



# CITY OF DANA POINT

## COMMUNITY DEVELOPMENT, BUILDING AND SAFETY

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**B105 - TI SUB**

**2022 CALIFORNIA CODES**  
CODE CYCLE

**01/02/2023**  
EFFECTIVE DATE

### TENANT IMPROVEMENT SUBMITTAL

The following criteria provides guidance to the applicant by outlining minimum requirements for plan submittal used for nonresidential tenant improvement projects and will minimize the processing time period. When the minimum required documentation and plan information is incorporated into the project plans as identified below, the submittal review process can be completed, and the project will proceed to the formal plan review process. Plan sets will be distributed to applicable departments and/or divisions internally.

#### REQUIRED DOCUMENTATION AND SCOPING TO SUBMIT TENANT IMPROVEMENT PLANS

- PERMIT APPLICATION:** A completed permit application, reviewed, and approved by the Planning Division is required prior to Building Division submittal. Your estimated project valuation must include entire scoping of proposed project which includes demolition, engineering, site improvements, utilities, and the tenant improvement, etc. Valuation or construction cost is subject to verification and adjustment during plan review.
- PLANS:** Three (3) complete sets of plans, printed on minimum size of 24"x36" or maximum size of 30"x40" sheets. Plans must follow standard drafting conventions and be complete. Typically, plan scale is 1/8" per foot for site plan & plot plan and 1/4" scale for floor plan, elevations, sections, etc. Other sizes or scales, larger or smaller, require prior written approval by the Building Official. Plans are to be legible for field use and constructability. No deferment for separate submittals is to be considered unless approved by City Building Division staff.
- LETTER OF INTENT:** Business owner is to provide written declaration describing nature of business, name of business, business owner names(s) with address, number of employees, hours of operation, total square feet of space used to operate business and if subleasing or a breakdown of office/warehouse/retail/storage if applicable. Information provided is for preparation for the Certificate of Occupancy.
- SITE SURVEY:** A site survey is required for projects not having clearly established and verifiable property boundaries and is prepared by a licensed Land Surveyor or Registered Civil Engineer. This is not required for interior only renovations.
- STRUCTURAL CALCULATIONS:** Two (2) copies of the supporting calculations stamped and signed by the engineer of record, civil or structural, are to be submitted with plans. Calculations may be waived by City of Dana Point Building Official.
- MEP PLANS:** See following pages for Mechanical, Electrical and Plumbing submittal requirements.
- SOILS REPORTS:** When required, two (2) copies of the soils report are required for review. Such reports are to be permanently bound.

- ❑ **TITLE 24 ENERGY ANALYSIS:** Energy forms must be integrated into plans. T-24 is required when there are changes to the envelope, mechanical systems or when 50% or more of the lighting is added or changed.
- ❑ **SAN DIEGO GAS & ELECTRIC (SDG&E) SERVICE WORK ORDER:** Electrical metering SDG&E service work order is required for any new service-switchgear modifications, temporary power poles or service panel upgrades. Such work order is issued by SDG&E electric company and is to be provided before plans are approved and permit issued.
- ❑ **ORANGE COUNTY FIRE AUTHORITY (OCFA) FIRE QUESTIONNAIRE:** Completed OCFA Fire Questionnaire is required. An OCFA review is required for “A” Occupancies and buildings with an existing fire sprinkler system. For small minor improvements to an existing sprinklered area (under 5 sprinkler heads), a written evaluation and review by a licensed Fire Sprinkler Contractor is required.
- ❑ **ORANGE COUNTY HEALTH CARE AGENCY-ENVIRONMENTAL HEALTH (HCA-EH):** County HCA-EH letter of approval and stamped approved plans are required for Food Service Establishments.
- ❑ **SEWER AND WATER WILL SERVE LETTER (GREASE, OIL AND FAT):** For new water services and food service establishments, a “Will Serve” letter is required from effected providers such as South Coast Water District, Moulton Niguel District or City of San Juan Water District. The will serve letter shall include both the Grease Interceptor plan and Water Quality and grease control provisions. Refer to City of Dana Point handout “A026-WATER”.

