

# CITY OF STANTON

## TENANT IMPROVEMENT REVIEW LIST

PLAN CHECK NO

PROJECT:

PROJECT ADDRESS: \_\_\_\_\_ OCCUPANCY: \_\_\_\_\_ TYPE OF CONSTR.: \_\_\_\_\_

PROJECT DESCRIPTION:

1 <sup>st</sup> review by: _____	Date: _____	Corrections	Approved
2 <sup>nd</sup> review by: _____	Date: _____	Corrections	Approved
3 <sup>rd</sup> review by: _____	Date: _____	Corrections	Approved
4 <sup>th</sup> review by: _____	Date: _____	Corrections	Approved

**INSTRUCTIONS**

- A. This plan review has been made to verify conformance to minimum requirements of codes adopted by the City of STANTON. Codes used are 2001 California Building Code (CBC), California Mechanical Code (CMC), California Plumbing Code (CPC), and California Electrical Code (CEC) and City Ordinance.
- B. The circled items below require correction or clarification before this plan check can be approved for permit issuance. Return all correction material when resubmitting.
- C. Note on this correction sheet or on a separate sheet the location of the completed correction. (i.e. Sheet No., detail, etc.).
- D. Corrections shall be made on the original tracings and new prints submitted.
- E. Applications for which no permit is issued within 180 days following the date of Application shall expire by limitation. A one-time extension of 180 days may be granted upon written request. (CBC 106.4.4)

**INFORMATION**

1. The following clearances or approvals are required before a building permit can be issued:
  - a. Planning Department.
  - b. Obtain Orange County Fire Authority Approval. Approval is required prior to issuance of building permit. Submit three separate sets of plans to the City's Building Division counter and complete a Fire Plan Review Service Request form. (Yes answer to questionnaire or A Occupancy)
  - c. Obtain Health Department approval. (Food Service or Hair Salons)
2. The following are required at the time of plan submittal.
  - a. Two complete sets of plans.
  - b. Title 24 energy calculations – 2 copies.
3. Occupancy Letter from the tenant showing:
  - a. Name and brief description of business.
  - b. Floor area of the tenant space.
  - c. Number of employees by gender.

10. Professional engineers shall include the date of signing and stamping immediately below or next to the signature and stamp.

**ARCHITECTURAL & CODE REQUIREMENTS**

11. Provide a statement on the title sheet of the plans that this project shall comply with the 2001 CBC, CMC, CPC and CEC and City Ordinance.
12. Provide a Building Code Data Legend on the title sheet. Include the following code information:
  - a. Description of Use:
  - b. Occupancy of the tenant:
  - c. Type of Construction:
  - d. Sprinklers: Yes or No
  - e. Floor Area:
13. Show location of tenant space within the building.
14. Provide a fully dimensioned floor plan showing the size and use of all rooms or areas within the space being altered.
15. Indicate the use of all adjacent suites or spaces. Show any existing area separation walls, occupancy separation walls, shafts or rated corridors.
16. Identify existing walls to be removed, existing walls to remain and new walls. Identify bearing walls and non-bearing partitions.
17. Provide a note on the plans indicating any hazardous materials that will be stored and/or used within the building, which will exceed the quantities listed in UBC Tables 3-D and 3-E.
18. Provide an exiting plan and analysis for the building and tenant space. [occupant load for each space]
19. When additional doors are installed for egress purpose they shall conform to all requirement Of Section 1003.3.1.
20. Revolving, sliding or overhead doors serving an occupant load of 10 or more shall not be used as required exit doors. (CBC 1003.3.1.2)
21. Power-operated doors complying with UBC Standard 10-1 may be used for egress purposes. ((CBC 1003.3.1.2)

**GENERAL REQUIREMENTS**

4. Note on Plans:
  - a. Tenant's name, address and telephone number.
  - b. Business name.
  - c. Job Address.
  - d. Name, address and telephone number of person who is preparing the plans.
5. Provide a vicinity plan.
6. Show the North arrow.
7. See comments on submitted structural calculations and drawings. Return marked set with the submittal.
8. Final plans for exempt construction shall bear the signature of the person who prepared the plans.
9. Final plans, specifications, calculations and reports prepared by a civil, structural or architect shall bear the signature and stamp of the professional engineer or architect and the expiration date of the registration.

