



## TENANT IMPROVEMENT PLAN SUBMITTALS

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Submittal requirements for Tenant Improvements (“T.I.”) shall include:

- I. Two complete sets of plans are required to be submitted for review and, when required by the State Business and Professions Code, shall be wet-stamped and signed by a California licensed Architect or registered Engineer. (Please note that additional sets may be required if tenant improvement involves change of use, modification of floor space or exterior changes).
- II. Review and approval of plans from the City of West Hollywood Planning Division is required prior to Building Department submittal
- III. Plans shall be 24” width x 36” length (max).
- IV. The following information shall appear on the first sheet of the drawings:
  - A. **Applicable Codes:** 2019 California Building, Green Building, Mechanical, Electrical, Plumbing and Energy Codes with 2019 Los Angeles County Amendments, West Hollywood Green Building Manual
  - B. **Building Code Data:** Existing and proposed use and Occupancy, Type of Construction, Fire Sprinklers (if required), Occupancy Load, number of floors, floor area
  - C. **Scope of Work:** Provide a detailed written description of project scope
  - D. **Owner and Designer Information**
- V. Plans shall consist of:
  - A. **Plot Plan**
    - 1) Legal Description or AP Number
    - 2) Plan to be to scale and fully dimensioned
    - 3) Indicate property lines, adjacent buildings, location of tenant space, and use of adjacent spaces.
  - B. **Floor Plan**
    - 1) Fully dimensioned existing and new floor plans
    - 2) Indicate use of all spaces
    - 3) Exits (number, width, door hardware, signage)
    - 4) Location of all walls, doors, fixed equipment
    - 5) Area and/or occupancy fire separation walls
  - C. **Corridor Section**
    - 1) Location and construction of fire rated wall assemblies



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**D. Wall Sections**

- 1) Framing information, wall heights, top and bottom support connections, insulation, finishes, etc.

**DI. Suspended Ceilings and Soffits**

- 1) Reflected Ceiling Plan indicating ceiling heights and finishes
- 2) Gravity and lateral support details and layout information
- 3) Soffit framing details: attachment support connections to walls, ceilings, etc.

**DII. Accessibility Requirements**

- 1) Required at area of tenant improvement
- 2) Show primary path of travel from accessible parking and/or the public way to the building entrance and remodeled area
- 3) Entrances, accessible routes, sanitary facilities, drinking fountains, and telephones required to meet requirements
- 4) Complete Disabled Access Hardship form in order to show full compliance or any limitation for full accessibility upgrade.

**DIII. Energy Compliance**

Energy Compliance is required if Tenant Improvement includes any of the following:

- 1) Alteration to 10% of existing or new lighting – Energy Compliance required – provide NRCC-LTI-01-E form and any other applicable compliance documents on plans.
- 2) Modifications to building envelope or new buildings – Energy Compliance required – provide NRCC-ENV-01-E form and any other applicable compliance documents on plans.
- 3) Addition or alteration of 75% or more of ductwork – Energy Compliance required – provide NRCC-MCH-01-E forms and any other applicable compliance documents on plans.
- 4) Shell buildings – Energy Compliance required – provide NRCC-ENV-01-E forms and any other applicable compliance documents on plans.
- 5) Any other applicable forms as required to be filed on plans

\*All compliance forms to be printed on plans and 2 sets or compliance documents in 8.5"x11" format are required.

**DIV. Green Building Compliance**

- 1) Alterations to existing structures require compliance with CALGreen and the West Hollywood Green Building Manual.

**DV. Plumbing, Mechanical, and Electrical**

- 1) See Building Department questionnaire to determine if plans and plancheck review are required.

**DVI.** Prior to the issuance of a building permit, debris removal mitigation plan shall be reviewed and approved through West Hollywood Environmental Services. Contact Matt Magener at

(323) 848-6894

**K.** Other outside agency review and approvals may be required prior to the issuance of any permits. See Building and Safety for further information.