



Submittal Requirements for Tenant Improvement Alterations/Additions

TD-135

September 2019

City of Murrieta – Development Services Department
1 Town Square, Murrieta CA 92562

SUBMITTAL REQUIREMENTS FOR TENANT IMPROVEMENT ALTERATIONS/ADDITIONS

This handout is designed for assistance in Tenant Improvement Plan Submittal to the Building and Safety Division. Omission of the following shall be deemed an Incomplete Submittal and will not be acceptable for plan review.

The California Model Codes currently in effect are the 2016 California Codes, based on the 2015 International Building Code (IBC), 2015 Uniform Plumbing & Mechanical Codes (UPC, UMC), 2014 National Electric Code (NEC), 2015 International Fire Code (IFC) and the 2016 California Energy Code and the 2016 California Green Building Standard Code ("Cal Green").

Submit four (4) complete sets of fully dimensioned Architectural, Plumbing, Mechanical and Electrical plans. All plans shall be on a minimum 18" X 24" and a maximum 30" X 42" size bond paper.

CONSTRUCTION PLANS SHALL INCLUDE BUT NOT BE LIMITED TO:

Cover Sheet:

1. Vicinity Map
2. Parcel number(s) and Site Address
3. Business Name
4. Building data: Existing building Type of Construction, Sq. Ft. of leased area, leased area intended use/occupancy, occupant loads, Building Code data: 2016 California Model Codes as based on the 2015 IBC, 2015 UMC and UPC, 2014 NEC, 2015 IFC and the 2016 California Energy Code, 2016 "Cal Green" Code and whether the existing building is fully fire sprinkler protected building, or not etc.
5. List any flammable /combustible materials, chemicals, toxics or hazardous materials used or stored and total quantities of each, including MSDS reports
6. Sheet Index

Plot Plans:

1. North Arrow
2. Building location and tenant leased suite location and adjacent uses
3. Accessible parking/unload areas, curb ramps, exterior route of travel to the leased area entry door and at least one route to the public right-of-way

Floor Plans:

1. All wall lines to be indicated by double line
2. Fully dimensioned and to scale (3/16 inch per foot minimum), 1/4 inch per foot preferred.
3. Exit door locations, widths and direction of door swing
4. Wall legend. Show walls as existing or new, with references to wall construction details indicating heights, framing member size, spacing and material type, connections at top and bottom and top of wall lateral bracing method
5. Show all fixed elements of constructions e.g. bathroom facilities, fixtures, cabinets, storage racks and/or shelves
6. Accessible features e.g. fixed customer service counters, including kitchen, dining or drinking bar counters, new bathroom facilities, access to new areas, features and elements

Reflected Ceiling Plans:

If the leased area consists of existing ceiling, lighting and mechanical and no further alterations are proposed; then along with the reflected ceiling plan, simply indicate the elements as "existing and to remain"

Section Views:

Walls and roof/ceiling finishes, complete occupancy separation and fire resistive construction if required, demising walls etc. For new conditioned spaces, section views shall indicate wall heights and insulation locations for walls and roof/ceilings.

Plumbing/Mechanical Plans:

1. System material types and sizes, waste/vent and potable water layouts or isometrics, plumbing fixture schedule, etc.
2. HVAC (new or existing) equipment location, distribution layout material type and sizes fire/smoke control devices and activation
3. Include a line of site detail showing new roof top equipment shielding
4. Gas line diagram, material type, sizes and load demand

Electrical Plans:

1. Interior Main Distribution single line diagram, panel schedule and load calculations, etc
2. Electric power and lighting plans, interior fixture schedule, illuminated exit signs and emergency illumination (if applicable), or indicate as, "existing and to remain"
3. Title 24 Energy Electrical requirements including multi-level switching arrangements and automatic electrical lighting shut-off system

Structural Plan/Foundation/Floor/Ceiling/Roof Plan and Details:

1. Structural design justification of the existing roof framing for new mechanical equipment exceeding 300lbs
2. Foundation supporting elements and connections, reinforcement, slab and footing details, etc
3. Structural frame plan(s)
4. T-Bar ceiling standard details and seismic restraints

Supplemental Information:

1. Submittal to include two (2) copied sets of original shell building Title 24 Energy calculations or new 8.5' x 11" Title 24 Energy calculations or Energy calculations as for newly constructed conditioned space
2. ENV or PERF (Envelope), MECH (Mechanical) for conditioned space as new construction or, as for an addition including, LTG (Lighting) Energy Calculations for new lighting with required forms copied to the full size plan sheets
3. Separate submittals and permits are required for signs
4. Fees are based on the City of Murrieta Adopted Fee Schedule
5. Restaurant/Food establishments must obtain approval from the County Health Department/Food Division: and the local water/sewer purveyor for grease waste interceptors
6. All contractors/sub-contractors must show proof of State and City licenses and shall comply with Sec. 3800 of the Labor Code regarding Workers Compensation
7. Applicant shall obtain all required clearances and/or approvals from the appropriate water district(s) prior to issuance of any building permits



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Tenant Disclosure for Certificate of Occupancy

If you are NOT doing work that requires a building permit, please provide two copies of a site plan showing the building and suite location; and two floor plans of the existing leased space as-is.