22. Exit doors shall swing in the direction of the path of exit travel where the area served has an occupant load of 50 or more.
23. The door shall swing to the fully open position when an opening force not to exceed 8.5 pounds (exterior doors) and 5 pounds (interior doors) and 15 pounds (fire doors) is applied to the latch side. (CBC 1003.3.1.5 and Title 24 Disabled Access)
24. Double-acting doors are not permitted when serving an occupant load of 100 or more, the door is part of a fire assembly, the door is part of a smoke- and draft- control assembly, or panic hardware is required or provided on the door. (CBC 1003.3.1.5)
25. Double-acting doors should have a view panel not less than 200 square inches.
26. Doors shall be provided with floor or landing on each side of the door. Floor or landing shall not be more than ½ inch lower than the threshold. (CBC 1003.3.1.6)
27. Landings shall be provided at all exit doors. Landings shall have a width of not less than the width of the door or the width of the stairway served whichever is greater. Doors swinging over landings shall not reduce the width by more than seven inches when fully open. Landings shall have a length in the direction of door swing of at least 60 inches and the length opposite the direction of door swing of 48 inches. Surface slope of the level area shall not exceed 2%. The minimum latch side clearance on the pull side of the door shall be provided at the landing of 18 inches at interior doors and 24 inches at exterior doors. The minimum push side clearance of 12 inches shall be provided at the landing if door is equipped with both a latch and a closer. (CBC 1003.3.1.7)
28. Doors shall be openable from the inside without the use of a key or any special knowledge or effort. (CBC 1003.3.1.8)
29. Exit and exit-access doors serving Group A Occupancies shall not be provided with a latch or lock unless it is panic hardware. (CBC 1007.2.5)
30. Any room that is used for assembly purposes where fixed seating are not installed shall have the capacity of the room posted in a conspicuous place near the main exit or exit-access doorway from room. (UBC 1007.2.6)
31. In A3, B, F, M and S Occupancies, key locking hardware may be used at the main entry doors, provided a sign in contrasting letters of 1 inch or more is provided at the doors stating: "THIS DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS."
32. Hallways and corridors serving as a portion of the exit access in the means of egress system shall not be less than 36 inches in width. When serving an occupant load of 50 or more the width shall not be less than 44 inches. The required width shall be unobstructed. (CBC 1004.3.3.2, 1004.3.4.2)
33. Corridors shall be fully enclosed by walls, a floor, a ceiling and permitted protected openings. The walls and ceilings of corridors shall be one-hour fire-resistive construction and constructed of materials as specified in Section 1004.3.4.3.1.
34. Doors opening into corridors or exit balconies shall not reduce the required to width less than specified in Section 1004.3.4.2.
35. Show a complete architectural section of the corridor detailing fire-resistive construction of the walls and ceilings. Detail all duct and other penetrations. (CBC 1004.3.4.3)
36. All doorways to a corridor shall be protected by tightfitting smoke and draft control assemblies having a fire-protection rating of not less than 20 minutes. Doors shall be maintained self-closing or shall be automatic closing in accordance with Section 713.2. Door assemblies shall be provided with a gasket installed so as to provide a seal where the door meets the stop on both sides and across the top. (CBC 1004.3.4.3.2.1)
37. Windows in corridor walls shall be protected by fixed glazing listed and label or marked for a protection rating of at least ¾ hour and complying with Section 713.8 and 713.9. The total area of windows shall not exceed 25% of the area of a common wall with any room. (CBC 1004.3.4.3.2.2)
38. Provide and show fire dampers and smoke dampers in accordance with Sections 713.8 and 713.9 at duct openings in corridors. Provide combination fire/smoke dampers where both smoke dampers and fire dampers are required. (CBC 1004.3.4.2.3)
39. Note on plans: "Plans for all fixed fire protection equipment such as standpipes, sprinkler systems and fire alarm systems, must be submitted to the Building Division and approved by the Fire Department before this equipment is installed."
40. Post any assembly room with occupant loads greater than 50. (UBC 1007.2.6)
41. Exit signs are required when 2 or more exits are required. Show locations of all exit signs. (CBC 1003.2.8.2)
42. Provide sections of all new interior partitions. Show:
  - a. Type, size and spacing of studs.
  - b. Method of attaching top and bottom plates to structure. (Note: Top of partition must be secured to roof or floor framing, unless suspended ceiling has been designed for lateral load of partition.)
  - c. Wall sheathing material and details of attachment. (Size and spacing of fasteners.)
  - d. Height of partition and suspended ceiling.
  - e. Show wall and ceiling finishes. Show details of application of finishes at furred walls and ceilings and suspended ceilings. Specify manufacturer and indicate flame-spread rating. (Chapter 8)
43. Note on the plans or finish schedule: "Wall and ceiling materials shall not exceed the flame spread classifications in CBC Table 8-B.
44. Safety glazing or tempered glass is required in hazardous locations per Section 2406.4. A permanent label per Section 2406.2 shall identify each light of safety glazing. The following shall be considered specific hazardous locations for the purpose of glazing:
  - a. Glazing in ingress and egress doors except jalousies.
  - b. Glazing in fixed and sliding panels of sliding door assemblies and panels in swinging doors other than wardrobe doors.
  - c. Glazing in fixed or openable panels adjacent to a door where the nearest exposed edge of the glazing is within a 24-inch arc of either vertical edge of the door in the closed position and where the bottom exposed edge of the glazing is less than 60-inches above the walking surface.
45. The suspended ceiling system shall comply with UBC Standard 25-2 and CBC Chapter 16. Provide design and details.
46. Provide details on the plans showing the support for lighting fixtures per UBC Standard 25-2.

