



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

TENANT IMPROVEMENT SUBMITTAL CHECKLIST

In order for a complete plan review to be conducted, please submit the plans showing the following information, but are not limited to:

1. **SITE PLAN** – All plans must be legible, to scale, and prepared, sealed, and signed by a California Licensed design professional. i.e. an architect, civil/structural engineer, etc. Plans that do not affect building safety systems such as (but not limited to) structural, fire-rated components, and exit access may be prepared by a certified interior design professional. Any plan preparer/draftsperson must be experienced in Disabled Access Compliance. Plans must be provided with a scope of work, and a sheet index. Show building location (vicinity map), legal address, main streets, property lines.
2. **USE OF SPACE** – 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, telephone number, and address).
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 current editions of the California Building, Electrical, Mechanical, Plumbing, Green Building Standards, and Energy Codes.
5. **DISABLED ACCESS** – Show how the tenant space complies with disabled access requirements. Show accessible path of travel from public sidewalk and parking space to the renovated space. 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 apply.
6. **FLOOR PLAN** – Show overall floor plan of the building/space 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 and walls to be moved/removed. 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, circuitry plan, panel schedule(s), and load calculation for new or upgraded service. If exiting is in question, provide a photometric survey. If no changes to existing electrical will be done, a panel schedule is still required. 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 a min. 15" AFF and switches & controls max. 48" AFF.

10. **PLUMBING** – Provide complete plumbing plans, including isometric diagrams showing all gas, waste & vent, and hot & cold water lines. Show type and sizes of all appliances and materials, with indicated slopes for all new drains. Show properly sized grease trap/interceptor if required by CPC or the water district. Product specifications may also be required.
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, new components, or duct work. 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 envelop, mechanical, and lighting.
13. **PARKING** – A calculation of the overall site parking space requirement in accordance with the Municipal Code.

Building, Planning, Public Services, and Public Works are required to review and approve any plans prior to permit issuance.

NOTE: The Orange County Fire Authority (OCFA)/ OC Health Department may need to review your plans. These requirements will be determined as part of application of application review.

All permits can be applied for online on the [City of Mission Viejo Client Self Service Portal](#).