



CITY OF HIGHLAND
BUILDING & SAFETY DIVISION

27215 Baseline St., Highland Ca, 92346

Permit Counter: (909) 864-8732 X 232 | Inspection Request Line 909-864-8732 X 228

Minimum Requirements for Tenant Improvement Construction Plan Submittal

Omission of any required items listed below will result in refusal of plans for plan check.

Submit three (3) complete sets of Construction Drawings (42" X32" maximum sheet Size; 11"X17" minimum sheet size). Clearly distinguish between existing (E) and new (N) construction. Plans must follow the standard drafting conventions, containing all required elements; clearly show scope of work, and methods of construction for plan review. Fully Dimension all Plans.

** Fire Sprinkler systems/ alterations and Fire alarms require separate submittal and should be clearly noted on the Title Sheet as differed submittal*

Plans requiring an architect or engineer design must be wet stamped and signed by the responsible designer.

TITLE SHEET:

- Title block with the of name of project, address & APN number of property, Owner & Designer Information
- Clearly defined scope of work proposed
- Sheet index or table of contents
- Code year edition, occupancy classification, use zone, type of construction, square footage of building, and occupant load.
- *An allowable area justification is required if there is a change in occupancy or increase in square footage.*

PLOT PLAN (with vicinity map):

- Draw to scale, indicate all property lines, and show existing buildings and their uses, occupancy, size, construction type, location of any required yards, and required setbacks.
- Provide distance to property lines
- Indicate all parking spaces.
- Utilities connections (Water, Gas, Sewer, Electricity, and Easements)
- Indicate the location of the Proposed modifications within the building/ location of additions (Fire Flow required along with hydrant location, identification, distance as the hose lays)

FOUNDATION PLAN:

- If any changes or alterations to existing or interior footings, the following shall be required: structural calculations, fully dimensioned plans showing all footing locations, pier and footing sizes. Foundation details indicating size, width and depth of footings. Indicate anchor bolt size, spacing and type. Indicate slab thickness (mesh and visqueen type and size, if required).

FLOOR PLAN:

- Clearly show existing floor plan **AND** proposed floor plan.
- Indicate all openings, walls, doors, window, their fire ratings (if applicable) & sizes.
- Identify all room sizes and Occupant loads.
- Indicate all plumbing, electrical and mechanical fixtures, and restroom requirements (this may be provided on a specified Electrical, Plumbing, Mechanical, or accessibility plan sheet). Show location, make, model number and size of the furnace unit, AC unit and water heater.
- Indicate all mandatory features and devices on the floor plans as required by Title 24.
- Indicate the existing spaces next to the proposed tenant improvement and their use.
- Show a path of travel from the space being altered to the Public way. Identify Fire Corridors and provide construction details for fire resistive construction.
- Means of egress and exiting plan with location of illuminated exits, fire extinguishers, emergency lighting, etc.



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FRAMING PLAN/ CROSS SECTIONS: For projects including partitions or other structural alterations.

- If any changes to existing walls (bearing or non-bearing) or adding new walls, the following will be required: Show all stud size and spacing; rafter size and spacing; ceiling joist size and spacing. Indicate all header beam and girder sizes. Indicate top and bottom plates and detail all connections, wall bracing and/or shear walls, T-Bar detail. Indicate R-value and thickness of insulation for walls, ceiling and floors. Show type of interior and exterior wall finish. Indicate roof pitch, size and spacing of rafters, thickness of sheathing and roof covering information.
- Call out any special connection detail needed
- Indicate all finish materials to be utilized in the construction.

ELEVATIONS:

- If any changes or alteration to exterior, the following shall be required: Show front, rear, left and right sides of the proposed building. Indicate direction of each elevation faces, north, south, etc.

DETAILS:

- Show sufficient details on the plans to clearly explain all structural connections and clearly referenced.