47. Provide exit signs and exit illumination as required by Section 1003.2.8.1 and Section 1003.2.9 respectively.
48. Provide design and detail of the equipment anchors on the roof.
49. Provide design and details of the storage racks.
50. Provide an approved non-absorbent material on floors and walls of toilet compartments. (UBC 807.1)
51. For a food service type of occupancy, a letter from the County Health Department must be submitted before the building permit may be issued.
52. Show the minimum number of plumbing fixtures as set forth in Appendix Chapter 29. Show the number of required and provided fixtures on the plans.

#### **TITLE 24 DISABLED ACCESS REQUIREMENTS**

53. Submit an accessibility plan. Show the following on the plans:
  - a. Accessible parking compliance. Show the total number of parking, accessible and accessible van parking spaces provided.
  - b. Exterior path of travel.
  - c. Building entrances and interior path of travel compliance.
  - d. Improved or altered area.
  - e. Facilities serving the improved or altered area, including restrooms, telephones and drinking fountains.
  - f. Provide required signage for all accessible .
  - g. Show and dimension the accessible requirements for the fixtures on the plans:
54. The maximum surface slope within the accessible parking space and adjacent access aisle may not exceed 2% in any direction.
55. Curb ramp may not encroach into the required dimensions of accessible parking spaces or adjacent access aisle, except as permitted per 1129B.4.3, Exception 1.
56. The main entrance shall be accessible. The remaining required exits and exterior ground floor courtesy exits shall be accessible, unless the building is with a supervised automatic sprinkler system.
57. Provide the bottom 10 inches of doors with a smooth, uninterrupted surface that allows door to be opened by a wheelchair footrest without creating a trap or hazardous condition. Note this requirement on the plans.
58. Note on the plans:
  - a. "Existing, Fully Accessible Restroom." Plans must demonstrate via dimensional floor plans, details and notes to show complying conditions.
  - b. "Existing Restroom to be Made Fully Accessible." Plans must demonstrate via dimensional floor plans, details and notes to show complying and non-complying conditions and the alterations necessary to provide compliance.
  - c. "Existing Restroom to be Partially Accessible." Plans must demonstrate via dimensional floor plans, details and notes to show complying conditions for non-complying conditions, which non-complying conditions are to be made to comply and the alterations necessary. This condition is allowed only in the case of a documented finding of **Unreasonable Hardship Exemption. TITLE 24 ENERGY REQUIREMENTS**