## PLAN PREPARATION INFORMATION

Plan preparation requirement *exempting use from hiring licensed Architect* for commercial tenant improvement drawings may be performed by a contractor, designer, business owner or property owner. (Calif. B&P Code 5537.2 and 5538).

*Exempt* from a licensed architect means construction consists of the elements of construction that **do not** affect the egress, fire rated construction, fire-life safety, and structural integrity within the area, space or structure.

Note: During the time of creating this handout, California law prohibits permit issuance to “Owner-Builder” applicants for non-residential projects. Refer to B & P Code Div. 3; Chapter 9; Article 3 for specifics.

The plan, at a minimum, shall include the following information and details:

- ❑ A complete “**Project Description**” and “**Scope of Work**” must be on the cover sheet of the plans. The plan scope of work must match the Building Permit Application description.
- ❑ “**Building Data Legend**” including “**Code Analysis**” must be provided on the title sheet such as:
  - Project address
  - Building owner name, address, and phone number
  - Designer / Architect / Engineer / Contractor / Plan preparers’ contact information
  - Name, address, and telephone number of person who prepared the plans
  - The Legal description or Assessor Parcel Number (A.P.N.)
  - Occupancy Group for each occupancy or space used (mixed use)
  - Occupancy Load for each occupancy or area within tenant space (mixed use)
  - Type of Construction
  - Floor Area calculations, including existing and new areas for each occupancy (mixed use)
  - Indicate on the cover sheet the existence of fire sprinklers or if building is non-sprinklered

- ❑ Provide drawings in each set of plans such as:
  - Cover sheet with Vicinity Plan and Drawing Index
  - Conditions of Approval or Entitlements agreed by City Planning Department and make part of the plan and inserted behind the cover sheet, if applicable
  - Site Plan for accessibility purposes and location of suite to be altered
  - Demolition Plan
  - Floor Plan
  - Exterior elevations of all effected sides
  - Roof Plan
  - Construction section(s)
  - Architectural and structural details
  - Details of Occupancy Separation and Fire Rated Construction, if applicable
  - Foundation Plan
  - Floor Framing / Roof Framing plan
  - MEP plans
  - Fire Sprinkler Drawings (plan and permit are deferred items)
  
- ❑ Plan shall include an NPDES note on the site plan: ***“The discharge of pollutants to any storm drainage system is prohibited. No solid waste, petroleum byproducts, soil particulate, construction waste materials, or wastewater generated on construction sites or by construction activities shall be placed, conveyed or discharged into the street, gutter or storm drain system.”***
  
- ❑ If the project includes exterior work, the plan shall delineate all projecting elements, and show distance(s) to property line, or adjacent structures.
  
- ❑ Plan must correctly identify code edition used. Provide a statement on the title sheet of the plans describing the project shall comply with the **2022 California Building Code, 2022 California Mechanical Code, 2022 California Plumbing Code, 2022 California Electrical Code, California Green Building Standards Code, 2022 California Energy Efficiency Standards (T-24), and the current City of Dana Point Regulations and Ordinances.**
  
- ❑ Projects that require a new Fire Sprinkler System to be installed shall have the cover sheet notated **“FIRE SPRINKLERS REQUIRED”**.
  
- ❑ Show the proposed floor plan that includes the existing walls to remain, demolished walls and the new walls. A wall legend for existing walls remaining, demolished and constructed shall be provided. Existing walls with structural upgrades affecting the foundation or the lateral support (shear) are considered new walls and will require Professional Engineer or Architect. Existing walls with the drywall removed are considered part of the renovation.
  
- ❑ If tenant improvement construction cost is \$170,466 or less, then complete and include City of Dana Point handout “A003-Hardship-Under” in the plan drawings. If cost is over \$170,466 then complete and include City of Dana Point handout “A002-Hardship-Exceeds” in the plan drawings.
  