ROOF PLAN:

- If applicable, indicate roof pitch, show hips, valleys, ridge and purlins. List type and thickness of sheathing. Provide roofing material information, if tile, provide (I.C.C.) International Code Council approval number. Indicate "class" (A, B or C)

ELECTRICAL PLAN:

- If ANY alterations are being made to the electrical system, a separate electrical plan with Single Line Diagram is required. Show panel size and locations, panel schedule, circuit distribution and over-current size, location of all outlets and fixtures, conductor size and conduit size, material, length of runs, and lighting details.

ENERGY CALCULATIONS:

- All Tenant Improvements shall complete documentation verifying prescriptive of performance compliance with Title 24. Appropriate energy forms for the alteration/ addition shall be provided in the plans along with two(2) sets bound on 8.5" X 11" paper.

PLUMBING PLAN:

- Show isometrics of new plumbing and gas piping including pipe size, materials, and points of connection. Indicate new vs. existing.
- If any sewer work is proposed other than restrooms show sample wells and grease traps.
- Provide Water & Drainage Fixture unit Calculations (DFU's & WFR's) for sizing of the water service, meter, and branches.

MECHANICAL PLAN:

- Show proposed alteration or additions of all equipment, registers, and ductwork, including their size location and manufacturers specifications for all equipment.
- Any proposed roof mounted units require screening from all sides (per satisfaction of the planning department)
- Equipment greater than 350 lbs. shall have an engineered calculation for the roof structure and attachment.



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ENGINEERING CALCULATIONS:

- If engineering calculations are required by plan check, or are required due to the type of construction, submit two complete sets of engineering calculations with the engineer's original wet signature on both sets. The plans and calculations must correlate.

ACCESSIBILITY :

- Additions, alterations and remodels of Multi-unit Housing, Commercial or industrial facilities within the state of California require that the new construction be in compliance with accessibility requirements and that existing accessible features of the properties be brought up to current code requirements. Thus improvements to buildings must show accessibility details for parking, path of travel, area of remodel and facilities that serve the area of remodel
- Show the status of compliance for the path of travel, parking, sanitary facilities, drinking fountains, public phones, signage, routes, and all other site facilities that serve the area of remodel. Provide details and call out required clearances and height dimensions for accessibility features.
- Complete accessibility hardship information for qualifying projects. Elements qualifying for a hardship exemption must be fully documented as to their non-complying conditions and the in lieu of work must be fully documented as well as the cost of various elements. Exemptions must be approved by the Building Official and the Disabled Accessibility Appeals Board.

Before the building permit will be issued, all plans will be approved by all applicable City Departments (Building & Safety, Planning, Engineering, Community Service and Fire Department).

IN ADDITION TO CITY APPROVALS DEPENDING ON THE TYPE OF PROJECT, A CLEARANCE OR APPROVAL FROM THE FOLLOWING AGENCIES MAY BE REQUIRED.

Contact East Valley Municipal District (EVWD) at (909) 889-9501 to obtain a plumbing release when adding fixtures to a plumbing system.

Contact San Bernardino County Environmental Health Services at 800-442-2283 to obtain approval for food service businesses.

Prior to Building plan check approval for restaurant/food establishments, applicants must provide the Building Division a stamped approved set of Health Department Plans. Health Department Plans are to be submitted separately by the applicant directly to San Bernardino County Environmental Health Services Department.

Please check with the City of Highland Planning Department for any of the following:

Proposed new or revised suite numbers for the project site.

If there is any proposed change in use, the applicant shall provide a Letter of Intent describing the daily operation of the business to the City of Highland Planning division for approval.

Should a calculation of the overall site parking space be required in accordance with the City of Highland Municipal Code

Construction and demolition waste and recycling shall be completed in accordance with the City of Highland Municipal Code Sections 8.12.220 and 8.12.285

All new submittals and resubmittals incur an additional 1 business day for routing to plan review and 1 business day after the review is complete for processing. Once plans are approved, allow the Building Division up to 3 business days to prepare for permit issuance.