

Document Submittal Requirements for a Tenant Improvement, Addition, or Alteration to an Existing Commercial/ Industrial Building

note: separate permits are required for mechanical, electrical, and plumbing

This list is suggested minimum document submittal requirements, including architectural and structural plans, calculations, and other miscellaneous information. Some projects may not require all of these documents while others may require additional documents and information.



A. Plans

1. Architectural Plans - Plot Plan
 - Floor Plan
 - Exterior Elevations
 - Cross Sections
 - Disabled access features
2. Structural plans
 - Foundation Plans for new construction (if applicable)
 - Floor and Roof Framing Plans for new constr.
 - Structural Framing and Connection Details
3. Grading Plans where Grading is proposed
4. Plumbing Plans (including relevant information from architectural plans for new components)
5. Mechanical Plans (including relevant information from architectural plans for new components)
6. Electrical Plans (including relevant information from architectural plans for new components)

B. Calculations

1. A complete set of structural calculations (for vertical and lateral loads) signed by a licensed professional.
2. Energy Calculations and forms for new or altered elements. (California Title 24)
3. Soils Report/ Geotechnical Report if any significant foundations.

C. Other Documents

1. Hazardous Materials Inventory List (list type and quantities of hazardous chemicals stored on site)
2. Materials Specifications
3. Contaminated Soil Clearance (if applicable, from L.A. County)

Expanded Information on Above Documents

A. General Information

1. Plans prepared with ink or indelible pencil or by a reproduction

process, drawn to scale, fully dimensioned, and a minimum size of 24" x 36". Plans shall be of sufficient clarity to indicate the nature and extent of proposed work and to show in detail that the project will conform to the provisions of all applicable codes and of relevant laws, ordinances, and regulations.

2. Signature and stamp on all documents by architect and/ or engineer. (stamping of all cover sheets is acceptable).
3. Name(s), title(s), registration(s), address(s) and telephone number(s) of all architects and/ or engineers on cover sheet.
4. Project name and address, owners name, address, and phone number on cover sheet.
5. Cover sheet information:
 - a. Applicable codes and editions.
 - b. Description detailing scope of work.
 - c. Occupancy group(s) and type(s) of construction; sprinklered or unsprinklered.
 - d. Occupant loads per the Cal. Bldg. Code, egress capacity and configuration proposed.
 - e. Fire ratings (if any) proposed for all walls, floors, etc.

B. Architectural Plans

1. Plot plan including:
 - a. Lot dimensions, property lines, street and alley dimensions and locations.
 - b. Building footprint showing all projections and dimensions to property lines and adjacent structures.
 - c. Fully dimensioned parking lot layout, driveway locations, sidewalks. All disabled access features, such as disabled parking spaces, paths of travel, sidewalks, etc.
 - d. All easements and/ or all existing and proposed utility locations.
2. Fully dimensioned floor plans, including:
 - a. All room sizes and uses; existing and proposed.
 - b. Corridor and aisle widths.
 - c. All disabled access features, including fully dimensioned restrooms. Indicate accessible path of travel from primary entrance to the area of modification.
3. Fully dimensioned roof plans; including roof eaves, overhangs, rakes and gables, roof details, roof mounted equipment, roofing material specification.
4. Exterior elevations of all exterior walls drawn to scale.
5. Cross sections, if applicable, drawn to scale, accurately depicting all proposed construction.
6. Interior elevations of all fixed cabinets, counters, drinking fountains, public telephones to show compliance with all disabled access requirements.
7. Door and window locations, door and window schedule including thresholds.
8. Fully dimensioned elevator, stair, and ramp details, if applicable, including rise and run, handrail dimensions, all structural member sizes.
9. All egress locations, egress widths, exit signage, emergency egress lighting.
10. All fire rated walls, construction types. Fire rated doors, windows, fire rated penetration details.
11. Fireplace details, if applicable.
12. Interior finish schedule including flame spread and smoke developed ratings.
13. Any other disabled access notes and/ or details necessary.

C. Structural Plans

1. Fully dimensioned foundation plan, if applicable, including all sizes and reinforcement.

2. Fully dimensioned framing plans, if applicable, including all framing sizes and connection details.
3. Structural wall sections, if applicable, including details at foundations, floors, and roofs.
4. Post and girder sizes and details, if applicable.
5. Shear wall locations and specifications, if applicable, including nailing, anchor bolts, transfer connections, hold-downs, etc.
6. Stairway framing and connections, if applicable, including all handrails.
7. Truss plans, if applicable, including engineers stamp.

D. Landscape Plans

Show all proposed plant locations and types, irrigation system.

E. Plumbing Plans (separate permit is required)

(drawings are required if any of the following thresholds are met:

- a. work area is over 5,000 s.f.
- b. installation of a medical gas system
- c. installing a rain water/ storm drain system.
- d. installing a sump pump or sewage ejector.
- e. installing more than 7 fixtures.
- f. installing a gas system over 2" in pipe size.
- g. installing a grease trap or interceptor for grease, sand, oil, or flammable liquids.)

1. Site utility plan showing all existing and proposed utilities and sizing calculations.
2. Waste and vent pipe sizing and calculations.
3. Water pipe sizing calculations.
4. Kitchen plan for common area kitchens.
5. Roof drain plan and sizing calculations.
6. Condensate drain plan.

F. Mechanical Plans (separate permit is required)

(drawings are required if any of the following thresholds are met:

- a. installing a new smoke evacuation system.
- b. installing a new commercial hood.
- c. installing a new environmental exhaust system. i.e.; exhaust ventilation.
- d. installing or replacing a 3 ton or larger hvac system.
- e. modifying an existing system in a work area of over 5,000 s.f.)

1. HVAC Plan(s) including size (btu/ hr output) and location of hvac equipment.
2. All duct sizes, insulation, and locations, including all supply and return grills, all fire damper locations.
3. Gas piping sizing and locations, sizing calculations.
4. kitchen plans for any common area kitchens and L.A. County Health Dept. approval.

G. Electrical Plans (separate permit is required)

(drawings are required if any of the following thresholds are met:

- a. area of work is over 5,000 s.f.
- b. new service or panel of over 600 amps.
- c. commercial kitchen renovation
- d. increased total lighting wattage (change of hardwired fixtures, not bulbs)
- e. relocating or replacing over 50% of the fixtures.

1. Electrical power, lighting, and systems (if applicable) plans, including all circuiting and fixture designations, all wire sizes.
2. Load calculations and panel schedules and diagrams.

3. Title 24 Energy forms and calculations, including signatures, attached to plans.

Separate plans are required for:

1. Significant site grading: Culver City Engineering Division.
2. Use of sidewalks or right of way: Culver City Engineering Division.
3. Signage: Culver City Planning Division.
4. Special events: Culver City Planning Division.
5. Fire sprinklers: Culver City Fire Prevention Division.
6. Fire alarm systems: Culver City Fire Prevention Division.
7. Demolition, if done without an associated building permit. (Building Safety Division)

Note:

This is not a complete list of all document submittal requirements for all types of applications. Further information may be required after the initial plan review.