- Intended business use: _____
- Business name: _____
- Is this a new business in Murrieta? Yes
- Address and suite number: _____
- Leased sq. ft. area: _____
- Number of employees: _____
- Are you the first tenant to occupy this space? Yes No
- List any toxic chemicals, flammable/combustible liquids or gases used or stored with MSDS sheets and quantities of each below or on a separate attached sheet(s):

- Are you making any improvements to the unit/suite or building other than painting, floor covering or similar finish work; installing moveable cases, shelving or partitions greater than 5'9" tall?
 - Yes No
- Applicant shall obtain all required clearances and/or approvals from the appropriate water district(s) prior to issuance of any building permits.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____



South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4182

Small Business Assistance Office

1-800-388-2121

smallbizassistance@aqmd.gov

www.aqmd.gov

Air Quality Permit Checklist

South Coast Air Quality Management District (SCAQMD) developed this Air Quality Checklist as a screening evaluation tool in the process required by California Government Code Section 65850.2. Please provide a response to all questions on this checklist.

If you have any question or need assistance completing this checklist, please contact the SCAQMD's Small Business Assistance Office, and a representative will help you complete the information in the checklist. SCAQMD may decline to issue this form due to lack of information from applicant.

NOTE: If there are any demolition or renovation activities that may disturb building materials, please contact the Asbestos Hotline at 909-396-2336.

Section A - Operator/Business Information

1. Business Name:	
2. Address:	
Street _____	City _____ CA _____ Zip _____
3. Contact Name:	Telephone Number:
Title:	Email:

Section B - Facility Business Information/Business and Equipment Description

Please provide a detailed description of the business operations to be performed and equipment to be used at this location:

Section C - Checklist Questionnaire

Please respond to all questions as it relates to the business activities to be performed at this location. Will business operations at this location:

1. Result in the release of air pollutants, including but not limited to, dust, fumes, gas, mist, odors, smoke, vapor, or a combination of these to the atmosphere? Yes No
2. Result in the use of fuel-burning equipment including, but not limited to, boilers, generators, and internal combustion engines? Yes No
3. Result in the use of hazardous materials, including but not limited to, chemicals, plastics, rubber, resins, solvents, paints, and parts cleaners? Yes No

Section C - Checklist Questionnaire (continued)

4. Result in the use of an above or underground storage tank? Yes No
5. Consist of manufacturing, fabrication, finishing, or treatment of wood, metal or plastic products: Yes No
6. Result in the use of any of the equipment listed below: Yes No
 (Place an X on all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Abrasive Blasting Cabinet/Room
<input type="checkbox"/> Air Conditioning Systems (containing > 50 lbs of refrigerant)
<input type="checkbox"/> Application of Paints/Adhesives/Resins
<input type="checkbox"/> Baghouse/Dust Collector
<input type="checkbox"/> Bakery Oven (gas-fired)
<input type="checkbox"/> Boiler/Water Heater (max. heat input = or > 1 million BTU/hr)
<input type="checkbox"/> Charbroiler/Smoker
<input type="checkbox"/> Coffee Roaster/Afterburner
<input type="checkbox"/> Deep Fryer (excluding equipment located at eating establishments)
<input type="checkbox"/> Dry Cleaning Equipment
<input type="checkbox"/> Electrostatic Precipitator
<input type="checkbox"/> Etching/Plating/Casting/Melting/Forging/Grinding/Cutting of Metals
<input type="checkbox"/> Fermentation
<input type="checkbox"/> Gasoline Storage & Dispensing Equipment
<input type="checkbox"/> Internal Combustion Engine (rated > 50 bhp; e.g. back-up generator)
<input type="checkbox"/> Mixing/Blending of Liquids and/or Powders
<input type="checkbox"/> Molding/Extruding/Curing of Plastics
<input type="checkbox"/> Pharmaceutical/Nutraceutical
<input type="checkbox"/> Plasma/Laser Cutter
<input type="checkbox"/> Printing/Coating/Drying
<input type="checkbox"/> Production of Fumes/Dust/Smoke/Odors
<input type="checkbox"/> Refrigeration Systems (containing > 50 lbs of refrigerant) | <input type="checkbox"/> Soldering Oven
<input type="checkbox"/> Spray Booth
<input type="checkbox"/> Storage of Acids/Solvents/Organic Liquids/Fuels
<input type="checkbox"/> Storage Silos (sugar, flour, etc.) |
|--|--|

Section D - Business Self Certification

7. Preparer:	Title:	
Signature:	Date:	Telephone Number:

I hereby certify by my signature above that, I am a duly authorized representative of the above-named business, and that all information contained herein is true and correct.

SCAQMD USE ONLY	Equipment:	Issued By:
	<input type="checkbox"/> Applicant has permit(s) from the SCAQMD:	
	<input type="checkbox"/> Applicant has filed for permit(s) with the SCAQMD:	
	<input type="checkbox"/> Applicant is exempt from permit requirements:	
	<input type="checkbox"/> Applicant has complied with filing requirements of R222:	
	<input type="checkbox"/> Based on the information provided, no equipment/process requiring air quality permit or registration.	