



## City of Claremont Building Division

# Tenant Improvement Submittal Checklist

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**Three (3) complete sets of plans** are required, *including but not limited to the following*:  
All plans must be drawn to scale and be fully dimensioned.

- Address of Subject Property**
- Site Plan** – Show building location (vicinity map) and legal address.
- Floor Plan** – Show overall floor plan of building and indicate use(s) of adjacent tenant spaces, side yards and parking areas. Provide system of egress pursuant to the 2010 California Building Code, Chapter 10.
- Accessibility Compliance** – Show how area of renovation complies with disabled access requirements. Show accessible path of travel from public sidewalk and parking space to tenant space. Path of travel features include restrooms, drinking fountains and public telephones serving the area of renovation, as required by the California Building Code, Chapter 11.
- Occupancy** – Indicate type of proposed occupancy and indicate type of construction.
- Detail** – Show all existing and proposed walls, indicating all demolition and new constructions. Also provide wall section details showing stud size and type, plates, method of attachment at floor and ceiling or roof.
- Reflected Ceiling Plan**
- Doors** – show all door locations, sizes, fire rating (if applicable), direction of swing, door hardware and type and location of exit signage.
- Plumbing** – Provide plumbing plans if any new plumbing is being proposed.
- Electrical** – Provide electrical single line diagram and load calculation if new or upgraded service is proposed. Provide lighting and electrical layout. Include panel schedule(s) with load calculations. Energy forms are required for the addition of new lights.
- Mechanical** – Provide mechanical drawings showing location of existing and proposed registers, location HVAC equipment and duct locations and size. Energy forms are required when installing a new system of components.
- Energy Compliance Forms** – Provide Title 24 Energy Calculations for proposed tenant Improvement spaces involving new conditioned space and new lighting. Required forms include calculations for the envelope, lighting and mechanical.