



CITY OF MISSION VIEJO
BUILDING SERVICES DIVISION
200 CIVIC CENTER,
MISSION VIEJO, CA 92691
(949) 470-3054

**TENANT IMPROVEMENT
SUBMITTAL CHECK LIST**

Please submit three (3) sets of scaled drawings (Minimum 24 inches by 36 inches) with the following information:

In order for a complete plan review to be conducted, please submit the plans showing the following information:

1. **SITE PLAN** – Show building location (vicinity map) and legal address.
2. **OCCUPANCY** – Please submit a “Letter of Intent” completely describing the proposed use of the improved area (i.e. retail sales, woodshop, office, etc.), indicate the number of employees on the largest shift, ownership of the business (name and telephone number).
3. **OCCUPANCY CLASS/OCCUPANT LOAD/TYPE OF CONSTRUCTION** – Please indicate the Occupancy Classification, Occupant Load, and Type of Construction.
4. **CODES** – Indicate that all work will be done in compliance with the 2016 Editions of the California Building Code, California Mechanical Code, California Electrical Code, California Plumbing Code, California Green Building Standards Code and California Energy Code.
5. **DISABLED ACCESS** – Show how the tenant space complies with disabled access requirements. Show accessible path of travel from public sidewalk and/or parking space to addition. Path of travel features include restrooms, drinking fountains and public telephones serving the area of renovation. **Note:** Point of transaction, drink dispensers, and condiment areas must comply.
6. **FLOOR PLAN** – Show overall floor plan of the building and indicate use(s) of each room and/or area and indicate uses of adjacent tenant spaces.
7. **DETAILING** – Show all existing and proposed walls, indicating the proposed walls. Also provide wall section details showing size and type, plates, method of attachment at floor and ceiling or roof, etc.
8. **DOORS** – Show all door locations, sizes, fire-rating (if applicable), direction of swing, self-closing mechanisms, required signage and lighting, etc. (Specify lever hardware for all doors).
9. **ELECTRICAL** – Provide electrical single line diagram, panel schedule(s) and load calculation for new or upgraded service. Provide lighting and electrical layout including emergency and exit lighting. Energy forms are required for the addition of new lights. Indicate type and size of conductors and conduits. Note that receptacles must be min. 15” AFF and switches & controls max. 48” AFF.
10. **PLUMBING** – Provide complete plumbing plans showing type and sizes of all appliances and materials. Show properly sized grease trap/interceptor if required by California Plumbing Code or the water district.
11. **MECHANICAL** – Provide mechanical drawings showing location of existing and proposed registers, location of HVAC equipment and duct size and locations. Energy forms are required when installing a new system or components. Note that an air balance certificate and outside air certificate are required at final inspection.
12. **ENERGY COMPLIANCE FORMS** – Required forms would include calculations for the envelope, mechanical, and lighting.
13. **PARKING** – A calculation of the overall site parking space requirement in accordance with the Municipal Code.
14. **PLANNING** – Approvals required.
15. **PUBLIC SERVICES**- Approval required.

NOTE: Two additional sets of plans and a disc in a digital file are required when **Fire Authority** reviews plans. Contact Orange County Fire Authority at phone number (714) 573-6100 if unsure whether review is required.