- ❑ Plan shall be provided that includes the following AND the scope of hardship detailed in handout A003:
  - Accessible parking and path of travel from parking stalls to front door of tenant suite.
  - Show all accessible parking and accessible van spaces used by customers or public.
  - Exterior path of travel supporting or proposing circulation for accessibility.
  - Building entrances and interior path of travel supporting egress and accessibility requirements.

- Accessible compliance of the improved or altered area.
  - Facilities serving the improved or altered area, including restrooms, telephones and drinking fountains.
  - Details of any required signage.
  - Dimensions of the accessible requirements for the fixtures on the plans.
  - Detail the accessible counter 28" – 34" high & a minimum of 36" long.
  - Detail the 32" clear openings at doors.
  - Note all egress hardware including any panic hardware, fire doors, closers and lever handles.
  - Detail on the plan, the occupancy load of each separate area within the improvement. For mixed use, provide exiting and load factors for each occupancy group.
- ☐ Note **one** of the following conditions on the plans and support conclusions made from handout A003:
- **"Existing, Fully Accessible Restroom"**: Plans must demonstrate via dimensioned floor plans, details and notes to show existing complying conditions.
  - **"Existing Restroom to be Made Fully Accessible"**: Plans must demonstrate via dimensioned floor plans, details and notes to show non-complying conditions and the alterations necessary to meet full compliance.
  - **"Existing Restroom to be Partially Accessible"**: Plans must demonstrate via dimensioned floor plans, details and notes to show non-complying conditions which are to be made to comply by the alterations necessary. This condition is allowed only when the application for Unreasonable Hardship-Under Valuation has been approved by the Building Official.
- ☐ Mechanical single line drawings and details, if applicable, detailing the following:
- Locations of heating, cooling and ventilating equipment.
  - Mechanical equipment schedule identifying the equipment manufacturer's name, model number, capacity, etc.
  - Duct layout showing size, duct gauge (if metal) and register locations.
  - Product - conveying dust system in compliance with Chapter 5.
  - Chiller should be enclosed in a machinery room as required by Chapter 11.
  - Commercial hood and kitchen ventilation system in compliance with, Chapter 5 and 9.
  - Exact sizes and locations of combustion air openings or ducts should be shown per Chapter 7.
  - Show outside air minimum of 15 cubic feet per occupant.
  - Show condensate drain location and approved receptor.
- ☐ Plumbing single line drawings and details, if applicable, detailing the following:
- Waste and vent system serving fixtures which drain non-grease and grease by-products.
  - Domestic potable water system and non-potable water systems.
  - Condensate system with drain receptors.
  - Fuel gas-piping system with sizing calculations for pipe size and gas pressure.
  - Medical gas system.
  - Grease interceptor location, sizing and manufacture listing.
- ☐ Electrical single line drawings and details, if applicable, detailing the following:
- Provide power, lighting, circuiting and switching single-line diagram on the plan.
  - Reflective Ceiling plan including the locations of exit signs.
  - Electrical panel schedules and load schedules.
  - Show the location of all receptacles and outlets and note +15" min. to the bottom of the device and 48" max. to the top of the device.
  - Indicate circuit designators near outlets and identify the home runs.

- ❑ Additional information may be required dependent on the specific scope of the project. Projects within the FP-3 overlay flood plain district, Coastal Development areas, bluff top lots, Town Center or other geographical sensitive area will have other requirements based on their conditions of approval.
  
- ❑ For **Food Service Establishments**, additional elements and/or conditions of approval may apply. Grease interceptors, Grease hoods, Scrubbers, Commercial kitchens, Fire suppression systems, Water Quality Management Plans, the Orange County Fire Authority and/or the Orange County Health Department may have separate requirements beyond that of the city submittal. The applicant is responsible for contacting each agency separately and any additional plan submittal requirement(s) of those agencies are separate and not a part of the City of Dana Point review process.