations necessary to provide compliance.
  - **“Existing Restroom to be Partially Accessible”**: Plans must demonstrate via dimensioned floor plans, details and notes to show complying conditions for non-complying conditions, which non-complying conditions are to be made to comply and the alterations necessary. This condition is allowed only when the application for Unreasonable Hardship has been approved by the Building Official.

Mechanical single line drawings and details, if applicable, detailing the following:

- Locations of heating, cooling and ventilating equipment.
- Mechanical equipment schedule identifying the equipment manufacturer's name, model number, capacity, etc.
- Duct layout showing size, duct gauge (if metal) and register locations.
- Product - conveying dust system in compliance with the 2019 CMC, Chapter 5.
- Chiller should be enclosed in a machinery room as required by the 2019 CMC, Chapter 11.
- Commercial hood and kitchen ventilation system in compliance with the 2019 CMC, Chapter 9.
- Exact sizes and locations of combustion air openings or ducts should be shown per the 2019 CMC, Chapter 7.
- Show outside air minimum of 15 cubic feet per occupant.
- Show condensate drain location and approved receptor.

Plumbing single line drawings and details, if applicable, detailing the following:

- Waste and vent system.
- Domestic water system.
- Condensate system.
- Fuel gas-piping system.
- Medical gas system.
- Private sewage disposal system.
- Grease interceptor.

Electrical single line drawings and details, if applicable, detailing the following:

- Provide power, lighting, circuiting and switching single-line diagram on the plan.
- Reflective Ceiling plan including the locations of exit signs.
- Electrical panel schedules and load schedules.
- Show the location of all receptacles and outlets +15" min. and 48" max height.
- Indicate circuit designators near outlets and identify the home runs.