#### **TITLE 24 ENERGY REQUIREMENTS**

59. The building shall conform to the State Energy Standards. Complete and submit the following:
  - a. Certificate of Compliance for the lighting.
  - b. Certificate of Compliance for the envelope.
  - c. Certificate of Compliance for the mechanical.
60. Show on plan the following:
  - a. Envelope Mandatory Measures.
  - b. Lighting Mandatory Measures.
  - c. Mechanical Mandatory Measures.
61. Glazing U and SC values on architectural plan.
62. Submit cut sheets of AC units showing BHP, CFM and ESP for verification.
63. Energy Efficiency Standard states that energy certificate of compliance shall be signed by the person responsible for the building design to certify conformance with California Energy Code. Please provide the signature.

#### **PLUMBING, MECHANICAL & ELECTRICAL**

##### **GENERAL**

64. Plumbing, mechanical, and electrical systems shall be designed by the respective mechanical and electrical engineer, architect or by the respective licensed contractor who does the installation.

##### **MECHANICAL CORRECTIONS**

65. Complete mechanical plans should be submitted for review showing the following:
  - a. Locations of heating, cooling and ventilating equipment.
  - b. Mechanical equipment schedule identifying the equipment manufacturer's name, model number, capacity, etc.
  - c. Duct layout showing size, duct gauge (if metal) and register locations.
  - d. Product - conveying dust system in compliance with Chapter 5.
  - e. Chiller should be enclosed in a machinery room as required by Chapter 11.
  - f. Commercial hood and kitchen ventilation system in compliance with Chapter 9.
  - g. Exact sizes and locations of combustion air openings or ducts should be shown in compliance with Chapter 7.
66. Appliances shall be accessible for inspection & service without removing permanent construction. (Section 305.1)
67. Access to equipment on roof should be shown on the plans. (Section 321.8)
68. Locations of all required fire dampers to be shown in the plans.
69. Fire dampers shall be installed in the following locations:
  - a. Duct penetrations of area or occupancy separation walls with ratings of two hours or less.
  - b. Ducts passing through horizontal exit walls.
  - c. Ducts penetrating shafts (see exception).
  - d. Ducts penetrating fire-resistive elements of fire-rated corridor walls.
70. Provide smoke detectors per the manufacturer's installation instructions, in the main return air ducts ahead

- of outside air inlets and in supply ducts downstream of the filters in systems exceeding 2000 cfms. (Section 608)
71. Fire dampers should be equipped with access doors with a label reading "fire damper". (Section 605.5)
  72. Under-floor space used as a supply plenum to comply with Section 607.
  73. Provide automatic shut-off for units in excess of 2000 cfms that will shut the system down upon detection of smoke. (Section 608)
  74. Provide smoke detectors, installed overflow drains. (Section 310.1.1)
  75. Boilers should be enclosed in a rated room as required by the California Building Code.
  76. Steam boiler flue vent temperature should be provided so chimney or vent classification (low, medium or high heat) can be established. (Chapter 8)
  77. All mechanical equipment should be listed and labeled by an approved testing agency. If not, provide complete information on the equipment. Testing by an approved testing laboratory may be required before final approval is granted.
  78. Note on plans that the submittal of a certified air balance report and outside air certification are required prior to occupancy.

### **PLUMBING CORRECTIONS**

79. Provide plans and details for the following:
  - a. Waste and vent system.
  - b. Domestic water system.
  - c. Condensate system.
  - d. Fuel gas-piping system.
  - e. Medical gas system.
  - f. Private sewage disposal system.
  - g. Grease interceptor.
80. Indicate materials for the proposed plumbing systems. (Sections 701 and 903)
81. Separate facilities shall be provided for each sex. Exception:
  - a. In occupancies serving 10 or fewer people, one toilet facility, a unisex facility may be provided.
  - b. In business and mercantile occupancies with a total floor area of 1500 s.f. or less, one toilet facility, a unisex facility may be provided.
82. Food service establishments with an occupant load of 100 or more shall be provided with separate facilities for employees and customers.
83. In food preparation areas fixture requirements may be dictated by health codes.
84. Provide fixture schedule with listed fixtures for plumbing.
85. Every building shall have an independent connection with a public or private sewer. (Section 312)
86. Size of waste drainage piping to be sized per Section 703.
87. Indicate slope of horizontal drainage piping. (Section 708)
88. For drainage of fixtures located below the next upstream manhole or below the main sewer level to meet Section 710.
89. Termination of vents per Section 906.
90. Indirect waste fixtures are required per Section 801.
91. Steam and hot water drainage, condensers and sumps per Section 810.
92. Combination waste and vent system per Section 910 and Appendix B.
93. Floor drain or similar traps directly connected to the drainage system and subject to infrequent use shall be

- provided with trap priming. Trap priming devices shall be accessible for maintenance. (Section 1007)
94. Provide an approved grease interceptor. Size of grease interceptor shall be designed by a registered mechanical engineer. [750 gallon minimum per municipal code]
    - a. Provide site plan locating grease trap/interceptor.
    - b. No wastes other than those requiring treatment or separation shall be discharged into the grease trap/interceptor. (Section 1008)
    - c. Grease trap/interceptor shall be readily accessible for serving and maintaining the interceptor from the outside. (Section 1008)
  95. Provide combustion air for the water heater per Section 507.
  96. Water heater located in a prohibited location. (Section 509)
  97. Water heater to be protected from damage per Section 510:
    - a. 18" above floor level.
    - b. Provide adequate barrier.
    - c. Water heater to be seismically strapped.
    - d. Water heater located in an attic area to have a watertight pan and drain.
    - e. Provide access and working space for water heater per Section 511.
  98. Potable cold- water make-up piping to a steam boiler should be protected against cross connection by a backflow prevention device.
  99. The temperature and pressure relief valve on a boiler should be discharged to an approved plumbing receptor through an air gap.
  100. Carbonators for soda systems require Reverse Pressure Principal backflow prevention devices. Show on plan.

### **ELECTRICAL CORRECTIONS**

101. Note on plans the following:
  - a. "Light standards require a separate permit".
  - b. "All signs require separate permits and approvals".
  - c. "All equipment shall be listed by a nationally recognized testing laboratory".
102. Provide an electrical single-line diagram.
103. Show locations of all "EXIT" signs as required by the California Building Code.
104. Provide 2 exits for electrical rooms when the main is rated at 1200 amps or more. (Section 110.16©)
105. Electrical panels may not be located on the swing side of a door. (Section 110)
106. Indicate that all electrical equipment that is exposed to the weather shall be listed for exterior use.
107. Provide electrical panel schedules and load calculations.
108. Provide power, lighting, circuiting and switching plans.
109. Provide complete panel schedules; also indicate feeder sizes, panel locations, circuit breakers, disconnects and service equipment.
110. Indicate that all electrical equipment to be installed in a proposed H occupancy is to be listed for hazardous installations.
111. Identify methods and materials to be used for the conductors and conduits.
112. Show location of all electrical receptacles.
113. Electrical system ground to be provided per Section 250-81.
114. Provide a fixture support detail.
115. Indicate circuit designations near outlets and identify home runs.

**ADDITIONAL CORRECTIONS**

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